REQUEST FOR PROPOSALS FOR OUTSOURCED INTERNAL AUDIT SERVICES

I. Organisational Profile

Windle International Uganda (WIU) is an International Non-Governmental Organisation dedicated to providing inclusive, equitable and quality education and skills development for refugees and host communities in 13 refugee settlements and vulnerable communities across Uganda. WIU works with development partners to create pathways that connect learning and skills to livelihoods, economic opportunities and greater self-reliance; while supporting refugees, persons affected by conflict, host communities and other vulnerable populations to build resilience and improve their wellbeing.

WIU is part of the Windle International network, a wider family of Trusts headquartered in Oxford, England UK.

2. Introduction

Windle International Uganda (WIU) invites proposals from qualified and suitably experienced firms or individual professionals to provide four (4) risk-based internal audit assignments during each financial year from FY January – December 2027 onwards.
The quarterly internal audit assignments shall be undertaken as follows:
Q1: January–March
Q2: April–June
Q3: July–September
Q4: October–December

3. Purpose and Objectives of the Internal Audit

1. Evaluate the effectiveness of, and contribute to the improvement of, internal controls, risk management and corporate governance processes at WIU.
2. Plan and execute internal audits in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards).
3. Participate in the identification and evaluation of the organisation's risk areas and provide input into the development of the annual risk-based internal audit plan.
4. Determine whether WIU is performing its activities in compliance with organisational policies and procedures and applicable laws and regulations.
5. Prepare and submit quarterly internal audit reports to the WIU Board Audit & Risk Management Committee.

4. Proposal guidelines

4.1 Proposal submission

Proposals should be electronically submitted in PDF file with maximum capacity of 10 MB to email address: wiu.tenders@windle.org by 12:00 hrs of 5th October 2026. Financial Proposal shall be in its own folder.

4.2 Proposal Format

Proposals must be submitted by an individual authorised to submit proposals on behalf of the organisation and shall contain the following:

- A summary of the firm's/individual's background and experience in similar work. The firm/individual must have at least five (5) years' experience in internal audit work, especially working with NGOs, donor-funded programmes, and organizations operating in development and humanitarian sectors.
- A brief description of the proposed approach and plan for achieving the scope of work.
- Curriculum vitae of the key staff of the firm or the individual auditor who will conduct the audits.

- The estimated operational cost of the outsourced internal audit assignments, noting that the professional service is pro bono.
- Any other pertinent information necessary to support evaluation of the proposal.

5. Contract Requirements

5.1Acceptance of Terms

The firm/individual selected shall be required to agree to the terms contained in this Request for Proposals. Any objections or proposed deviations shall be communicated to WIU; otherwise, such objections shall be deemed to have been waived.

5.2 Sub-contracting

The contractor shall not enter into subcontracting arrangements for work contemplated under the contract without prior written approval from WIU. Any approved subcontractor shall be subject to the same provisions applicable to the contractor, and the contractor shall remain fully responsible for the performance of any subcontractor.

5.3 Inaccuracies or Misrepresentations

If, during the procurement process or administration of a resulting contract, WIU determines that the audit firm/individual has made a material misstatement or misrepresentation, or has provided materially inaccurate information, the proposer may be disqualified from the procurement process. Where a contract has already been awarded, WIU may terminate the contract immediately.

6. Evaluation Process

All proposals will be subject to a standard review process comprising technical review and financial evaluation. Primary consideration will be given to the demonstrated capability of the firm or individual to meet the objectives and scope of the outsourced internal audit, together with the operational costs indicated in the proposal.

Proposals will be evaluated on the following basis:

Evaluation Criterion	Weight
Preliminary criteria	**Pass/Fail**
Technical criteria	**50%**
Financial criteria	**50%**

7. Incurred Costs

This Request for Proposals does not commit WIU to pay any costs incurred in the preparation or submission of a proposal. All costs incurred by a proposer in developing and submitting its proposal shall be borne by the proposer.

8. Contract Negotiations

WIU may require the potential firm/individual selected to participate in negotiations and to submit revisions to costs, technical information and/or other elements of the proposal that may arise from the negotiation process.

9. Final Authority

The final authority to award the contract rests solely with the WIU Board Audit & Risk Management Committee.

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10. Acceptance of Terms and Conditions

Submission of a proposal shall constitute acknowledgement and acceptance of all terms and conditions contained in this Request for Proposals, unless otherwise specified in the proposal.

Additional Requirements

Bidders shall submit copies of the following documents for preliminary examination and compliance checks

No.	Required Document
1	Valid Trading License (2026).
2	Certificate of Incorporation.
3	VAT Registration Certificate.
4	Current Income Tax Clearance Certificate.
5	Bank account in the name of the business.
6	Articles and/or Memorandum of Association.
7	Company profile.
8	Bank statement covering at least one year.