



Request for Proposals (RfP) Audit services for the ADAPT Project

IUCN Regional Office for Eastern Europe and Central Asia (ECARO)

Project: 3ADAPT: Nature-based Solutions for Resilient Societies in the Western Balkans

Issue Date: 5 October 2020

Closing Date and Time: 21 October 2020, 23:59 CET

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PART 1 ±INSTRUCTIONS TO PROPOSERS AND PROPOSAL CONDITIONS

1.1. About IUCN

IUCN is a membership Union

1.9. Withdrawals and Changes to the Proposal

Proposals may be withdrawn or changed at any time prior to the RfP closing date and time by written notice to the IUCN contact. No changes or withdrawals will be accepted after the RfP closing date and time.

1.10. Validity of Proposals

Proposals submitted in response to this RfP are to remain valid for a period of 90 calendar days from the RfP closing date.

1.11. Evaluation of Proposals

The evaluation of Proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RfP.

PART 2 ±THE REQUIREMENT

Terms of Reference for the Annual Audit of the P U R M ADAPT: Nature-based Solutions for Resilient Societies in the Western Balkans ´

I. Background

ADAPT: Nature-based Solutions for Resilient Societies in the Western Balkans ´ is a project funded by the Swedish International Development Cooperation Agency (Sida) and implemented by IUCN, represented by its Regional Office for Eastern Europe and Central Asia (ECARO) (Contribution No. 12367).

It aims to increase ecosystem and community resilience to climate change and environmental degradation in the Western Balkans. This regional umbrella initiative includes activities in Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia and Serbia. The project works at multiple levels and involves government agencies, research institutions and civil society, which offers opportunities for knowledge exchange, wider capacity building and institutional strengthening as well as the potential for scaling up.

The overall objective of the Project is the increased ecosystem and community resilience to climate change and environmental degradation in the Western Balkans, including by:

- enhancing knowledge and awareness of nature-based disaster risk reduction solutions among decision makers, natural resource managers and local communities with a specific focus on gender;
- integrating Nature-based Solutions and equitable climate-smart planning into adaptation and disaster reduction policy; and
- implementation of Nature-based Solutions for disaster risk reduction and their scale-up.

The total value of the Grant Agreement is EUR 2,480,202.

II. Objectives and Scope of Work

a) Annual Audit

If the auditor assesses that no findings or weaknesses have been identified during the audit that would result in a Management Letter, the auditor will issue a letter stating that during the audits nothing has come to their attention that the auditor considers pertinent to be brought to the attention of the borrower.

Measures taken by the organisation to address weaknesses identified in previous audits shall also be presented in the Management Letter.

The additional assignment according to the Agreed-Upon Procedures ISRS 4400 under section IIb), shall be reported separately in the report.

Expected deliverables and timeline

	Task	Deliverables	Deadline for submission
1	Annual Financial Audit Agreed-Upon Procedures	'UDIW \$XGLWRU¶V UHSRUW ¶ letter for the period from 1 November 2019 ± 31 October 2020 Draft Report on factual findings	5 January 2021
		\$XGLWRU¶V UHSRUW DQG 0D period from 1 November 2019 ±31 October 2020 Report on factual findings	22 January 2021
2	Annual Financial Audit Agreed-Upon Procedures	'UDIW \$XGLWRU¶V UHSRUW ¶ letter for the period from 1 November 2020 ± 31 October 2021 Draft Report on factual findings	5 January 2022
		\$XGLWRU¶V UHSRUW DQG 0D period from 1 November 2020 ±31 October 2021 Report on factual findings	21 January 2022
3	Annual Financial Audit Agreed-Upon Procedures	'UDIW \$XGLWRU¶V UHSRUW ¶ letter for the period from 1 November 2021 ± 31 October 2022 Draft Report on factual findings	5 January 2023
		\$XGLWRU¶V UHSRUW DQG 0D period from 1 November 2021 ±31 October 2022 Report on factual findings	23 January 2023

Duration of the assignment

V. Requirements

1. Knowledge and experience in conducting the audit engagements of the projects in accordance with International Standards on Auditing ISA 800/805, issued by IAASB.
2. Experience in financial audits in the context of an International organization, preferably comparable in size and complexity to IUCN.
3. Experience in the similar assignments for regional/multi-country projects funded by the donors (Sida, EU funds, WB, KfW, etc.). Experience with the projects funded by Sida is added advantage, as well as experience with the regional projects in the Western Balkans.
4. Knowledge and experience in conducting Agreed-Upon Procedures engagements ISRS 4400 in the context of projects and according to the provided ToR.
5. Adequate capacity and resources required to carry out the assignment.

The maximum budget for the assignment for the entire implementation period of the Project is estimated at EUR 30,000 (maximum EUR 10,000 per each project year), inclusive of all costs and VAT.

PART 3 THE EVALUATION MODEL

3.1. Technical Proposal evaluation

1. Acceptance of the ToR and other requirements in Part 2 is mandatory
2. Experience with SURMHFWV ± 1 DXGLWVISA ± 0 D805 ± 30 GDQFH ZLWK
3. Experience in working with/auditing International organizations ± 5
4. Experience in similar assignments for the regional/multi-country projects funded by the donors (Sida, EU funds, WB, KfW, etc.) ± 25
5. Experience with Agreed-Upon Procedures ISRS 4400 engagements and attached ToR ± 25
6. Available resources and capacity ± 15

Each criterion will be scored out of 5 (where 1 \pm Poor, 2 \pm Fair, 3 \pm Good, 4 \pm Very good, 5 \pm Outstanding). Any proposal scoring 1 in any Criterion will not be considered further.

Technical Proposals meeting the Quality Threshold will have their technical scores normalised by dividing their score by the highest-scoring technical proposal, and converting this value into a percentage to give the Normalised Technical Score. Thus:

Highest technical score = X%

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Bid \$ ± 1 V QRUPDOLVHG WHFKQLFDO VFRUH < ;

3.2. Financial evaluation

The financial evaluation will be based upon the full fixed and firm price submitted in the Proposal. The price of each Proposal that has met the Quality Threshold for the Financial Score will then be normalised by dividing the lowest bid value by the highest bid value. Thus:

Lowest bid value = EUR X

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The total estimated maximum costs for the projects audits will be calculated and compared.

3.3. Total Score

The Normalised Technical Score will be multiplied by the Technical Weighting Factor (70%), the Financial Score multiplied by the Financial Weighting Factor (30%) and the two weighted scores added together to provide a Total Score for each bid excluding those that do not meet the Quality Threshold.

The contract will be awarded to the Proposal that has obtained the highest Total Score subject to the Proposal Conditions in Part 1.

PART 4 ±INFORMATION TO BE PROVIDED BY PROPOSERS

Rates and Prices

Your Financial Proposal should state a maximum fee for the assignment described in Part 2, including all the costs, reimbursements and Value Added Tax (VAT).

Your Financial Proposal should also include breakdown of costs (remuneration) per staff members, in order to demonstrate the basis for calculation of maximum fee. This breakdown should state your daily rates for relevant positions or staff members and an estimate of how long each assignment will take to complete, subject to the agreed maximum fee.

4.4 Non-price commercial information

The Auditor and/or the firm confirms to be a member of a national accounting or auditing body or institution, which in turn is member of the International Federation of Accountants (IFAC).

PART 5 ±DEFINITIONS

For the purposes of this Request for Proposal (RfP) the following definitions apply:

Contract	Means any contract or other legal commitment that results from this Request for Proposals.
Contractor	Means the entity that forms a Contract with IUCN for provision of the Requirement.
Instructions	Means the instructions and conditions set out in Part 1 of this Request for Proposals.
IUCN	Means IUCN, International Union for Conser75.52 38.46 re9q[