

The **EUROPEAN ENVIRONMENTAL BUREAU**,
a network of more than 180 environmental citizens' organisations,
requests your proposal for audit services for years 2024-2026

The European Environmental Bureau is the largest and most inclusive European network of environmental citizens' groups – and the only one that works on such a broad range of issues. We advocate for progressive policies to create a better environment in the European Union and beyond.

For more information about the EEB and our activities please consult our 2022 Annual Report available on our website: <https://eeb.org/library/eeb-annual-report-2022/>

Objectives and scope of Audit:

The EEB would hereby like to invite your Company to submit a proposal for the audit of its yearly financial statements and related filings for a three-year period beginning with the 2024 fiscal year and ending on 31 December 2026. Our organization is subject to compliance with the Annual Statutory Audit of Accounts. The audit of the EEB's financial statements must be performed in accordance with generally accepted auditing standards.

The assignment will comprise three annual financial audits of the EEB's financial report including the European Union LIFE Program operating grant for the following periods: from 1 January 2024 to 31 December 2024; from 1 January 2025 to 31 December 2025; and from 1 January 2026 to 31 December 2026.

In addition, the auditor might be required to perform audits and/or agreed upon procedures with reference to individual projects if requested by individual donors (example from 2023 – 4 additional audited projects).

Our financial report includes approximately 80 projects which are financed by Membership fees, European Union, Governments, Foundations and International Organizations.

Our annual revenue has ranged between € 5.500.000 and € 7.500.000 over the past years. We have approximately 80 employees based in Brussels.

The audit should ideally take place between mid-February and late March.

The deliverables, which shall be submitted within 90 days of the end of each fiscal year, are the annual accounts audit report accompanied by a management letter, as well as the report for the EU Life Program Operating grant.

All proposals must include:

- i. Evidence of the firm's qualifications to provide the above services;
- ii. Background and experience in auditing nonprofit clients;
- iii. The size and organizational structure of the auditor's firm;
- iv. A proposed timeline for fieldwork and final reporting;
- v. Proposed fee structure for each of the three years of the proposal period;
- vi. Describe your billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- vii. Names and CVs of the partner, audit manager and field staff who will be assigned to our audit;
- viii. References and contact information from at least 1 comparable nonprofit audit client.

Your proposal must be received **by email by the 5th of April.**

Please send it to the following email address: **tenders@eeb.org**

The contract will be awarded based on best price quality ratio (Price 70% and Quality 30%).

We look forward to receiving your proposal.

European Environmental Bureau

• Rue des Deux Églises 14-16, 1000 Brussels, Belgium • ☎ +32 228 91090 • eeb@eeb.org • www.eeb.org

*International non-profit association • Association internationale sans but lucratif (AISBL) • EC register for interest representatives:
ID number: 06798511314-27 • BCE ID number: 0415.814.848 • RPM Tribunal de l'entreprise francophone de Bruxelles*