

## Request for Proposal (RFP) – Quarterly Reviews of Accounting and Payroll

### Background

Accelerating Impact seeks proposals from qualified service providers to conduct quarterly reviews of accounting for two Luxembourg-based entities (an ASBL and a Sarl SIS) and payroll processing for seven employees. The selected provider will ensure compliance with Luxembourg accounting standards and labour regulations while identifying opportunities for operational improvement.

### Objective

Our organization operates through two distinct legal entities under Luxembourg law. We seek quarterly reviews to ensure accuracy, compliance, and efficiency across our operations, while staying informed of relevant regulatory changes that may impact our accounting practices and payroll processing.

### Scope of Work

#### Accounting Review Services

The service provider will conduct quarterly reviews of accounting operations for both entities, including:

- Verification of compliance with Luxembourg accounting standards (Lux GAAP)
- Assessment of financial record accuracy and transaction categorization
- Evaluation of accounting treatments and internal controls

#### Payroll Review Services

The provider will perform quarterly reviews of payroll processing for seven full-time equivalent (FTE) positions, including:

- Review of salary calculations
- Review of payslips and related documentation
- Confirmation of compliance with Luxembourg labour laws

#### Regulatory Monitoring and Updates

The service provider will proactively monitor and communicate relevant regulatory changes affecting:

- Luxembourg accounting standards (Lux GAAP)
- Labor laws and social security regulations
- Tax regulations impacting accounting or payroll

- Reporting requirements for the relevant legal structures

### **Request for Proposal (RFP)**

Detail your approach to reviewing accounting practices and payroll processing, including methodologies, team composition, and relevant experience. Describe your process for monitoring and communicating regulatory changes.

Financial Proposal: Provide separate cost breakdowns for:

- Quarterly accounting reviews
- Quarterly payroll reviews
- Regulatory monitoring and advisory services
- Combined total costs

### **Submission Instructions**

All proposals must be submitted by 02/02/2025. Proposals may be submitted electronically via email to [finance@acceleratingimpact.org](mailto:finance@acceleratingimpact.org). Late submissions will not be considered.

### **Terms and Conditions**

Please note that this Request for Proposal is subject to the Accelerating Impact [General Terms of Business](#).

We look forward to reviewing your proposal.