



## **Open call for Audit Services**

To conduct an audit of Cambodian Living Arts project “ Evolve”

### **Introduction:**

Cambodian Living Arts, hereafter referred to as the 'Cooperation Partner,' seeks to engage an audit firm to conduct an audit of the 'Evolve' programme, as required under the agreement between the Cooperation Partner and The Swiss Confederation, represented by the Swiss Federal Department of Foreign Affairs acting through the Swiss Agency for Development and Cooperation

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.

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

The 'Evolve' programme has a 15-month budget of approximately \$317,750, funded through individual donations, grants, contracts, and fees, with 54% of the funding provided by SDC

CLA uses Quickbooks online software.

For more information visit: [www.cambodianlivingarts.org](http://www.cambodianlivingarts.org).

### **Audit Requirements**

Cambodian Living Arts requires the following services:

- Financial statement of project 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 31st December 2025, for the project contract period of 01 May 2024 to 30 October 2025.

### **How to submit a proposal**

Interested parties are requested to submit a proposal to [manith@cambodianlivingarts.org](mailto:manith@cambodianlivingarts.org).

Proposals must be received by **05 September 2025**.

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 15th September 2025.

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 08. I look forward to receiving your proposal.

Sincerely,

Kuon Manith  
Head of Finance  
Cambodian Living Arts