

Tender for Auditor Services for the BVI Red Cross

1. INTRODUCTION

The Red Cross and Red Crescent Movement is the oldest and largest humanitarian movement in the world. Our legal mandate, auxiliary role to government, protected emblem and principle of neutrality allow us to have special access to people in crisis. The BVI Red Cross is an overseas branch of the British Red Cross which is one of the 186 national societies across the globe. The mission of the BVI Red Cross is to mobilize the power of humanity so that people have the capacity to prepare, respond and recover from crisis. Through our network of volunteers, partners and staff we will ensure that our humanitarian work supports the resilience, response and recovery of those in crisis. Through the power of humanity, we seek to turn compassion into action by:

- Fulfilling the responsibilities of our mandate as an Auxiliary to the British Virgin Islands Government, to participate in public humanitarian services as underpinned by our Fundamental Principles
- Supporting the most vulnerable across the Territory in crisis to receive care and humanitarian services
- Preparing communities, households, business and individuals to be ready and prepared for disasters
- Connecting families separated through disaster, migration, conflict or detention through Restoring Family Links
- Having people throughout the Territory ready to use their Red Cross skills to save lives and maintain the dignity of those affected by the crisis.

As required by our constitution and local legislation, we must complete an annual financial audit, which is presented to our Board and made accessible to the public. To fulfill this reporting obligation, we are seeking auditing services for a three-year period.

2. OBJECTIVES OF THE SERVICES

Review the BVI Red Cross's internal controls, and financial systems and help identify areas of financial risk and determine the appropriate approach.

- Conduct an independent audit in accordance with International Standards on Auditing for the period of 2026-2028.
- Examine financial records, supporting documents, accounting entries, and internal systems to identify revenues, expenses, assets, liabilities, and equity/fund balances for the audit report.
- Report should Assess the effectiveness of internal financial controls, including Cash handling, Procurement, Payroll, Donor-restricted funds, Inventory/asset management identify weaknesses and recommend improvements.
- Present the final report to the BVI Red Cross for approval and feedback and be able to answer questions regarding compliance, controls, and financial health.

3.0 SCOPE OF WORK

The service provider shall maintain communication with the Director of the BVI Red, the accountant and Chair of the Board and shall act in accordance with the British Red Cross supplier code of conduct. Additionally, the service provider is required to promptly report any challenges encountered in relation to QuickBooks data, source documents, bank records or the overall completion of the audit.

4.0 DELIVERABLES

The service provider will be responsible for meeting the following deadlines and deliverables:

Completion of Audit	Deliverables
4.1 Information request from BVIRC	Submit a list of required documents/information needed to initiate the audit process
4.2 Draft Audit Report	6-12 months after data is collected
4.3 Final copy of Audit	2 -4 weeks after draft audit has been received

5.0 INPUTS OF THE BVI RED CROSS

The BVI Red Cross will be responsible for the following:

- Provide service provider access to QuickBooks data
- Provide bank statements, employment contracts, asset register and source documents
- Provide written responses to any query or questions in relation to BVIRC operations and submit any additional material as requested.

6.0 EVALUATION CRITERIA

Any party wishing to submit proposals for the printing services must meet the following criteria and be able to provide the necessary documentation:

1. Provision of a notarized copy of a valid trade license. A minimum of three years of operational experience in the specified services or a related field.
2. Assurance that the bid submitted remains valid for a duration of 30 days.
3. Capability to deliver the final product within the specified date outlined in the deliverables table.
4. References from clients for whom the service provider has completed similar assignments
5. A financial proposal with breakdown of the associated costs required to carry out the service.
6. Bids that include a discounted rate for non-profit organizations will be viewed favorably during the evaluation process.

The service provider may be an individual or firm preferably located within the British Virgin Islands and should be able to sign a contract by 15th April 2026.

A financial proposal based on the Terms of Reference outlined above must be provided no later than 15th March 2026. Please submit proposal and supporting documents to Stacy Lloyd via email at director@redcross.vg or at our office in Road Town, next to the Social Development Department.