REQUEST FOR PROPOSAL (RFP) FOR THE REVIEW OF THE YKDFN's

FINANCIAL POLICIES AND ACCOUNTING PROCEDURES OPERATIONS MANUAL

1.0 INTRODUCTION

1.1 Request for Proposal (RFP) to review Financial Management Policies and Accounting Procedures Manual

YKDFN is inviting qualified and experienced consulting firms to submit bids to undertake an assessment of the adequacy of the First Nation's Financial Management Policies and Accounting Procedures manual in line with the First Nation's Strategy.

2.0 PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5 p.m. 29th August 2025.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder of this RFP. All contractual terms and conditions will be subject to review by the YKDFN and will include scope, budget, schedule, and other elements relating to the assignment.

YKDFN is not bound to accept the lowest bidder.

3.0 TERMS OF REFERENCE (ToR)

The First Nation is seeking the services of an experienced Consultant to undertake a comprehensive review of the First Nation's Financial Policies and Accounting Procedures manual. The specific objectives of the assignment include:

(i) Review of the existing Financial Policies and Accounting Procedures manual in terms of applicability, scope, relevance and adequacy to the First Nation's Strategy to ensure that it is robust, up-to-date and captures best practice standards
(ii) Review background documents and liaise with relevant First Nation staff to ensure a participatory process in coming up with the revised Financial Policies and Accounting Procedures manual.
(iii) Advise on the Financial policies and the Accounting procedures manual in line with the First Nation's existing structure and services.
(iv) Review the structure, layout and content of the First Nation's current management accounts, and other key reports and benchmark to the comparable First Nation organizations
(v) Propose amendments, updates and improvements and make appropriate recommendations following the above review and assessment.
(vi) Update the Financial policies and Accounting procedures manual based on gaps identified, proposals in (iv) above and discussions and agreements with the First Nation.

4.0 EXPECTED DELIVERABLES

The expected deliverables of this exercise are as follows:

(i) To deliver an inception report that shall reflect clear comprehension of the tasks, the methods of execution and work plan to ensure the outcome is in line with First Nation's expectations.
(ii) To submit draft, revised Financial Policies and Accounting Procedures manual that shall incorporate the proposed and agreed changes in line with international best practice and in context of all the First Nation's processes and operations.
(iii) To submit an integrated Accounting Manual that shall incorporate comprehensive Financial Policies and accounting procedures.

5.0 EXPECTED COMPETENCIES AND EXPERIENCE

The selected Consultant will be responsible for the overall planning and implementation of the review, the production and presentation of the final report and timely presentation of all deliverables.

The Consultant's profile should meet the following requirements:

i) Have a Masters' degree in Accounting, Finance, or related disciplines;
ii) Be a member of recognized Professional Accountancy body; e.g. CPA
iii) Have a current and up to date knowledge of International Accounting Reporting Standards;
iv) Have a working knowledge of Accounting Policies and Procedures, including internal controls;
v) Have a minimum of 10 experience in auditing and reviewing of accounting systems and procedures, or in the designing and updating of accounting systems and procedures;
vi) Have a proven track record and experience of similar assignments with international development financial institutions.

6.0 CONTENTS OF THE PROPOSAL

The proposal should include, but is not limited to the following:

i) An understanding of the First Nation's requirements as listed in 3 and 4 above;
ii) Methodology and work plan for performing the assignment;
iii) Project delivery plans, and methodology;
iv) Detailed reference list indicating the scope and magnitude of similar assignments;
v) Relevant services undertaken in the past three (3) years;
vi) Team composition and task assignment (There should be as limited a change as possible in the team during the assignment unless with prior agreement); and
vii) CVs of the task team.

Each bidder must submit copies of their proposal, which should be clearly labelled: **"PROPOSAL (RFP) FOR THE INDEPENDENT REVIEW OF THE YKDFN'S FINANCIAL POLICIES AND ACCOUNTING PROCEDURES MANUAL",** to be at the address below by 29th August 2025 at 5:00 p.m.:
Yellowknives Dene First Nation, Dettah Administration, PO Box 2514, Yellowknife, NT, X1A 2P8; or in person at the Reception at Chief Drygeese Building in Dettah.