

Safe Ireland: Request for Tender **(<https://www.activelink.ie/node/111667>)**



Request for Tender

External Audit for Safe Ireland National Social Change Agency CLG

Summary

Safe Ireland invites tender submissions from interested Auditors to provide auditing and associated professional services to the organisation from the year ending 31 December 2024. This will comprise of planning and conducting the annual statutory audit of Safe Ireland but will also include other occasional advice and services outlined later in this document.

About Us

Safe Ireland is the national development and co-ordination body that works to create confident, competent community-based responses to domestic, sex, gender and sexuality-based violence, wherever it occurs. We work strategically to create effective pathways out of coercive control for women, for young people, and children. We have five distinct functions: investigating the causes and effects of violence and coercion based on sex, gender and sexuality; delivering frontline refuge, support and outreach services; supporting the development, delivery and coordination of frontline Domestic Violence member services; developing best practice guidelines for skilled community-led domestic violence response; and influencing civil society and national strategic policy.

This is achieved through our collaborations with our network of affiliated independent frontline DV services; local communities; professionals; public bodies; academic institutions; philanthropists; and corporate partners. There are thirty-seven DV services across Ireland, all members of Safe Ireland, who deliver various combinations of services including national and local crisis helplines, emergency accommodation, housing and practical supports, one-to-one emotional and therapeutic support, information and advocacy, Garda and Court accompaniment, and Welfare advice. Twenty of these services operate staffed DV refuges.

Our core strategic focus is to change culture, transform responses to sex, gender, and sexuality-based violence in communities across Ireland, and to progress towards creating a free and Safe Ireland for women, for young people, and for children.

We employ 25 people and have an annual turnover of € 1.9m.

Our funding comes from both public and non-public sources. Public sources include government support for the sector. Non-public sources include philanthropic donations, public and corporate donation and income from external training.

Our most recent audited accounts are available on our website.

General Requirements & Responsibilities

Safe Ireland is seeking to engage an experienced firm of Auditors who will provide the full range of auditing services required to fulfil its statutory obligations, to comply with relevant accounting and reporting standards and best practice.

Your responsibility will be to report to Safe Ireland's Trustees in accordance with the Companies Act 2014 whether, in your expert opinion, the financial statements:

- give a true and fair view of assets, liabilities and the financial position of Safe Ireland as at the end of the financial year on 31 December;
- are prepared in accordance with the Statement of Recommended Practice (SORP) for charities; and,
- are prepared in accordance with the requirements of the Companies Act 2014, Charities Act 2009, and any other

relevant legislation.

Based on the work undertaken in the course of the audit, you will have a statutory duty to report whether, in your opinion;

- The information given in the directors' report is consistent with the financial statements; and
- The directors' report has been prepared in accordance with the Companies Act 2014.

Annual Auditing Services required:

The range of services for which the successful company of auditors may be responsible include, but are not restricted to:

1. Auditing

- Conduct an annual financial audit of Safe Ireland in accordance with the relevant Standards applicable in Ireland and applicable law.
- Identify and assess the risks of material misstatement of the financial statements.
- Design audit procedures that are appropriate to the internal controls relevant to the audit.
- Evaluate the appropriateness of accounting policies used.
- Conclude on the appropriateness of the directors' use of the going concern basis for the preparation of the accounts.
- Prepare the financial statements, including processing client amendments as required.
- Evaluate and advise on the overall presentation, structure and content of the financial statements.
- Identify if other non-financial information included in the annual report is materially consistent with the financial statements.

2. Communication

- Carry out a pre-audit meeting to discuss the forthcoming audit.
- Provide an overview of the planned scope and timing of the audit.
- Conduct a follow up meeting, post audit, to discuss any significant findings.
- Confirm, in writing, matters discussed and any agreed actions.
- Maintain frequent communication regarding both auditing and other matters.
- Present draft audited accounts to Safe Ireland's finance and audit sub-group and the board, including any audit findings, as and when required.
- Ensure a partner of the firm attends the annual general meeting of Safe Ireland and makes any necessary presentation of the audited accounts to the members.

3. Other services

- Preparing and lodge returns with the Companies Registration Office.
- Assist and advise on any other filing requirements e.g., Revenue Commissioners.

Duration of contract

The contract will commence from and include the year ending 31 December 2024 and continue for three years (to year ending 31 December 2026), subject to the services being satisfactorily delivered each year. It is open to Safe Ireland or the contractor to end the contract sooner should they so wish.

Other considerations

Applicants must be sufficiently familiar with the below items to carry out the work:

- The Charities Act 2009 and subsequent Regulation
- Statement of Recommended practice for charities (SORP)
- Charities Regulator's Code of Governance
- General Data Protection Regulation
- Software packages used by Safe Ireland including Sage, Thesaurus, SharePoint

Retention of records

During the course of your work with Safe Ireland you will have access to various documentation. You will be required to only take copies of any documentation required for audit purposes and any such documentation must be destroyed after 7 years, with the exception of documentation that is agreed to be of continuing significance.

Tenders

The proposal should ideally provide the following information:

1. Three examples of work and services that your organisation has provided for clients that best represents:
2. the range of services you provide,
3. your proven ability to efficiently and effectively conduct an annual audit,
4. the return on investment to your client, and,
5. the communication mechanism that was used to improve the impact of your work.
6. Three references for the above three examples of work – client name, contact number and email. We will not contact your references without your prior permission.
7. A short proposal, no more than 7 pages, based on how you plan to deliver on the above listed requirements over a three-year period, outlining your proposed approach to meet Safe Ireland's auditing requirements as set out in this document.
8. A detailed breakdown of costs, including hourly or daily rates for your staff, and the overall annual cost.

The currency to be used in this tender is Euro, and pricing should specifically note whether VAT is excluded or otherwise.

Other regulations

The successful Tenderer must have a valid tax clearance certificate for the contract's duration. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract and any payments due. An auditing practice certificate and the related professional insurance must also be held.

Scoring & Next Steps

Tenders received will be marked out of 100 marks as follows:

- Approach & Understanding of Tender -30
- Value for Money - 25
- Quality of audited accounts - 20
- Knowledge of the nonprofit sector - 15
- Capacity and access to personnel - 10

Proposals may be shortlisted after scoring. Based on the above criteria, shortlisted Auditing Services Suppliers may be asked to interview with Safe Ireland later in the year to discuss their proposal in more detail. Not all proposals may be invited to interview.

Requirements for this meeting will be forwarded upon selection.

Closing Date: Friday 29th November 2024 before 5.00p.m

Return tender or submit queries to Bernadette Donlon, Financial Controller:
Finance@safeireland.ie (<mailto:Finance@safeireland.ie>)

Region

Nationwide

Date Entered/Updated

21st Oct, 2024

Expiry Date

29th Nov, 2024

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