Request for Proposal (RFP) for Professional Internal Auditing Services

NRNA is a not for profit, social organization established in 2003 to promote and protect the interest of Nepali Diaspora and Nepalis living across the world officially registered under The Ministry of Foreign Affairs, Government of Nepal and head office is in Baluwatar at Kathmandu, Nepal. The network of Nepali Diaspora represented by NRNA has developed itself into a formidable force that can represent Nepali interest globally. With affiliates in 90 countries known as National Coordination Councils (NCCs). NCCs have developed into a formidable local Nepali Diaspora organization and network that can represent and safeguard Nepali interest in the destination countries.

NRNA invites **Request for Proposal of Internal Auditing Services** from licenced Auditing and Accounting firms operating in Nepal, to carry out yearly financial audit for the Fiscal year 2083/84.

Interested firms and institutions are requested to submit the proposal based on below mentioned scope of work as below given details.

Scope of Work:

- Perform Internal Audit as per the financial bylaws of the association.
- Review of the accounting and internal control systems.
- Examination of financial and operating information of the association.
- Review of the economy, efficiency and effectiveness of financial operations including non-financial controls of the association.
- Review of compliance with laws, regulations and other external requirements and with management policies and directives and other internal requirements.
- Verification of the transactions, expenditures and procurement process correspond to the budgets as approved by the NRNA Committee.
- Verification of the accounting systems in use responds to the needs of association.
- Perform the tasks required to ensure the maintenance of proper financial statements and transactions following the internal NRNA bylaws in compliance with the laws of Nepal Government.

Requirements:

- Letter of interest.
- Separate financial proposal for clearly mentioning the service charges.
- Minimum 3 years' experience in auditing of Not Profit Company or Social Organization of similar nature
- Copy of Registration Certificate and renewal, tax clearance certificate etc.

Interested firm and institution should send their RFP on or before 22 November 2026 at accounts@nrna.org. For any additional information, please contact Ms. Rabina Maharjan at rabina@nrna.org