



AUSTRALIAN FEDERATION
OF AIDS ORGANISATIONS

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About AFAO

AFAO is the national federation for Australia's HIV community response. We are recognised globally and nationally for our leadership, policy expertise, coordination and support. In Australia, we advocate for a strong and bold vision to prevent HIV and its impacts, and work with governments, clinicians, researchers and community to achieve that vision. We also advocate for effective HIV responses in Asia and the Pacific, and are the Principal Recipient for the regional Sustainable HIV Financing in Transition program which is strengthening civil society advocacy for effective HIV financing.

AFAO's vision is 'working together to defeat HIV in Australia, Asia and the Pacific.'

AFAO is a not-for-profit company limited by guarantee, registered with the Australian Securities and Investments Commission. Our expected revenue in 2017/18 is A\$2.8 million. Our Australian office is in Sydney. For more information about AFAO including annual financial reports for past years, please visit our website: www.afao.org.au.

AFAO processes all its financial transactions from Sydney. AFAO uses cloud-based XERO accounting software. AFAO has a separate USD bank accounts for SHIFT in Sydney.

Our audit context and requirements

We are currently implementing a two-year program – Sustainable HIV Financing in Transition (SHIFT) – funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria. This program is delivered from our Bangkok office via Sub-Recipients in four countries – Thailand, Malaysia, the Philippines and Indonesia.

Our audit requirements for SHIFT Grant Audit for the Global Fund is an annual grant-specific financial audit for AFAO and six Sub-Recipients based in Bangkok, Manilla, Jakarta and Kuala Lumpur. This grant audit will require an auditor to be located in or able to travel to each of the three countries additional to Bangkok, where AFAO is based. The audit is required for the Global Fund's 2018 audit year, period January to December 2018 with the audit report due to the Global Fund on 28 February 2019. The audit is to be conducted in accordance with International Standards on Auditing. The audit must be undertaken by an accredited auditor approved by the Securities and Exchange Commission of Thailand with the acquittal clearly indicating on local letterhead that it has been conducted from Thailand by an eligible, accredited Thai auditor. Detailed Terms of Reference for the SHIFT acquittal are attached – Attachment 1. AFAO's audit obligations for SHIFT are further defined within the Global Fund's Guidelines for Annual Audits of Global Fund Grant Program Financial Statements, available at https://www.theglobalfund.org/media/6041/core_annualauditsoffinancialstatements_guideline_en.pdf.

The Australian Federation of AIDS Organisations (AFAO) is the national federation for the HIV community response in Australia. AFAO works to end HIV transmission and reduce its impact on communities in Australia, Asia and the Pacific. AFAO's members are the AIDS Councils in each state and territory; the National Association of People with HIV Australia (NAPWHA); the Australian Injecting & Illicit Drug Users League (AIVL); the Anwernekenhe National HIV Alliance (ANA); and Scarlet Alliance, Australian Sex Workers Association. AFAO's affiliate member organisations – spanning community, research and clinical workforce – share AFAO's values and support the work we do.

Submission Requirements

Proposals should set out your firm's capabilities, understanding of the audit requirements and capacity to meet them, the key elements of your service and the team, and your proposed fees. The proposal should include detail on:

- Company's profile, including experience with the Global Fund programs/projects or other INGOs/NGOs
- Resourcing (details of accredited auditors with Bio-data)
- Audit approach and methodology
- Quality Assurance
- Independence and governance
- Audit fees
- Timetable for the audit
- additional services

Proposals are to be submitted to Paul Bagtas, Consultant – Grant and Finance Manager, AFAO Bangkok Office, at paul.bagtas@afao.org.au. Email confirming receipt will be provided.

Proposals must be received by COB Monday 1st December 2018.

Enquiries

Requests for clarification or technical enquiries should be directed to Chonlada Chanwana - Chonlada.Chanwana@afao.org.au at telephone no. 02 023 0966

Timetable

The following indicative timetable is provided for information. AFAO reserves the right to amend the timetable if necessary, without prior notice to proponents.

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| Proposals due | Friday 30 November 2018 |
| AFAO Bangkok Office review of proposals | 10-12 December 2018 |
| AFAO to seek approval from Global Fund for recommended SHIFT grant auditor | 15 December 2018 |
| AFAO signed contract with approved auditor | 3 January 2019 |