

INTERNATIONAL CALL FOR TENDER ACTED HQ

Date: 29/01/2021

Tender N°: T/MULTI/HQ/29-01-2021/001

ACTED is requesting through this tender a independent audit firm to provide detailed written quotations for the following audit services:

SERVICE SPECIFICATIONS:

1. Description:

Independent Audit Services performed by an an independent auditor from the USAID List of Audit Firms – Financial audits of ACTED

2. Product class / category:

Recipient Contractual Audit of ACTED for Fiscal Year 2020

Lot	Description	Details of the service	Date and time of the service	Comments
1	Recipient Contractual Audit of ACTED for Fiscal Year 2020 (January 1 – December 31, 2020).	<p>To conduct Recipient Contractual Audit of the USAID, BPRM, USDRL and USDA resources managed by ACTED under 66 awards for the Fiscal Year 2020. To conduct the close out audit of the 22 awards closed during FY 2020.</p> <p>The audit should be conducted in accordance with:</p> <ul style="list-style-type: none"> - the USAID Financial Audit Guide for Foreign Organizations, a Mandatory Reference for ADS Chapter 591; - the U.S. Generally Accepted Government Auditing Standards; - the International Standards on Auditing (ISA); - the International Standards of Supreme Audit Institutions. 	March 2021 – June 2021	<p>A final Recipient Contractual Audit report, respecting the terms of reference of the audit, detailed in the document "STATEMENT OF WORK FOR FINANCIAL AUDITS OF NON-U.S. ORGANIZATIONS - FY 2020" must be submitted to ACTED before June 30, 2021.</p> <p>The financial audit must include a specific audit of all ACTED's USAID-funded programs.</p>

RESPONSIBILITIES OF THE CONTRACTOR:

1. Terms of delivery:

A final audit report, respecting the terms of reference of the audit, detailed in the document "STATEMENT OF WORK FOR FINANCIAL AUDITS OF NON-U.S. ORGANIZATIONS - FY 2020" must be submitted to ACTED before June 30, 2021.

2. Date of delivery: June 30, 2021.

3. Validity of the offer: Minimum 1 month after the date of the submission of the offer.

The answers to this tender should include the following elements:

- A written quotation including the total price including all charges (the total price should include all out-of-pocket expenses including airfares, meals, lodging and any other incidentals costs) to perform the audit

assignment and submit the audit report. Bidders should present their offers in the Offer Form format provided by ACTED;

- Prices should be in Euros or US Dollars – Inclusive applicable taxes;
- Copies of the ID or passport of legal representative and a Copy of Company registration documents and license;
- A technical offer including:
 - a. Organogram of the team structure and CV(s) of the auditors deployed;
 - b. A detailed methodology and work plan including estimated number of staff/days per auditors deployed;
 - c. Proof of experience in specialized audits in compliance with US government requirements (such as 2 FCR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements);
 - d. Proof of experience and knowledge of the USAID Automated Directives System;
 - e. Proof of experience and knowledge of the 2 CFR 200 Subpart F on audit and 2 CFR 700 on Cost Principles;
 - f. Proof that the independent audit firm is part of the up-to-date USAID List of Audit Firms
 - g. Bidders are encouraged to annex additional documentations/pictures as required.
- All documents required under the Bidder's checklist provided by ACTED.

SPECIFIC CONDITIONS:

1. A Non Disclosure Agreement may be signed at a later stage.

GENERAL CONDITIONS:

1. The **closing date** of this tender is fixed **on 19 / 02 / 2021** (February 19, 2021) **at 6pm** (Paris time) in ACTED office at the following address : 33, rue godot de Mauroy 75009 Paris, France.
2. Tenderers will fill, sign, stamp and return the Offer form according to ACTED's format.
3. Tenderers will sign and return all pages of the Product Specifications for which they apply.
4. The offer to the call for tender will not result in the award of a contract.
5. The offer must be submitted to ACTED by email at tender@acted.org with the mention "not to be opened before 20/02/2021 and the purpose of the offer.
6. Late offers will not be considered.
7. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor."

*NOTE: ACTED adopts a zero tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number **+33 6 07 22 46 28** and/or send an e-mail to transparency@acted.org.*