



Open call for Audit Services

To conduct an annual audit of Cambodian Living Arts

About Cambodian Living Arts

Cambodian Living Arts Organization (CLA) is a local NGO, who believes that arts are at the heart of a vital society. CLA mission is to be a catalyst in a vibrant arts sector, inspiring new generations.

Our Head Office is in Phnom Penh, where we have 20 staff.

The audit fieldwork shall be conducted with the Head of Finance.

Cambodian Living Arts annual budget is around \$800K to \$1 million with funding from individual donations, grants, contracts, and fees.

CLA uses Quickbooks desktop software.

For more information visit: www.cambodianlivingarts.org.

Audit Requirements

Cambodian Living Arts requires the following services:

- Annual financial statement audit
- Management letter

The audit must be completed in accordance with Cambodia International auditing accounting standards. Financial statements and management letter must be provided in two languages (Khmer & English).

All of the above must be completed by 28th February 2025, for the fiscal year of 01 October 2023 to September 2024.

How to submit a proposal

Interested parties are requested to submit a proposal to manith@cambodianlivingarts.org.

Proposals must be received by **05 September 2024**.



All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services.
- b) Background and experience in auditing NGO clients
- c) The size and organizational structure of the auditor's firm;
- d) A proposed timeline and approach for fieldwork and final reporting.
- e) Names of the staff who will be assigned to our audit and provide biographies.
- f) Financial quotation

Selection Process

Proposals will be reviewed on qualifications and value. Shortlisted proposals will be reviewed by the CLA management team after the deadline, and an appointment will be made by 27th September 2024.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at +855 (0)12 303 087. I look forward to receiving your proposal.

Sincerely,

Kuon Manith
Head of Finance
Cambodian Living Arts