

**To: Liliana Rotaru,**  
President  
CCF Moldova - Children, Communities, Families  
16, A, Puskin Street, no 5-6 MD-2012  
Chisinau, REPUBLIC OF MOLDOVA

03 October 2018

**Dear Mrs. Rotaru,**

We have pleasure to submit our proposal for services related to the audit of the financial report for the period July 2016 – December 2017 related to the project no 16A332, named “ENDING INSTITUTIONAL CARE FOR CHILDREN UNDER THREE IN MOLDOVA”.

We are delighted to have this opportunity to demonstrate our ability to serve you and would be pleased to discuss our proposal further and answer any questions that you might have. Our final arrangements would be subject to an engagement letter.

#### **Scope of proposed services and fee proposal**

We understand that you are requesting the following services as specified in the appendix 4 – “Audit instructions ISA 805” of the project agreement:

- an audit of the Financial report in accordance with International Standards of Auditing, ISA805 and express an audit opinion on whether the financial report prepared under the Project Agreement has been prepared, in all material respects, in accordance with the Project Agreement and is consistent with the Recipient’s books of account.
- Management letter with audit findings and weaknesses identified during the audit process.
- additional assignment according to agreed upon procedures 4400 “Engagements to perform Agreed-Upon Regarding Financial Information”.

Our aim is to ensure that we provide you with the highest quality service. We estimated the overall audit fee of **EUR 11,500** (eleven thousands five hundred) and out-of-pocket expenses (such as transportation and accommodation, if needed).

#### **Timetable**

The timetable would have the following stages:

- Start of the audit process: from 05 October 2018
- Completion of field work: 02 November 2018
- Submission of draft and final report: 03 – 10 November 2018

We believe in providing a high quality service at a competitive price while always seeking to provide outstanding value for the fees charged. Our fees are based on the time spent by the each member of the team at rates according to their seniority and experience and professional requirements and standards governing audit activities.

Yours sincerely,



Natalia Suveica  
Auditor,  
Managing partner

