



Financial Audit for Three Years FY 2022 - 2025

Background: EcoPeace ME is a unique organization that brings together Jordanian, Palestinian, and Israeli environmentalists. Our primary objective is the promotion of cooperative efforts to protect our shared environmental heritage. In so doing, we seek to advance both sustainable regional development and the creation of necessary conditions for lasting peace in our region. EcoPeace has offices in Amman, Ramallah, and Tel-Aviv. This request for proposal is for the Israeli office only.

Description of the mandate: EcoPeace would like to contract an accounting firm to conduct a financial audit for three years beginning with fiscal year January 01, 2022, to December 31, 2022. EcoPeace expects the incumbent audit firm to obtain and present to the management a reasonable assurance about whether the financial statements are free from material misstatements and to express an opinion on whether those statements present fairly the financial performance and cash flow of the organization. Lastly, as part of the audit process, EcoPeace also expects the audit firm to examine the organization's internal controls over financial reporting.

Expected Deliverables: The service provider is expected to deliver the following:

1. Hebrew audit report in local currency.
2. English audit report in USD currency.
3. A Management Letter on the existing internal controls over the financial reporting involved in the preparation of the payments and cash receipts; as well as a highlight of any material or immaterial weaknesses in the internal control noted for each country and the recommendations to improve them.

EcoPeace Middle East

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Al Bireh-Ramallah, Palestine

Tel: +972-2-2400832/5
Fax: +972-2-2400836

Email: info@ecopeaceme.org

Website: www.ecopeaceme.org



4. Provide representation for EcoPeace before the tax authority and national insurance. This will include submitting Form 126 and Form 856 as well as Form 1215.

The audit report shall include the following financial statements:

- A Statement of Financial Position (Balance Sheet) as of December 31, 2022.
- A Statement of Activities (Income Statement) for the year ending December 31, 2022.
- A Statement of Activities -By Project- for the year ending December 31, 2022.
- A Statement of Changes in Net Assets presented by its (Restricted & unrestricted) for the year ending December 31, 2022.
- A statement of Cash Flow for the year ending December 31, 2022.
- Notes to the financial statements for the significant accounting policies and other relevant information

First draft of the audit report shall be submitted no later than April 15, 2023 and final draft along with Management Letter no later than April 30, 2023.

Note: Attached is a copy of the prior year's Audit Report for reference. EcoPeace expects to have its financial statements ready for audit by February 15, 2023.

General Terms and Application Process: Please submit the following to EcoPeace by e-mail to Procurement Officer Tal Tassa at tal@ecopeaceme.org no later than **November 30, 2022** COB with e-mail subject: **FY2022 EcoPeace Financial Audit Proposal**. Candidates must have offices within the Tel Aviv area.

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Company profile and registration certificate.

- A technical proposal detailing work methodology & Proposed timeline for the first year
- Financial proposal/Year, in ILS including VAT.
- CVs for the proposed staff reflecting the specific experience and qualifications.

EcoPeace will evaluate proposals based on the following criteria:

1. Prior experience working with non-profit organizations.
2. CVs of proposed audit team at time of submission.
3. Process timeline.
4. Price.

The submitted proposal must remain valid for 120 calendar days after the submission deadline. EcoPeace is not obligated or bound to accept any proposal. The audit firm shall bear all costs related to the preparation and submission of the proposal including but not limited to travel costs, communication costs, and supplies. EcoPeace shall not be held liable for any potential costs regardless of the outcome of the selection process. EcoPeace plans to conclude the selection process by December 25, 2022, at the latest.

Only suitable candidates will be contacted.

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