

## TENDER

### Offer

FINCA Haiti S.A., microfinance institution registered in Haiti, is looking for a firm to perform the :

- annual financial audit of FINCA Haiti S.A. for the fiscal year starting from January and ending on December 31, 2021;
- interim audit of the institution for the period from January 2021 to September 30, 2021.

Possibility of extension of the mandate for two (2) additional years : 2022 and 2023.

Note : In accordance with the decree of August 25, 2020, the institution is working on its accreditation as a microfinance company by the Bank of the Republic of Haiti (*Banque de la République d'Haïti*, BRH). As a result, the annual closing date may be changed to September 30<sup>th</sup>. In such case, an interim review must then be carried out on December 31 for the consolidated needs of the FINCA Impact Finance Group.

### Publishing date

June 4, 2021

### Closing date

June 18, 2021

### Areas and perimeters to execute the service

- Head office: Pétiön-Ville
- Branches and outlets of FINCA in: Croix-des-Bouquets, Cabaret, Saint-Marc, Gonaïves, Cap-Haïtien, Ouanaminthe, Carrefour, Jacmel, Cayes, and Miragoane (according to the control perimeters defined by the audit firm itself)

### About FINCA

FINCA Haïti S.A., a limited company with its registered office at no. 26 rue Métellus (Place Boyer), Pétiön-Ville, was created by Notice of the Minister of Commerce and Industry on April 14, 2011, published in *Le Moniteur* no. 84 of June 22, 2011. Its mission is to reduce, through microfinance and microcredit, poverty through sustainable solutions that allow people to accumulate sustainable wealth, create jobs and improve their standard of living.

### Operating areas

Currently, FINCA Haïti S.A. operates through nine (9) branches throughout the national territory: Pétiön-Ville (head office), Cayes, Cap-Haitian, Jacmel, Croix-des-Bouquets, Gonaïves, Carrefour, Saint-Marc and Miragoâne.

FINCA Haïti S.A. also has two (2) branchless offices in Cabaret and Ouanaminthe- "outlets" (branch not handling cash).

Additionally, we have two (2) virtual branches: one in Léogane, the other through a call center in Pétiön-Ville (head office). The institution also plans to open two (2) new branches.

### **Products and services offered by FINCA**

FINCA Haïti S.A. offers a range of financial products including:

#### Business loans

- Village Banking (group loan)
- Individual loan
- SME loan
- Agricultural loan

#### Consumption

- School loan

#### Other services

- Money transfer (MoneyGram)
- Currency exchange
- Mobile banking transactions (MonCash)

### **Mandate**

- The overall objective of this offer is the verification of the accounting operations, financial statements, and internal process of FINCA Haïti S.A. to express a reasoned opinion on the regularity, sincerity, and faithful image of the financial information, in accordance with generally accepted principles.
- More specifically, for the fiscal year to be ended on December 31, 2021 (with the possibility of extending the mandate for two (2) additional years for 2022 and 2023), it will:
  - Determine whether the use of funds has been carried out in accordance with the provisions of the respective protocols signed with the partners and in accordance with international financial reporting standards (IFRS).
  - Check that the financial statements have been drawn up in compliance with generally accepted accounting principles or in accordance with other accounting methods usually accepted in budget monitoring.
  - Sufficiently understand and assess the internal control system of FINCA Haïti S.A. by determining control risks and identifying irregularities that deserve to be reported including internal control weaknesses.
  - Make proposals aiming at improving bookkeeping, financial statements and strengthening internal control.
  - Make recommendations on aspects proven to be weak or not in accordance with Generally Accepted Accounting Principles (GAAP).
  - Establish an assessment of the accounting system in place, the financial management policy and practice (including compliance with procedures, bookkeeping, deposits and withdrawals of funds, management of bank accounts).
  - Check whether the operations of the institution are in accordance with Haitian legislation.
  - Submit audit reports (M/F - RCI - Management Representation Letter – IT Review) in two languages: French and English.

### **Profile of the desired consultant / consulting company**

- Be a member of the Order of Haitian Chartered Professional Accountants (*Ordre des Comptables Professionnels Agréés Haïtiens*, OCPAH).
- Have five (5) years of experience in auditing financial institutions, especially Microfinance Institutions (MFIs).
- Possess technical expertise and experience comparable to those of international firms.
- Be able to finalize the audited reports within a period not exceeding three (3) months after the annual closing date.

### **Content of the application**

**Applications should include the following information :**

#### **1- TECHNICAL PROPOSITION**

- Presentation of the consultant / consulting firm
- Proof of OCPAH membership for the 2019-2020 fiscal year and / or the 2020-2021 fiscal year
- License and tax clearance for the 2019-2020 financial year
- Note of understanding of the mandate and description of the proposed methodological approach
- List of similar work carried out and related references
- CVs and diplomas of team members, if applicable

#### **2- FINANCIAL PROPOSITION**

### **Submission Conditions**

Applications must be submitted no later than June 18, 2021 at 4:00 p.m. in a sealed envelope to the following address:

**FINCA Haïti S.A.**  
**26, rue Métellus, Pétion-Ville, Haïti**

With mention on the envelope:

« **TENDER – DO NOT OPEN** »

« **RECRUITMENT OF A COMPANY FOR THE FINANCIAL AUDIT OF FINCA HAÏTI S.A., YEAR 2021** »

### **Other relevant information**

Un contrat de services professionnels sera conclu avec la firme sélectionnée pour une durée de six (6) mois environ, allant d'octobre 2021 au 15 avril 2022. La firme sélectionnée devra être disponible dès le mois d'octobre pour l'audit intérimaire prévu pour le mois d'octobre 2021.

A contract for professional services will be concluded with the selected firm for a period of approximately six (6) months, from October 2021 to April 15, 2022. The selected firm must be available starting October for the interim audit scheduled for the month of October 2021.

### **Contact us**

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