



**Norwegian
People's Aid**

Request for Proposals for Internal Auditing Services

Norwegian People's Aid, Oslo

Reference no.: RFP26-10



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Description of Norwegian People's Aid

Norwegian People's Aid (NPA) is a politically independent membership-based organization working in Norway and in more than 30 countries around the world with a turnover of approx. MNOK 1.800 in 2025. Founded in 1939 as the Norwegian labour movement's humanitarian solidarity organization, NPA aims to improve people's living conditions and to create a democratic, just and safe society. NPA's international work covers two core areas: Mine Action and Disarmament and Development and Humanitarian Cooperation. In Norway NPA engage in search and rescue operations, civil society and advocacy work through our local chapters. Our major institutional donors are the Norwegian Ministry of Foreign Affairs, Norad, the German Federal Foreign Office, SIDA, the EU in addition to individual countries, trade unions and others supporting our main activities. For more information about Norwegian People's Aid, please find presentations and projects via www.npaid.org.

NPA is currently using BDO as our group auditor for the consolidated institutional audit but also engage other local audit companies who are involved in project and partner audits as well as the general local program audits. Annual reports providing more details on NPA and accounts for the years prior to 2025 can be retrieved from <https://www.npaid.org/About-us/Publications-and-Profile/Annual-report-and-accounts>.

Scope of Services Requested

NPA is issuing this request for proposal (RFP) from qualified registered audit companies to solicit proposals for information relative to cost, service delivery, methodology and scalability with respect to NPA's objectives to perform internal audit of our organisation. The internal audit is conducted in selected operational areas, both internationally and at our Head Office in Oslo.

This RFP is launched for the purpose of establishing a long-term/framework agreement (LTA) with an initial contract period of two years. The LTA may be renewed annually up to five years in total duration.

In a typical year, two or more internal audits are commissioned from the provider. However, an LTA is not binding NPA to request any audit from the provider. NPA will commission audits from the awarded supplier based on the agreement as per its requirement.

For any engagement the following general conditions apply:

- Scope for the internal audit is limited to the selected Risk Area for the selected country or topic as specified in a defined Term of Reference (ToR).
- Internal audit should be focused on systematic non-compliance with our policies, guidelines and procedures including donor requirements.
- Scope for the internal audit should include suggestions for improvement of internal processes and how NPA can develop improved internal control systems around the same.
- Coordination of internal audit including optional country visits will be agreed directly with NPA Head Office in Oslo.
- The primary deliverable expected will include an audit report to the NPA board. A draft audit report should be submitted to NPA management including any noted deficiencies in internal controls.
- Access to NPA ERP system (UNIT4), relevant donor information as well as our Quality Management System (QMS) will be assigned as basis for the work. The QMS includes all relevant policies, guidelines and procedures.

Selection Process and Timing

The planned schedule for the proposal process:



October 9 th :	RFP published / companies notified
October 16 th :	Written intent to respond within RFP deadline due
October 23 rd :	Written questions for clarification due
November 2 nd :	Receipt of proposals due
November 20 th :	Contract award recommendation

If changes or questions relevant to all participants occur, all confirmed respondents/ participating companies in the process will be informed on such changes in written form.

Proposal Format

The proposal shall be addressed with details as follows:

Norwegian People's Aid
P.O.Box 8844 Youngstorget
Stortorvet 10, 4th floor
N-0028 Oslo
Norway

Reference ID: RFP26-10.

Please structure a proposal that will include, but not being limited by, the below information:

Executive Summary

Include a summary stating major points of why your company is best suited to provide internal audit services to NPA.

Audit Approach

Please provide an overview and examples of your audit approach including:

1. which audit programmes/tools are to be used and how it would bring value to NPA;
2. expected participation from NPA level;
3. methods of reporting and presenting the outcome;
4. and the most important success criteria which will be important for overall best results.

Client Service Team

Please describe your proposed client service team:

1. Describe the role and the responsibilities of the client service team members.
2. Provide brief resumes including relevant NGO /humanitarian sector experience of the key client service team members.

Company Profile

Please describe your company, key resources and relevant experiences:

1. Provide a summary of the resources and organisation of your company, and specifically the resources within your company that may be of value to us as an NGO.
2. Describe the number of staff and expertise relative to NGO work in your offices. Please also include any local and/or international expertise your company has relative to NGO work with overview of their location.
3. Briefly describe the structure of your company's international practice. How will the international practice provide value to NPA?



4. How does your company identify and share best practices with clients/organisations such as ours?
5. Provide at least three local/international client references (preferably NGOs/humanitarian organisations), and contacts within those organisations.

Fees and Timing of Services

List your price structure, including different partner/manager/senior/junior level including any other available / additional services.

We value long-term collaboration with our partners. Please indicate any *pro bono* hours or knowledge-sharing activities you can offer as part of your services.

Any other experienced model for cost-efficient engagement.

Proposal Submission and Selection

General

Proposals, all correspondence and documents related to this Request for Proposals exchanged by the bidder and the NPA shall be written in English.

Proposals arriving after the deadline will not be considered.

The proposal shall be valid for 60 days after the submission deadline.

All proposals received will be considered the property of NPA. We will fully protect the confidentiality of all information you provide to us, as we expect you to do the same with all NPA information we provide to you.

NPA makes no commitment to contract for any products or services, or take any other action, including but not limited to, awarding a contract to a company submitting the lowest cost proposal.

Proposal Costs or any resources expended by a bidder in responding to this RFP, including any costs incurred in proposal preparation, presentation or meetings are the sole responsibility of the bidder.

NPA reserves the right to change or cancel this RFP without prior notice or responsibility for any bidder if deemed necessary. Any amendments will be communicated in writing to all involved parties.

Errors or omissions

NPA shall not be responsible for, or held liable for, any errors or omissions that may exist in this RFP. NPA retains the right to amend this RFP to correct any errors or omissions.

A proposal may be withdrawn or amended prior to the proposal due date. To withdraw or amend a proposal, authorized representatives of the bidder must submit a written request to the RFP contact. After withdrawing a proposal, the bidder may submit another proposal at any time up to the defined proposal due date. Bidder shall not be permitted to alter its proposal after the proposal due date.



Intent to Respond

The bidder is required to notify NPA via tenders@npaid.org of its intent to respond to this RFP no later than **Friday 16th October 2026 EOB**. The Intent to respond must provide the name, title and contact details of the single point of contact within the bidder's organisation that should be contacted in the event NPA has questions or for other communications regarding this RFP or the bidder's proposal.

Submission of Proposals

Proposals must be sent via email to the email address tenders@npaid.org and include an acknowledgement of NPA's Ethical standards and Code of ethical conduct for NPA suppliers as found via webpage [Norwegian People's Aid | Ethical Standards for Procurement, Investment and Fundraising](#).

Proposals (all emails) shall be received no later than **Monday 2nd November 2026 23.00 CET**.

Please when sending the bids respect the following:

- The "RFP26-10" shall be inserted in the Subject Heading of the emails.
- Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains.
- Email attachments shall not exceed 25MB; otherwise, the bid shall be sent in multiple emails (e.g. "RFP26-10 Technical bid email 1 of 3", 2 of 3 etc).
- The financial bid shall only contain the pricing information.
- The technical bid shall contain all other documents required, but excluding all pricing information.
- Bid documents required, shall be included as an attachment to the email in PDF format or the same type of files provided as a ZIP file.

Evaluation Criteria and Procedure

NPA's opening and evaluation committee will score the technical evaluation of the bids with the following criteria and weighting:

Organisation and methodology	Maximum points
Audit approach and methods	30
Company profile and support functions	20
Total score for organisation and methodology	50
Client Service Team /Competency	Maximum points
Key experts	30
Qualifications and skills	(10)
General professional experience	(10)
Specific professional experience with NGOs	(10)
References from similar audits	20
Total score for Client Service Team	50
Overall technical score	100

Only proposals with the average overall technical score of 75 points or more will be considered technically acceptable and will qualify for the financial evaluation.

The best value for money will be established by weighting technical quality against price on a 70/30 basis.



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The contract will be awarded to the firm achieving the highest combined technical and financial score.

NPA may contact bidders for follow-up and clarification, may request bidders to provide additional professional references, and NPA may interview bidders/ proposed experts as a part of the evaluation process.

Questions/clarification

Any questions regarding this RFP shall be sent to logistics@npaid.org. On the subject line, please indicate "RFP26-010". **IMPORTANT: Bids or Intent to respond shall not be sent to this email address.**

We welcome proposals and remain available for clarification.

Respectfully,


Mads H. Almaas (Oct 8, 2026 15:44:20 GMT+2)

Mads Henrik Almaas

Chief of Staff

Norwegian People's Aid