

Request for Proposal (RFP) - Provision of External Audit Services

Football Association of Zambia (FAZ) | Tenders & RFPs | Lusaka, Zambia

Background

Founded in 1929, the Football Association of Zambia (FAZ) is the governing body of football in Zambia, affiliated to FIFA, and a member of the Confederation of African Football (CAF) and the Council of Southern Africa Football Associations (COSAFA). FAZ is responsible for the management and development of football in Zambia, running the game commercially through the Premier League and National Division One while advancing football development through National Teams, Provincial Leagues, Women's Football, Futsal, Beach Soccer, Youth Football and Grassroots Football, with support from the Government of the Republic of Zambia and FIFA.

Mandate and Objective of the Audit

In accordance with the FAZ Constitution and applicable FIFA requirements, the Executive Committee and Senior Management Team intend to engage an independent external auditor to conduct the statutory and external audit of FAZ's financial statements under a three-year running contract, subject to annual approval by the Council. The first audit shall cover the financial year ending 31 December 2026. The objective of the audit is to provide an independent professional opinion on whether FAZ's financial statements give a true and fair view of its financial position and performance, including assessment of internal control systems relevant to financial reporting.

Scope of the Audit

The audit shall be carried out in accordance with International Standards on Auditing (ISAs) and applicable Zambian laws and regulations, covering compliance with legislation, the truth and fairness of the accounts, the adequacy of accounting records, agreement of accounts to records, and consistency of other information with the financial statements. The auditor is expected to pay particular attention to fraud and corruption risk (ISA 240), laws and regulations (ISA 250), governance communication (ISA 260), and audit risk response (ISA 330). The auditor shall also prepare a Management Letter covering audit approach, observations on systems and controls, specific weaknesses with recommendations, implementation status of prior recommendations, sustainability/going-concern matters, and management's responses to identified weaknesses.

Team Composition and Required Qualifications

- Audit Partner: qualified Chartered Accountant (ACCA, CA, CIMA or equivalent), paid-up Fellow member of ZICA, holding a current firm audit licence and valid Partner Audit Practising Certificate, with at least 10 years of traceable experience in external/public audit practice.
- Audit Manager: qualified Chartered Accountant, paid-up ZICA member, with at least 5 years of traceable experience including managerial experience leading audit teams.
- Audit Supervisor: qualified Chartered Accountant, paid-up ZICA member, with at least 3 years of traceable experience in external audit practice.

Bidders shall submit detailed CVs for the Audit Partner and all other key personnel, clearly demonstrating qualifications, relevant experience, specific audit assignments undertaken, and roles performed.

How to Apply

- Submit a complete technical and financial proposal with supporting documentation on the firm's registration, experience, capacity, and key personnel qualifications.
- Submit one (1) ORIGINAL and four (4) COPIES of the bid, each clearly marked "ORIGINAL" or "COPY".
- Pay a non-refundable tender participation fee of ZMW 1,000.00.
- Submit a valid ZRA Tax Clearance Certificate for 2026 and a valid ZICA Practising Certificate/licence for the audit period 1 January 2026 to 31 December 2026.
- Provide references from at least three (3) clients audited by the firm, preferably of comparable size and complexity to FAZ.
- State audit fees in Zambian Kwacha (ZMW) on an all-inclusive basis.

Proposals must be clearly marked "PROPOSAL FOR THE PROVISION OF EXTERNAL AUDIT SERVICES" and submitted on or before 14 September 2026 at 17:00 hours to The General Secretary, Football Association of Zambia, Football House, Alick Nkhata Road, Longacres, P.O. Box 34751, Lusaka, Zambia, or electronically to procurement@faz.co.zm. The proposal evaluation process shall be confidential and conducted in accordance with applicable ZPPA legislation and regulations.