

REQUEST FOR PROPOSAL (RFP)
RFP_008_2024-25

RFP Specification	Professional services for conducting single audit for USAID / FEDERAL funded project in YRGCARE
RFP number	RFP_008_2024-25
Type of Procurement	Services Agreement
Type of Contract	Service
Term of Contract	01 month / Completion of the audit
Date of Issue of RFP	12 November 2024
RFP Queries	14 November 2024
Response to Queries	15 November 2024
Deadline for submission	18 November 2024
RFP to be submitted	rfp@yrgcare.org

REQUEST FOR PROPOSALS FROM AUDIT FIRMS EMPANELED WITH USAID TO CONDUCT SINGLE AUDIT FOR THE USAID / FEDERAL FUNDED PROJECTS IN YRGCARE

A. YR Gaitonde Medical, Educational and Research Foundation (“YRGCARE”) a Public Charitable Trust, registered under the Indian Trusts Act, having its Registered Office at No 34, East Street, Kilpauk Garden Colony, Kilpauk, Chennai-600010, offers comprehensive HIV care continuum to those at risk and or with HIV. YRGCARE is a pioneering institution involved in implementation research, program delivery and basic laboratory sciences.

B. YRG is an Implementing partner for;

1. JSI Training & Research Institute Inc. for “**Momentum Routine Immunization Transformation and Equity Project**” to implement the project in 5 selected districts in India. The goal of the project is “To increase the demand and distribution and uptake of COVID-19 vaccination. The project started on 14th February, 2022 for a period of 6 months, subsequently with the amendment, extended till December 2023.

2. JHU : ACCELERATE, a USAID- funded HIV/AIDS program, aims at improving health outcomes among key populations in India. The ACCELERATE team provides technical assistance (TA) to National, State, and District HIV/AIDS programs to deliver comprehensive HIV prevention and treatment services to

vulnerable populations including people living with HIV, key populations (KP) and their partners; and Orphan and Vulnerable Children (OVC). ACCELERATE works in Maharashtra, Andhra Pradesh, Telengana and the North East. The project started from April 2nd 2019.

The list of projects carried out by YRGCARE is given below:

Project	Purpose of the project	Period From	Period To	Primary Grantor	Donor	Total Expenditure FY 2023-2024
“MOMENTUM Routine Immunization Transformation and Equity Project (M-RITE)”	support the “MOMENTUM Routine Immunization Transformation and Equity Project (M-RITE)” implemented by JSI in the 5 selected districts of India. The goal of the project is “To increase the demand and distribution and uptake of COVID-19 vaccination.	10-Feb-22	31-Dec-23	USAID	John Snow International (JSI)	INR 1,60,46,384
ACCELERATE	To implement, evaluate, and transition promising, sustainable and novel models of HIV testing and care guided by evidence-based practices that are aimed at improving access to HIV prevention and treatment services, and social protection schemes among KP and their families in India	02-Apr-19	31-Dec-26	USAID	Johns Hopkins University (JHU)	USD 34,13,585
AIDS Clinical Trials Group (ACTG) for Research on Therapeutics for HIV and Related Infections	A5300B/I2003B/PHOENIX: Protecting Households On Exposure to Newly Diagnosed Index Multidrug-Resistant Tuberculosis Patients (PHOENIX MDR-TB)	01-Dec-23	30-Nov-25	NIH/NIAID	The Regents of the University of California, on behalf of its Los Angeles Campus (“UCLA”)	INR 1,41,66,847
Humsaya	To sensitize employees of corporate entities in Hyderabad and Chennai toward transgender persons in their workforce, adopt inclusive policies, and create a safe and nurturing work environment.	30-May-23	31-May-24	U.S. Department of State	US Consulate General, Hyderabad	INR 5,88,267
EHI	Characterization of ART resistance in Early HIV infected	01-Jan-23	31-Dec-23	USAID	International AIDS	INR 68,02,046

Project	Purpose of the project	Period From	Period To	Primary Grantor	Donor	Total Expenditure FY 2023-2024
	cohorts and its correlation to neutralization by bNABS towards informing HIV prevention products				Vaccine Initiative (IAVI)	
DigiTaPP	Understanding digitally driven risk networks to inform user-centric target product profiles (TPP) for next-generation HIV vaccines	01-Jan-23	31-Dec-24	USAID	International AIDS Vaccine Initiative (IAVI)	INR 26,09,092
ICC+	Strategies to improve the HIV care continuum among key populations in India	01-Jul-16	31-May-24	NIH/NIDA	Johns Hopkins University	INR 25,753,709
Spatial/Cohort	Individual, Network and Spatial drivers of HIV and HCV among Drug Users in India	01-Sep-16	31-May-24	NIH/NIDA	Johns Hopkins University	INR 1,79,57,923
Stop C	Integrating HCV services into HIV programs for PWID in India	08-Jul-19	30-Jun-25	NIH/NIAID	Johns Hopkins University	INR 3,83,88,068
SMART4TB	Supporting, Mobilizing, and Accelerating Research for TB Elimination	01-Aug-22	31-Jul-27	USAID	Johns Hopkins University	INR 17,46,982
PREEMPT	Predictors of Resistance Emergence Evaluation in MDR-TB Patients on Treatment (PREEMPT)	01-Aug-20	31-Jul-24	NIH/NIAID	Boston University	INR 60,15,712
POINTER	PWID Opportunities to Improve TrEat and Retain (POINTER)	17-Dec-21	16-Dec-26	NIH/NIDA	Johns Hopkins University	INR 3,36,06,084
Experience America	Experience America - From Dream to Reality- Building bridges of opportunity	25-Sep-23	28-Feb-25	U.S. Department of State	US Consulate General, Kolkata	INR 5,42,442

Fund utilized / expenditure incurred refers to expenditure reported for the period 1st April 2023 to 31st March 2024. Interested audit firms empaneled with USAID are requested to submit the Application Form (in **Appendix-II**) on or before the due date of receipt of completed application.

All the required vouchers and documents are available for verification at the following address:

YR Gaitonde Medical, Educational and Research Foundation (YRGCARE)
15, East street, Kilpauk Garden Colony, Kilpauk, Chennai - 600010

C. Service Title

Audit of the Statement of Expenditures of USAID / FEDERAL awards expended for the period from 01 April 2023 to 31 March 2024 on various projects.

D. Objective

The objective of this engagement is to

- a) Express an opinion on whether the SEFA (Schedule of Expenditures of Federal Awards) for the USAID-funded programs presents fairly in all material respects in relation to the recipient's financial statements as a whole and in revenues received, costs incurred, and assets, commodities, and technical assistance directly procured with USAID funding for the period audited in conformity with the terms of the award and generally accepted accounting principles.
- b) Evaluate the recipient's internal controls related to the USAID-funded programs, assess control risk, and identify significant deficiencies including material weaknesses.
- c) Perform tests to determine whether the recipient complied, in all material respects, with agreement terms (including cost-sharing or matching contributions, and indirect costs rate, if applicable) and applicable laws and regulations related to USAID-funded programs.
- d) Evaluate whether the recipient has met its cost-sharing or matching contributions, if required by the agreement.
- e) If the recipient has a NICRA (Negotiated Indirect Cost Rate Agreement) (including provisional), then perform a financial audit of the recipient's organization-wide general purpose financial statements, expressing an audit opinion.
- f) Perform an audit of the indirect costs rate if the recipient has been authorized to charge indirect costs to USAID using provisional rates and USAID has not yet negotiated final rates with the recipient.
- g) When indirect costs are charged to USAID using either predetermined, fixed, or de minimis 10 percent rate, the auditor must verify that the correct rate was applied in accordance with the agreement with USAID.
- h) Determine if the recipient has taken adequate corrective actions on prior audit report recommendations, if applicable.

E. Audit Scope

A financial audit of USAID / FEDERAL funds provided to recipients must be performed in accordance with Generally Accepted Government Auditing Standards ("GAGAS"), or International Standards on Auditing ("ISA") in conjunction with GAGAS, or International Standards of Supreme Audit Institutions ("ISSAI") in conjunction with GAGAS. The primary purpose of a financial statement audit is to provide an opinion about whether an entity's financial statements are presented fairly, in all material respects, in accordance with applicable generally accepted accounting principles or financial reporting standards. Reporting on financial audits performed in accordance with GAGAS also includes reports on internal controls over financial reporting and on compliance

with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.

If the recipient has a current Negotiated Indirect Costs Rate Agreement¹ (NICRA), including provisional rates, the independent auditor must examine the recipient's organization-wide general purpose financial statements (*i.e.*, balance sheet, income statement, and where appropriate, cash flows statement). The financial statements and the schedule of expenditures of USAID / FEDERAL awards must be for the same audit period².

The independent auditor must determine whether the financial statements of the recipient are presented fairly in all material respects in accordance with U.S. generally accepted accounting principles (U.S. GAAP), or International Financial Reporting Standards (IFRSs), or International Public Sector Accounting Standards (IPSAS). The independent auditor must also determine whether the schedule of expenditures of USAID awards is stated fairly in all material respects in relation to the recipient's financial statements as a whole.

For financial audits of awards without a current negotiated (including provisional) indirect costs rate, the schedule of expenditures of USAID / FEDERAL awards is the basic financial schedule to be audited. The schedule of expenditures of USAID / FEDERAL awards must not include cost-sharing or matching (inclusive of in-kind) contributions provided from the recipient's own funds or in-kind.

F. Schedule of Expenditures of USAID / FEDERAL Awards

The recipient must accept the responsibility for the accuracy of the schedule of expenditures of USAID awards before the audit commences regardless of whether the recipient received assistance in the preparation of the schedule of expenditures from the books and records maintained by the recipient.

The schedule of expenditure of USAID awards must reconcile to USAID provided fund information, the accounting records, and bank statements of the recipient. All currency amounts in the audit report must be stated in U.S. dollars. The exchange rate(s) used must be indicated in the notes to the schedule of expenditures of USAID awards and calculated for the rate at the time the local currency was disbursed to the recipient by USAID.

In audits of recipients covering awards from more than one USAID Operating Unit, the schedule of expenditures of USAID awards must separately disclose the financial information (revenues, costs, etc.) for each award and program, and identify the USAID Operating Units that provide funding. Each Operating Unit must be able to identify its award in the audit report for resolution of audit findings with the recipient. The same reporting principles apply when only one USAID award is covered by the audit. Auditors must not express separate opinions on schedule of expenditures of each award or program unless specifically requested to do so by USAID.³

¹ For additional help on indirect cost rates, see [USAID's Indirect Cost Rate Guide for Non-Profit Organizations](#).

² 2 CFR 200.510 (a) & (b)

³ Leverage of non-USAID resources is different from cost-sharing or matching contributions. Pursuant to ADS 303.3.27 (Public-Private Partnerships) leveraging represents all non-USAID resources, excluding cost sharing, expected to be applied to a program. Leveraging is limited to Public-Private Partnership awards.

G. Cost-Sharing/Matching Schedule

The audit should determine whether cost-sharing or matching contributions were provided and accounted for by the recipient in accordance with the terms of the agreements, if applicable. The auditors will review the cost-sharing or matching contributions schedule to determine if the schedule is fairly presented in accordance with the basis of accounting used by the recipient to prepare the schedule. The auditors should question all cost-sharing or matching contributions that are either ineligible or unsupported costs. In addition, for awards that present a cost-sharing or matching contribution budget on an annual basis and on a life-of-project basis for closeout audits, the auditors will review the cost-sharing or matching contributions schedule to determine if these were provided by the recipient in accordance with the terms of the agreement.

H. Indirect Cost Rates⁴

The audit of the indirect cost rates should involve tests to determine whether the distribution or allocation base and the indirect cost pools includes only items or costs authorized by the USAID awards and applicable cost principles. These tests should also confirm that the indirect cost rates are accurately calculated. Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. In the case that the recipient has been authorized to use provisional indirect cost rates, the audit must be performed to determine the actual indirect costs rate for that year. If chosen, this methodology, once elected, must be used consistently for all Federal awards until such time as the recipient chooses to negotiate for a rate.

As further provided in Federal regulation (**2 CFR 200.414**), any foreign recipient that does not have a current NICRA (including provisional) may elect to charge a 10 percent de minimis rate of modified total direct costs. No documentation is required to justify the 10 percent de minimis indirect cost rate other than the approval of the rate in the award. If chosen, this methodology, once elected, must be used consistently for all Federal awards until such time as the recipient chooses to negotiate for a rate.

Additional information on the allocation and determination of indirect cost rates is provided in **2 CFR 200 Appendix IV to Part 200 – Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organization**.

I. Audit Steps

Auditors must design audit steps and procedures in accordance with GAGAS to provide reasonable assurance of detecting situations or transactions in which fraud or illegal acts have occurred or are likely to have occurred. If such evidence exists, the auditors must contact the appropriate USAID Operating Unit and should exercise due professional care in pursuing indications of possible fraud and illegal acts so as not to interfere with potential future investigations or legal proceedings.

Auditors must conduct their audit in accordance with the SOW (**Appendix 1**), obtain a management representation letter and consult the reference materials. The SOW contains a list of 12 documents, as applicable, that must be reviewed during the planning phase of the audit.

⁴ For additional help on indirect cost rates, see An Indirect Cost Rate Guide for Non-Profit Organizations and <https://www.usaid.gov/india/partner-resources/infographic-de-minimis-rate-indirect-costs>

J. Internal Controls

The auditors must review and evaluate the recipient's internal controls related to USAID programs to obtain a sufficient understanding of the design of relevant control policies and procedures and whether those policies and procedures have been placed in operation.

Auditors must follow the steps outlined in the SOW (**Appendix 1**) and identify any significant deficiencies or material weaknesses in the design or operation of internal controls.

- A material weakness is a deficiency, or combination of deficiencies, in internal controls, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.
- A significant deficiency is a deficiency, or combination of deficiencies, in internal controls that is less severe than a material weakness but that is important enough to merit attention by those charged with governance.

Any significant deficiencies or material weaknesses must be set forth in the report as "findings". Any other matters related to internal controls – such as suggestions for improving operational or administrative efficiency of internal controls, or control deficiencies that are not significant deficiencies or material weaknesses – may be reported in a separate management letter to the recipient and referred to in the report on internal control.

K. Compliance with Agreement Terms and Applicable Laws

Auditors must follow the reporting standards contained in GAGAS for reporting on compliance which are based on the AICPA Professional Standards. The auditor's report on compliance must set forth as findings all material instances of noncompliance with agreement terms, and applicable laws and regulations, defined as instances that could have a direct and material effect on the financial statements and/or schedule of expenditures of USAID awards. In accordance with GAGAS, the auditor is not responsible for preventing noncompliance and cannot be expected to detect noncompliance with all laws and regulations⁵. Nonmaterial instances of noncompliance must be included in a separate management letter to the recipient and referred to in the report on compliance. A copy of the management letter should be provided to the cognizant USAID Operating Unit along with the audit report.

The auditor's report must include relevant information about identified or suspected fraud based on sufficient, appropriate evidence obtained⁶. Misstatements in the financial statements can arise from either fraud or error. The distinguishing factor between fraud and error is whether the underlying action that results in the misstatement of the financial statement is intentional or unintentional. In presenting material irregularities, illegal acts, or other noncompliance, auditors must continue to follow the reporting standards contained in GAGAS. If the auditors conclude that sufficient evidence of any known or likely fraud or illegal acts exists, regardless of whether it is material to the financial statements, they must contact the USAID cognizant Operating Unit and the OIG and exercise due professional care in pursuing indications of possible fraud and illegal acts to avoid interfering with potential future investigations or legal proceedings.

⁵ See AICPA AU-C Section 250, Consideration of Laws and Regulations in an Audit of Financial Statements

⁶ See AICPA AU-C Section 240, Consideration of Fraud in a Financial Statement Audit

L. Follow-up on Prior Audit Findings

The recipient is responsible for follow-up and corrective action on audit findings. Auditors should evaluate whether the audited entity has taken appropriate corrective action. The recipient must prepare a Summary Schedule of Prior Audit Findings (SSPAF) to address audit findings from previous audit engagements as per **2 CFR 200.511**. The corrective action plan and SSPAF must include findings relating to the financial statements which are required to be reported in accordance with GAGAS. When planning the audit, auditors should ask management of the audited entity to identify previous audit findings including whether related recommendations have been implemented. Auditors must follow their contract SOW (**Appendix 1**).

M. Closeout Audits⁷

A closeout audit is an audit for an award that concluded during the period audited. Pursuant to **ADS 591, Financial Audits of USAID Contractors, Recipients, and Host Government Entities**, and the additional help in **ADS 302sat, Guidance on Closeout Procedures for A&A Awards**, closeout audits require additional scope of the audit services, including but not limited to the following:

- Review unliquidated advances to the recipient and pending reimbursements by USAID.
- Ensure the recipient has returned any excess cash to USAID.
- Review final cost-sharing or matching contributions in accordance with the terms of the agreement, if applicable.
- Ensure all assets (inventories, fixed assets, commodities, etc.) procured with program funds were disposed of in accordance with the terms of the agreements.

The auditors must determine whether an annex to the schedule of expenditures of USAID awards showing the balances and details of final inventories of nonexpendable property acquired under the awards is presented fairly in all material respects in relation to the financial statements. This inventory must indicate which items were titled to the U.S. Government and which were titled to other entities. These closeout audit procedures must be performed for any award that expires during the period audited.

N. Audit Reporting

As required by the template audit contract SOW, the final audit report will be submitted to the cognizant USAID Operating Unit as a portable document format (PDF) copy in English and, if applicable, a PDF copy of the report in the recipient country's official language. The timeline for the audit reports must be consistent with the award provisions and section **2.6 Audit Timeline** of this Guide. The format and content of the audit reports should closely follow the SOW (**Appendix 1**). The audit report must specify the correct award number(s) of each award covered by the audit. The report must contain, as applicable:

⁷ Closeout is defined in 2 CFR 200.16 and further explained in 2 CFR 200.343-344

1. A title page, table of contents, transmittal letter, and a summary which includes a background section.
2. The background section must state a general description of the USAID programs audited, period covered, program objectives, clear identification of all entities mentioned in the report, follow-up audit recommendations, whether cost-sharing or matching contributions were required, and whether the recipient has a USAID-authorized indirect cost rate.
3. The report must also include the objectives and scope of the financial audit, clear explanation of the procedures performed and any scope limitations.
4. The report must summarize, as applicable, the audit results of the schedule of expenditures of USAID awards, questionable costs, internal control, compliance with agreement terms and applicable laws, indirect cost rates, status of prior audit findings, review of the cost-sharing or matching contributions, and the recipient's management response to the audit and any findings.

The auditor's report must also include the auditor's opinion on the schedule of expenditures of USAID awards, and the agreement terms and applicable laws (including the schedule of cost-sharing or matching contributions and the indirect cost rates, if applicable). A report on the internal control compliance must describe the scope of testing and the results of the tests and if applicable, the recipient's general-purpose financial statements on an organization-wide basis. The findings included in the reports on internal controls and compliance related to USAID-funded programs must be developed with all elements of the findings pursuant to the auditing standards and include the following elements: condition, criteria, cause, effect, and an actionable recommendation that corrects the cause and the condition, as applicable.

The report must also contain, after each recommendation, written comments of responsible recipient officials concerning the auditor's findings and actions taken by the recipient to implement the recommendations. When the auditors disagree with the recipient comments opposing the findings, conclusions, or recommendations, they must explain their reasons. Conversely, the auditors should modify their report if they find the comments valid.

Standard Statement of Work for Financial Audits of Foreign Organizations

I. BACKGROUND

The U.S. Agency for International Development (USAID) and the other Primary Grantors have [Unit] approved the following programs to Y.R. Gaitonde Medical, Educational and Research Foundation.

Project	Purpose of the project	Period From	Period To	Primary Grantor	Donor	Total Expenditure FY 2023-2024
"MOMENTUM Routine Immunization Transformation and Equity Project (M-RITE)"	support the "MOMENTUM Routine Immunization Transformation and Equity Project (M-RITE)" implemented by JSI in the 5 selected districts of India. The goal of the project is "To increase the demand and distribution and uptake of COVID-19 vaccination.	10-Feb-22	31-Dec-23	USAID	John Snow International (JSI)	INR 1,60,46,384
ACCELERATE	To implement, evaluate, and transition promising, sustainable and novel models of HIV testing and care guided by evidence-based practices that are aimed at improving access to HIV prevention and treatment services, and social protection schemes among KP and their families in India	02-Apr-19	31-Dec-26	USAID	Johns Hopkins University (JHU)	USD 34,13,585
AIDS Clinical Trials Group (ACTG) for Research on Therapeutics for HIV and Related Infections	A5300B/I2003B/PHOENIX: Protecting Households On Exposure to Newly Diagnosed Index Multidrug-Resistant Tuberculosis Patients (PHOENIX MDR-TB)	01-Dec-23	30-Nov-25	NIH/NIAID	The Regents of the University of California, on behalf of its Los Angeles Campus ("UCLA")	INR 1,41,66,847
Humsaya	To sensitize employees of corporate entities in Hyderabad and Chennai toward transgender persons in their workforce, adopt inclusive	30-May-23	31-May-24	U.S. Department of State	US Consulate General, Hyderabad	INR 5,88,267

Project	Purpose of the project	Period From	Period To	Primary Grantor	Donor	Total Expenditure FY 2023-2024
	policies, and create a safe and nurturing work environment.					
EHI	Characterization of ART resistance in Early HIV infected cohorts and its correlation to neutralization by bNABS towards informing HIV prevention products	01-Jan-23	31-Dec-23	USAID	International AIDS Vaccine Initiative (IAVI)	INR 68,02,046
DigiTaPP	Understanding digitally driven risk networks to inform user-centric target product profiles (TPP) for next-generation HIV vaccines	01-Jan-23	31-Dec-24	USAID	International AIDS Vaccine Initiative (IAVI)	INR 26,09,092
ICC+	Strategies to improve the HIV care continuum among key populations in India	01-Jul-16	31-May-24	NIH/NIDA	Johns Hopkins University	INR 25,753,709
Spatial/Cohort	Individual, Network and Spatial drivers of HIV and HCV among Drug Users in India	01-Sep-16	31-May-24	NIH/NIDA	Johns Hopkins University	INR 1,79,57,923
Stop C	Integrating HCV services into HIV programs for PWID in India	08-Jul-19	30-Jun-25	NIH/NIAID	Johns Hopkins University	INR 3,83,88,068
SMART4TB	Supporting, Mobilizing, and Accelerating Research for TB Elimination	01-Aug-22	31-Jul-27	USAID	Johns Hopkins University	INR 17,46,982
PREEMPT	Predictors of Resistance Emergence Evaluation in MDR-TB Patients on Treatment (PREEMPT)	01-Aug-20	31-Jul-24	NIH/NIAID	Boston University	INR 60,15,712
POINTER	PWID Opportunities to Improve TrEat and Retain (POINTER)	17-Dec-21	16-Dec-26	NIH/NIDA	Johns Hopkins University	INR 3,36,06,084
Experience America	Experience America - From Dream to Reality- Building bridges of opportunity	25-Sep-23	28-Feb-25	U.S. Department of State	US Consulate General, Kolkata	INR 5,42,442

II. TITLE

Audit of the Statement of Expenditures of USAID awards expended for the period from 01 April 2023 to 31 March 2024.

III. SCOPE

The audit must be completed in accordance with U.S. Government Auditing Standards (GAGAS) issued by the U.S. Government Accountability Office and comply with one of the following bodies of audit standards:

- U.S. Generally Accepted Audit Standards (GAAS) that include:
 - Statements of Auditing Standards (SAS) issued by the Auditing Standards Board of the American Institute of Certified Public Accountants (AICPA). Because GAGAS incorporates SAS by reference, the audit report must state the audit was conducted in accordance with GAGAS and SAS or in accordance with GAGAS; or
 - Auditing Standards (AS) issued by the U.S. Public Company Accounting Oversight Board (PCAOB). The audit report must state the audit was conducted in accordance with GAGAS and PCAOB AS.
- International Standards on Auditing (ISA) issued by the International Auditing and Assurance Standards Board (IAASB). The audit report must state the audit was conducted in accordance with GAGAS and ISA; or
- International Standards of Supreme Audit Institutions (ISSAI) issued by the International Organization of Supreme Audit Institutions (INTOSAI). The International Standards on Auditing (ISA) are incorporated into the ISSAI financial audit standards. The audit report must state the audit was conducted in accordance with GAGAS and ISSAI.

The audit is limited to USAID awards. The auditor must request, from the recipient, a Statement of Expenditures of USAID Awards for the period from 01 April 2023 to 31 March 2024.

All amounts in the financial audit report must be stated in U.S. dollars. The auditors should indicate the exchange rate(s) used in the Statement of Expenditures of USAID Awards.

IV. REQUIREMENTS

Objective 1:

Conduct a financial audit of the Statement of Expenditures of USAID Awards (Statement) expended by [name of recipient or contractor] under [program name(s) and number(s)] from [date] to [date].

The audit must comply with the following documents and their successors:

- GAGAS, issued by the U.S. Government Accountability Office (GAO);
- One other applicable body of audit standards described in section III Scope;
- USAID's Financial Audit Guide for Foreign Organizations; and
- 2 CFR 200 section 200.501-200.521 (Subpart F—Audit Requirements) of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

To complete this objective, the auditor must:

1. Express an opinion on whether the Statement of Expenditures of USAID Awards (Statement) is fairly presented, in all material respects, in accordance with the applicable accounting standards or financial reporting framework and the terms of the award(s).

2. Report the results of evaluating and obtaining a sufficient understanding of internal controls over financial reporting for the Statement.
3. Report on compliance with USAID award terms, provisions of laws, and regulations as they pertain to the Statement.
4. Determine if the audited entity took corrective action on recommendations issued in prior audit reports/reviews.
5. Issue a written report with the audit opinion, results of internal controls tests, and results of compliance based on the preceding 1-3 requirements. The deliverable may be three separate written reports, or a report with the audit opinion and a combined internal control and compliance report.
6. Issue a Schedule of Audit Findings and Questioned Costs. This Schedule must include any significant deficiencies and material weaknesses in internal controls, material noncompliance, material questioned costs, material misrepresentation on the status of any prior audit findings, and known or likely fraud.

Objective 2:

Determine if the audited entity complied with the 2 CFR 200 Uniform Guidance's requirements in Appendix XI to Part 200 Compliance Supplement (Parts 4 and 7) for each major program. To complete this objective the auditor must:

1. Assess compliance that could have a major and direct impact on the program.
2. Assess internal control pertaining to achieving compliance.
3. Issue a written report with the auditor's results.

Objective 3:

If the audited entity has been authorized to charge indirect costs to awards, review the indirect cost rate to determine if the final or provisional rate conforms to the terms of the agreement. To complete this objective the auditor must:

1. Identify internal control weaknesses and noncompliance.
2. Include the results in the report(s) noted previously in Objective 1. In some cases, the auditor may elect to include the results in the separate compliance report or in both.

Objective 4:

If there are cost-sharing agreements, review the cost-sharing contributions to determine if the cost-sharing contributions conform with the terms of the agreement. To complete this objective the auditor must:

1. Identify internal control weaknesses and noncompliance.
2. Include the results in the report(s) noted previously in Objective 1. In some cases, the auditor may elect to include the results in the separate compliance report or in both.

Additional Information

If the audit firm conducting the audit lacks a satisfactory continuing education program and/or external quality control review program, it must be disclosed in the second paragraph of the final Audit Report, the Internal Control Report, and the Compliance Report as applicable:

- “Except for not having a fully satisfactory continuing education program and/or not having an external quality control review by an unaffiliated audit organization, we conducted our audit in accordance with GAGAS (or ISA in conjunction with GAGAS, or ISSAI in conjunction with GAGAS) as GAGAS is issued by the Comptroller General of the United States....” (continue with the standard language for this paragraph).
- If the audit firm does not meet the CPE requirement but have some education, it should be disclosed. “We do not have a continuing education program that fully satisfies the requirement set forth in GAGAS. However, our current program provides for at least (*number*) hours of continuing education and training every two years. We are taking appropriate steps to implement a continuing education program that fully satisfies the requirement.”
- “We did not have an external quality control review by an unaffiliated audit organization as required by GAGAS, since no such program is offered by professional organizations in (*name of country*). We believe that the effects of this departure from GAGAS are not material because we participate in the (*name of U.S. affiliate*) worldwide internal quality control review program which requires our office to be subjected, every three years, to an extensive quality control review by partners and managers from other affiliate offices.”

If the auditor issues a management letter for internal deficiency or compliance issues that are not material, a paragraph to that effect should be included in the appropriate report as follows:

- We noted certain matters involving internal control and its operation that we have reported to the management of (*name of recipient*) in a separate letter dated August 15, 20XX.
- We noted certain immaterial instances of noncompliance that we have reported to the management of (*name of recipient*) in a separate letter dated August 15, 20XX⁸.

⁸ Exclude this paragraph if there are no immaterial instances of noncompliance

2.1.C Illustrative Schedule of Expenditures of USAID Awards

(Name of recipient)

Schedule of Expenditures of USAID Awards

From 1/1/20X1 to 12/31/20X3

(Single award, 3rd year presented with cumulative amounts, in USD)

Elements	Agreement Budget	Actual Revenues and Expenditures	Cumulative Revenues and Expenditures	Questioned Costs		Notes
	1/1/20X1 to 12/31/20X3	1/1/20X3 to 12/31/20X3	1/1/20X1 to 12/31/20X3	Ineligible	Unsupported	
Revenues						
USAID Contribution	3,554,399	984,389	1,912,680			Note 1
Program Income	-					
Interest Income		100	100			
Total Revenues	3,554,399	984,489	1,922,680			
Costs						
Salaries	817,512	180,666	450,152	36,000		Note 3
Transportation	142,176	31,420	152,521			
Program activities	2,185,955	483,086	900,582		14,350	
Other costs	408,756	90,333	220,541			
Total costs	3,554,399	785,505	1,723,796			
Cash Balance		198,984	198,984			Note 5

Schedule of Expenditures of USAID Awards

(Multiple awards, 1st year presented, no cumulative amounts, in USD)

Elements	Budget Agreement A	Actual Revenues and Expenditures 01/1/20X1 to 12/31/20X1 Agreement A	Budget Agreement B	Actual Revenues and Expenditures 03/15/20X1 to 12/31/20X1 Agreement B	Questioned Costs		Notes
					Ineligible	Unsupported	
Revenues							
USAID Contribution	3,554,399	984,389	2,300,550	1,245,405			Note 1
Program Income	-			245,829			
Total Revenues	3,554,399	984,389	2,300,550	1,491,234			
Costs							
Salaries	817,512	180,666	529,127	213,085	36,000		Note 3
Transportation	142,176	31,420	92,022	37,058			
Program activities	2,185,955	483,086	1,414,838	569,772		14,350	
Other costs	408,756	90,333	264,563	106,543			
Total costs	3,554,399	785,505	2,300,550	926,458			
Cash Balance		198,884		564,776			Note 5

Notes to the Schedule of Expenditures of USAID Awards

Note 1: Accounting Policies

The following are the principal accounting policies applied by the management of the program:

a. Basis of Preparation of the Schedule of Expenditures of USAID Awards

The recipient {Name} has a budgetary account held by registration of revenues and costs month by month. The accumulation of the revenue and cost generates the schedule of expenditures of USAID awards, which is audited for the period closed as of 12/31/20XX.

The schedule of expenditures of USAID awards revenue corresponds to flow of funds received from USAID.

Cost of the schedule of expenditures of USAID awards corresponds to funds disbursed in payment of the costs incurred.

b. Basis of Preparation of Budget

Budget of the project presented at the schedule of expenditures of USAID awards has been prepared in accordance with the budget approved by USAID. This budget is expressed in USD.

c. Conversion to USD

The schedule of expenditures of USAID awards provided to the auditor by the recipient is stated in USD and the exchange rate indicated in the notes. The USD exchange rate is calculated based on the rate at the time the funds were disbursed by USAID.

Note 2: Revenues Received from USAID

From {period duration} the recipient {Name} received from USAID/X a total amount of {amount in USD and local currency}. This amount is detailed by the following receptions:

DATE	NATURE		Amounts in Local Currency	Amounts in USD
1/10/20X1	Remittance by check	Bank transfer received from USAID, Advance of January 20X1		
1/29/20X1	Transfer	Bank transfer received from USAID, Advance of June 20X1		

Note 3: Expenses Incurred and Liquidated

From {period duration} the recipient {Name} incurred and liquidated a total amount of {amount in USD and local currency} in expenditures.

Note 4: Reconciliation with Accounting Balances

The amounts recorded by USAID are consistent with amounts recorded by the recipient and the Schedule of expenditures of USAID awards' balance reconciles with the bank statements.

Note 5: Fund Balance Reconciliation

As of December 31, 20XX, the bank balance reconciled with the balance recorded in the accounting books and the schedule of expenditures of USAID awards of the Recipient.

Notes

Additional information or supporting schedules detailing revenues, costs incurred, outstanding fund balances, and commodities directly procured by USAID for each individual agreement should be reported.

All questioned costs will be listed here. All material questioned costs resulting from instances of noncompliance with agreement terms and applicable laws and regulations should be included as findings in the report on compliance.

The notes to the schedule of expenditures of USAID awards should briefly describe both material and immaterial questioned costs and should be cross-referenced to any corresponding findings in the report on compliance.

2.4.C Illustrative Table Presenting Cost-Sharing/Matching Contributions

Cost-Sharing/Matching Table

From January 1, 20X1 to December 31, 20X3

All Amounts in USD

Description	Budget Contributions	Contributions in FY 20X2	Contributions in FY 20X3	Cumulative Contributions as of 12/31/X3	Ineligible	Unsupported	Notes
Cash	10,000	5,000	5,000	10,000	-	-	Note 1
Land for sewage treatment	25,000	35,972	27,508	63,480	-	-	Note 3
Transportation	15,000	26,360	-	26,360	-	-	Note 4
Other costs	76,250	5,725	60,525	66,250	-	9,243	Note 4 and 5
Total	126,250	73,057	93,033	166,090	-	9,243	Note 2

Notes to the Cost-Sharing Schedule

Note 1:

a. Exchange Rate

The cost-sharing schedule is stated in USD. The conversion of the local currency in USD used in exchange is 1 USD = 0.XX local currency.

b. Cash and In-Kind Contributions

The contributions of the Recipient Agreement # {number} were cash and in-kind contributions as required per the agreement. Cash and in-kind contributions are itemized separately on the Cost-Sharing Schedule.

Note 2: Shortfall/Surplus of Contributions

The recipient contributed more than what was required in the Agreement. At the end of December 20XX, the contributions of the recipient exceeded the planned budget by 32%. The figure below shows the achievements announced by the project management in relation to the budget:

Description	Budget in USD	Cumulative Contributions as of XX/XX/20X3	%
Cash	10,000	10,000	100%
Land for sewage treatment	25,000	63,480	254%
Transportation	15,000	26,360	176%
Other costs	76,250	66,250	87%
Total	126,250	166,090	132%

Note 3: In-Kind Contribution Valuation

Among contributions of the recipient, a field dedicated to the construction of the sewage has been donated. The value of this plot of land was estimated by an appraisal by a sworn expert from the government at \$63,480.

Note 4: Detail of Contributions

All supporting documentation of in-kind contributions was reviewed to validate amounts contributed. Details of contributions by project management are presented as follows:

Project team transportation:

Contributions	Cost/Day In USD	Number of days	in USD
Fees for supply of vehicle with driver	48.63	542.00	26,360.00
Total	410.96	542.00	26,360.00

Contributions	Cost/Day in USD	Number of days	Amounts in USD
Fees for supply of vehicle with driver	48.63	542	26,360
Total	410.96	542	26,360

Detail of other contributions:

Activities	Cost in USD
Travel, transportation, and reception of Ambassador's visit.	9,243
Contribution of the population in the development of the access track to the sewage treatment station.	57,007
Total	66,250

Note 5: Unsupported Questioned Costs

We have identified one material instance of noncompliance, as follows: The recipient did not have proper supporting documentation for the event related to the Ambassador's visit. Justification was not provided and there were no receipts/invoices to support these costs. A finding is included in the report on compliance.

**REQUEST FOR PROPOSALS FROM AUDIT FIRMS EMPANNELED WITH USAID TO
CONDUCT SINGLE AUDIT FOR THE USAID / FEDERAL FUNDED PROJECTS IN YRGCARE
RFP_008_2024-25
APPLICATION FORM**

Sl No	Question	Response
1.	Name of the Audit Firm?	
2.	Is the Audit Firm empaneled with USAID to conduct audit for the FY2023-2024?	
3.	Firm Registration Number	
4.	Address, Phone and Email of the firm	
5.	Name of the Audit Partner	
6.	Does your firm have PAN India presence?	
7.	Is your firm registered prior to July 1, 2018?	
8.	Does your firm have relevant audit experience comparable in size and complexity to the Foundation's scope of work?	
9.	Does your firm have adequate expertise to conform to USAID audit requirements, including Understanding of relevant USAID accounting and financial management regulations and requirements, such as cost principles and mandatory standard provisions as outlined in 2CFR200 and award documents.?	
10.	Is your firm having the organizational ability to plan, implement, and support the proposed review in an ERP environment?	
11.	Is your firm having appropriate mix of the audit team and the level of involvement each has in conducting the engagement (partner, team leader, manager, audit senior, audit juniors, or special expertise, if necessary)?	
12.	Is your firm having experience in internal control and financial systems evaluation as well as institutional and organizational development assessment?	
13.	Is your firm having appropriate experience in auditing/reviewing USAID-funded projects, or similar projects/programs?	
14.	What is your proposed timeline to meet the Foundation's requirement for completion of the audit?	
15.	Is your firm having adequate number of staff on the proposed audit team to complete engagement on time?	
16.	Please provide your quote towards the audit fee for the assignment, indicating GST rate & amount separately.	