

Call for proposals: US Single Audit (auditor)

About the Basel Institute on Governance

The Basel Institute on Governance is a hands-on not-for-profit centre of competence dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

Assignment

In 2024, the Basel Institute implemented a number of U.S. funded programmes across the globe. Total expenditure on these initiatives during fiscal year 2024 amounted to ca. USD 1,000,000. In accordance with the applicable version of the U.S. Office of Management and Budget's (OMB) guidance on Federal financial assistance in Title 2 of the Code of Federal Regulations (2 CFR), and specifically the Uniform Grants Guidance in 2 CFR part 200, and as a non-Federal entity, the Basel Institute is therefore required to undergo a programme-specific audit for FY 2024 in line with the principles of the U.S. Single Audit. To this end, we are seeking the services of an independent auditor.

A Single Audit typically consists of two components: 1) an audit of the recipient's financial statements, policies, documentation and system of internal controls; and 2) a review of the fund recipient's compliance with the terms of their federal awards which may also include the assessment of the effectiveness of expenditures and evaluation of performance outcomes.

A US Single Audit must be performed according to Generally Accepted Government Auditing Standards (GAGAS) or ISA/ISSAI with GAGAS as stipulated in 2 CFR 200.514 (Jan. 1, 2024). Accordingly, the auditor is required, among other, to:

- obtain an understanding of internal controls and perform tests of internal controls over the Federal programme consistent with the requirements of § 200.514(c) for a major programme;
- perform procedures to determine whether the auditee has complied with Federal statutes, regulations, and the terms and conditions of Federal awards that could have a direct and material effect on the Federal programme consistent with the requirements of § 200.514(d) for a major programme;
- follow up on prior audit findings, perform procedures to assess the reasonableness of the summary schedule of prior audit findings prepared by the auditee in accordance with the requirements of § 200.514 (e), and report, as a current year audit finding, when

the auditor concludes that the summary schedule of prior audit findings materially misrepresents the status of any prior audit finding; and

- report any audit findings consistent with the requirements of § 200.516.

For further details on the audit requirements and applicable standards, please refer to the official U.S. Single Audit guidelines <https://www.ecfr.gov/on/2024-01-01/title-2/subtitle-A/chapter-II/part-200/subpart-F?toc=1>.

Requirements

The auditor must possess the necessary qualifications and competencies to conduct a Single Audit in accordance with the terms outlined in this Call and the relevant section(s) of 2 CFR 200. Ideally, the auditor will have prior experience performing U.S. Single Audits for non-Federal, not-for-profit organisations similar to the Basel Institute.

Timeline

The audit must be conducted between July and September 2025 to ensure that the Basel Institute meets the reporting deadline set by the relevant U.S. donor (i.e. 30 September 2025).

Remuneration

The service fee for fulfilling the assignment will be negotiated based on the submitted proposal, taking into account best-practice standards and relevant experience.

Submission of proposal

Your proposal must include the following elements to qualify as full proposal bid:

- Cover letter
- Short portrait of the bidder
- Qualification and experience of proposed team member(s); CV and references, for the account manager and the senior auditor, depending on the proposed team arrangement
- List and description of at least three comparable mandates
- Proposed audit procedure and structure (methodology), including timeline and expected number of working days (see above Timeline)
- Financial offer
- Three references

Deadline

Please submit your proposal bid as one combined PDF-file to proposal@baselgovernance.org no later than 18:00 CET on 31 May 2025.