

Public Affairs Section of the U.S. Embassy–Bishkek would like to contract a locally based organization for auditing the Embassy grants during period of February 2013 through December 2014 (23 months).

The contractor will be responsible for helping PAS staff for the day-to-day monitoring of financial aspects of the Mission's grants, specifically:

- Providing analysis and recommendations for revision of project proposal budgets;
- Providing training and/or technical advice or assistance to applicants and grantees;
- Auditing grantee’s financial reports;
- Monitoring financial management of grants through periodic visits to grantees throughout the country;
- Following up to ensure prompt submission of financial reports;
- Providing grant status reports (in English) for the Embassy grant managers;
- Coordinating actions with the Embassy grant program coordinators.

Interested organizations are requested to submit a cover letter addressing the organization experience in grant management and/or grant auditing, curriculum vitae of key staff, and budget in format below to BishkekGSOBid@state.gov by COB January 31, 2013.

Budget

Budget item	Breakdown	Amount
Salary&Fringe benefits		
Travel		
Equipment		
Contractual		
Other admin costs: supplies, communications, postage, etc		
Total costs		

