WORLD CURLING

REQUEST FOR PROPOSAL
Independent Review

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REQUEST FOR PROPOSAL (RfP)

World Curling seeks proposals from firms wishing to be considered for appointment as independent accountants to conduct an independent review of its Annual Financial Statements.

1. Background

World Curling is the world governing body of the Olympic winter sport of curling and the Paralympic winter sport of wheelchair curling. Legally it is a non-profit making Association formed and regulated by the present Constitution and By-Laws, and further by article 60 and subsequent articles of the Civil Code of Switzerland. It is registered under the Commercial Register in Uri canton in Switzerland.

The ultimate authority in World Curling is held by the Member Associations through General Meetings and the approval of the Constitution. The Member Associations elect the President and Board to lead the organisation, which they do through the development of a Strategic Forward Plan and the approval of appropriate Policy documents. The Board appoint a full time Secretary General to lead the staff and operations of the Federation and deliver the Forward Plan.

The following items are available on demand from World Curling on the email noted below::

- Constitution of World Curling as of September 2023
- Terms of reference of the Finance Commission
- Financial Statements for year ended 30 June 2023

The World Curling receives most of its income from the International Olympic Committee (IOC) following each Winter Olympics. Additional income is generated from marketing and broadcast activities related to events run by or on behalf of World Curling. The operational headquarters are in Perth, Scotland. To learn more about the operations, please visit our website, www.worldcurling.org.

2. Requirement for an Independent Review

Whilst there is no legal requirement, the Board has approved the requirement for a yearly independent review of the financial statements to provide a level of assurance to stakeholders of the material accuracy of the financial statements. Stakeholders are identified as Member Associations, the IOC, creditors, and suppliers.

3. Responsibilities of the Board

The Board has elected to have the financial statements prepared in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards). In preparing these financial statements, the Board:

- selects suitable accounting policies and then applies them consistently.
- makes judgements and accounting estimates that are reasonable and prudent.
- states whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepares the financial statements on the going concern basis unless it is inappropriate to presume that World Curling will continue in business.

The Board is responsible for keeping adequate accounting records that are sufficient to show and explain its transactions and disclose with reasonable accuracy at any time the financial position of World Curling. The Board is also responsible for safeguarding the assets of World Curling and hence for taking reasonable steps towards the prevention and detection of fraud and other irregularities.

4. Objectives of the Independent Review

The objective of the yearly independent review is to express an opinion as to whether the financial statements of World Curling present fairly, in all material respects, the financial position, income and expenditure, and accounting policies in accordance with United Kingdom Generally Accepted Accounting Principles. The Board will instruct management to prepare the financial statements that will be subject to the review and make them available to the Independent Accountants.

This appointment will be for the financial year ending 30 June 2025 and annually thereafter.

5. Expected Deliverables

The expected deliverables of the independent review are as follows: -

- Prepare an independent reviewer's report expressing an opinion on the financial statements
- In the first year a detailed review of internal controls and accounting systems including a review on the approval process of larger items of expenditure
- Report on related party transactions.
- Provide a management letter that identifies areas of concern or weaknesses found, together recommendations for improvement
- Management's response on any concerns identified to be signed by Secretary General
- Letter of representation to be signed by Secretary General

- Discuss your report and management letters with Senior Management and the Finance Commission prior to their distribution to the Board

- Meet reporting requirement dates – financial statements are required to be signed off by 31 August following the year end of 30 June

6. Proposal Evaluation Criteria

Proposals will be evaluated against the following criteria: -

- Technical expertise including not for profit experience

- Key personnel – quality of staffing of key personnel proposed

- Proposed review timeline

- Cost. All proposals must include proposed costs to complete the review, including VAT where relevant.

7. Proposal Guidelines

Proposals will be accepted until 5pm on Monday 30th September 2024. Any proposals received after this date and time will not be accepted. All proposals should include clear timetables, how you will work with World Curling, clear costs and detail on experience in this area.

Please clearly indicate where applicable:

- How your proposal is responsive to the Evaluation Criteria
- Any assumptions you are making about the engagement
- Any risks you have identified and appropriate mitigation measures
- Information about your fee including details on how costs are calculated
- Examples of past work relevant to this engagement
- Information about your organisation's commitment to equity, diversity, and inclusion
- Explanations of processes to conduct the independent review
- Any additional support that you need to make the independent review a success, including any inputs you will need from third parties or World Curling´s staff.

8. RfP Timeline

The following is the timeline for RfP and decision making: -

RfP Due Date	30th September 2024
Evaluation of Proposals	11th October 2024
Selection decision made	31st October 2024
All Potential Suppliers notified of outcome	8th November 2024

Each Potential Supplier must submit 1 copy of their proposal to the email address below by close Monday 30th September 2024.

alan.chalmers@worldcurling.org

DISCLAIMER
World Curling will not accept any liability or be responsible for any costs incurred by Potential Suppliers in preparing a response for this RfP. Neither the issue of the RfP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of WCF (or any of its partners) to enter a contractual arrangement. Nothing in this RfP should be interpreted as a commitment by World Curling to award a contract to a Potential Supplier because of this process, nor to accept the lowest price or any tender.