

Request for Proposal (RFP) for Statutory Audit Services

Issued by: International Skating Union

Type of Entity: Swiss Association

Sector: International Sports Federation

Issue Date: June 2025

1. Introduction

The International Skating Union (hereafter referred to as "ISU") is an international sports federation governed under Swiss law as a non-profit association. The ISU seeks to appoint an independent, qualified Statutory Auditor to conduct an audit of its financial statements in accordance with Swiss GAAP FER (RPC) and relevant Swiss auditing standards.

2. Scope of Work

The appointed auditor will be required to:

- Conduct statutory audits of the financial statements, the first audit being for the 6 months to 30 June 2025.
- Thereafter, conduct annual audits for subsequent financial years ending 30 June.
- Express an independent opinion on whether the financial statements present a true and fair view of the ISU's financial position and performance.
- Ensure compliance with Swiss Code of Obligations and other applicable laws and regulations.
- Meet with the ISU Audit, Risk and Investment Committee (ARIC) at least once a year.
- Provide a detailed report to the ARIC and ISU Council outlining audit process, audit findings and Internal Controls review findings and recommendations.
- Provide a written audit report to the ISU Congress and Council.
- Attend (if required) the biennial Congress to present audit findings and answer questions.

3. Period of Appointment

The initial appointment will be for a period of 3 ½ years, covering the accounting period 1 January to 30 June 2025 and the three financial years 1 July 2025 – 30 June 2028. Thereafter appointments will be made on four-year mandates.

The initial appointment shall be made by the ISU Council and will be put to the ISU Congress for confirmation in 2026.

4. Financial Reporting Framework

- Accounting Standards: Swiss GAAP FER (RPC)
- Reporting Basis: True and fair view
- Functional and Presentation Currency: USD
- Financial Year: Annually ending 30 June (first period: 1 January 2025 – 30 June 2025)

5. Auditor Qualifications

Interested audit firms must meet the following criteria:

- Be duly authorized as statutory auditors under Swiss law.
- Demonstrate experience auditing Swiss associations or non-profit entities, ideally within the sports sector or international organizations.
- Maintain independence and objectivity throughout the engagement.
- Be able to assign a team with relevant language skills (English & French)

6. Deliverables and Timeline

Milestone	Deadline
RFP Issued	11 June 2025
Information calls with CFO (if requested)	13-17 June 2025
Submission of proposal	20 June 2025
On-line presentation of proposal (if required)	30 June & 1 July 2025*
Selection and appointment notification	July 2025
Commencement of Audit Work	Tbc
Confirmation of mandate by Congress	July 2026

*please allow availability between 13h and 15h30 CET

7. Proposal Submission Requirements

Interested audit firms should include the following in their proposal:

- Firm profile and legal status in Switzerland.
- Relevant experience with similar audits (references encouraged).
- CVs of the proposed audit team.
- Understanding of the assignment and proposed audit methodology.
- Expected timeline for the audit process.

- Fee structure and total cost for the first six-month audit and subsequent annual audits (including hourly rates if applicable).
- Confirmation of independence.

8. Evaluation Criteria

Proposals will be evaluated on the following basis:

- Qualifications and experience of the firm and audit team
- Relevant sector and Swiss non-profit auditing experience
- Audit approach and understanding of the assignment
- Cost-effectiveness and transparency of pricing
- Independence and ability to meet deadlines

9. Contact and Submission Details

All proposals and questions should be submitted electronically in PDF format to:

Jeremy Conrad-Pickles
Chief Finance & Operations
jeremy.cp@isu.org

Deadline for submission: 20 June 2025

10. Confidentiality and Rights

All information provided in the proposal will be treated as confidential. ISU reserves the right to:

- Accept or reject any proposal without obligation
- Request additional information or clarification
- Not appoint an auditor if none of the proposals meet expectations