



Request for Proposal
Audit Services for ECHO FPA Ex-ante Assessment REF: EE001-26

Alight is seeking an experienced auditor to conduct our ex-ante assessment as a non-governmental organization applying to become a Humanitarian partner of the European Commission.

Interested firms should submit their proposals as per the guidelines below:

1.Key information

Service Start Date	January 13, 2026
Service End Date	February 25, 2026
Scope of Work	Audit services in accordance with the DG ECHO of Reference for Ex-Ante Assessment Terms of Reference Ex Ante Assessment.pdf
Required Qualifications	As per the requirements set out in Chapter 1 of the above TOR
Location	Warsaw, Poland
Application deadline	January 6, 2026

2.About Alight

Fundacja Polska has been a registered Polish foundation since 2022, established in response to the displacement of Ukrainians seeking safety and support. Since then, Alight has partnered with a wide range of community-based organizations across Poland and Ukraine to help communities meet their most immediate needs.

Alight, founded in 1978, is a registered non-governmental organization working in several countries around the world. We walk alongside displaced populations to co-create high-quality services and programs shaped by the people who use them. Alight is committed to inspiring and unleashing abundance, even in contexts where scarcity often dominates

For more background information about Alight please visit www.wearealight.org

3. Objectives of the Request for Proposal

Alight intends to apply for a Framework Partnership Agreement with the European Commission Directorate-General for Civil Protection and Humanitarian Aid Operations (DG ECHO) in February 2026. Accordingly, through this Request for Proposal (RFP) we are seeking to appoint an auditor to complete our ex-ante assessment by end February 2026.

4. Scope of Work

The assessment shall cover the operations of Alight for the 12 months period ending on the day of the start of the fieldwork of the assessment.

The scope and process of the assessment has been determined by DG ECHO in the [Terms of Reference Ex Ante Assessment.pdf](#) (DG ECHO ToR)

Deliverables: Assessment Report as per the DG ECHO Assessment report template [Assessment report.docx](#) and Recommendations for organizational growth and improvement in relation to ECHO standards. This should also include recommendations for systems enhancements/adjustments.

5. Audit timeline

Activity/Milestone	Date
Preparatory Meeting	January 13-14, 2026
Planning	January 15- 20, 2026
Fieldwork	January 21-February 18, 2026
Closing Meeting	February 18, 2026
Draft Report	February 23, 2026
Final Assessment Report	February 26, 2026

6. Auditor qualification requirements

Alight seeks proposals from firms that have extensive knowledge and experience in providing audit services for international non-governmental organizations and will accept applications from firms able to demonstrate meeting the requirements set out for Auditors in Chapter 1 of the DG ECHO ToR regarding registrations, memberships, qualifications, and the composition of the audit team.

7. RFP timeline

The RFP has been designed to meet the desired application submission deadline of Alight. To facilitate efficiency, we are requesting firms who intend to respond to notify us no later than December 29, 2025. Firms with intent to respond will be promptly provided with our contract template and other terms and conditions to facilitate timely contract execution.

Activity/Milestone	Date
RFP published	November 26, 2025
Questions and Answers period	November 27, 2025-January 5, 2026
Notice of Intent to Respond	December 29, 2025
RFP responses due	January 6, 2026
Evaluation and vendor selection	January 8, 2026
Business Award and Contracting	January 9-12, 2026

Interested firms are invited to submit their questions, notice to respond and proposals via e-mail: ECHO.Assessment@wearealight.org as per the deadlines in the RFP timeline, quoting the reference number EE001-26.

Please communicate all questions in writing. Only questions received during the Question and Answer

period will be addressed.

8. Proposal content

1. Full name, address, telephone number and email address for principal contact.
2. A concise overview of the firm and services provided, with relevant details of previous experience providing external audit services to non-governmental organizations and experience in DG ECHO ex ante assessment.
3. Name and professional qualifications of the proposed team. Please also send the individual CVs of the personnel who would work on the assessment.
4. Methodology- a description of proposed audit plan, including timeline.
5. Please provide your proposed detailed pricing in Zloty, Euro, or USD.

**Proposals and report to be written in English*

9. Proposal evaluation criteria

Area	Element Assessed	Weighting factor
Methodology	Audit approach Planning Tools Timeline	40%
Service	Firm and Team Qualifications Experience	30%
Pricing	Value for Money	30%
TOTAL		100%

Proposals submitted will be assessed based on the following criteria:

Only shortlisted applicants will be invited for an interview prior to contracting.

All applicants will be informed of the outcome of the selection process after the contract is concluded with the selected applicant.

Alight emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, disability, age or sexual orientation. As part of contracting the services, Alight will require service provider to sign its organisational Code of Conduct. Bidders will also be screened in line with Counter-Terrorism and Sanctions SOP (Bridger Insight Risk Management, as well as its policies to prevent fraud and sexual abuse and harassment (PSEAH)).