



TENDER NOTICE N ° 001/ FPCIRGL / SAF / 2023

SUBJECT: TENDER NOTICE FOR A FINANCIAL AND ACCOUNTING AUDIT TO THE FORUM OF THE PARLIAMENTS OF ICGLR (FP-ICGLR)

1. Introduction

The Forum of Parliaments of Member States of the International Conference on the Great Lakes Region (FP-ICGLR) a parliamentary inter-governmental organization which brings together national parliaments of the twelve (12) member-states of ICGLR, namely; the Republic of Angola, the Republic of Burundi, the Central African Republic, the Republic of the Congo, the Democratic Republic of the Congo, the Republic of Kenya, the Republic of Rwanda, the Republic of South Sudan, the Republic of the Sudan, the Republic of Uganda, the United Republic of Tanzania and the Republic of Zambia. It is a regional legislative entity for the purposes of playing a regional role in the realization of the mandate of the International Conference on the Great Lakes Region.

The FP-ICGLR was established on 4th December 2008 in Kigali, Rwanda, following the signing of the Inter-parliamentary Agreement establishing it. Its organs are:

- The Plenary Assembly;
- The Executive Committee;
- The Commissions;
- The General Secretariat

FP-ICGLR is a regional institution with legal personality whose administrative, financial and technical coordination is headed by the Secretary General, who is the Legal Representative.

The General Secretariat of the FP- ICGLR is located on Batetela Avenue, Crown Tower Building, 10th floor, 1004-1007 in Kinshasa-Gombe, Democratic Republic of Congo.

2. Main Objectives and Areas of Intervention

The main objective of the FP - ICGLR is to serve as a framework for dialogue, exchange of experiences, and conflict resolution to the Parliaments of member-states of ICGLR. FP-ICGLR intervenes in five priority areas which are:

- Peace and Security
- Democracy and Good Governance;

- Humanitarian and Social issues;
- Economic Development, Natural Resources and Regional Integration;
- Gender, Children and Vulnerable Persons.

To ensure that the financial and accounting management of FP-ICGLR, meets international standards and in accordance with its Manuals of Financial Procedures, FP-ICGLR is recruiting an External Auditor of its accounts for covering the three financial years, that is, January 1 to December 31, 2021, 2022 and 2023.

3. Objective of the Audit

The objective of the financial auditing is to express a professional opinion on the financial situation of the FP-ICGLR in each accounting period and ensure that the contributions handed over to the General Secretariat by member-parliaments are used for the purposes of which they were granted in order to achieve its objectives.

4. Scope of the mission

The audit will be conducted in accordance with International Standards on Auditing (ISA). The auditor will ensure that:

1. All contributions received from member-parliaments were used in accordance with the Manuals of Financial Procedures of FP-ICGLR;
2. The procurement of goods and services were carried out in accordance with the Manuals of Procurement Procedures of FP-ICGLR.

5. Content of the Tender

The tender should include two parts (Technical and Financial bids) presented separately in a sealed envelope. The technical bid shall include:

1. The presentation of the Firm, highlighting its relevant experience;
2. How the Firm understands the mission;
3. The proposed methodology;
4. The duration of the mission;
5. Qualifications and competences of key staff.

The financial bid will present the cost of the audit.

6. Evaluation and Bids Comparison.

The evaluation of bids will be done in two stages: the evaluation of the technical bids and the comparison of financial bids.

6.1. Technical Bid.

The technical bid is evaluated based on its responsiveness to the Mission. The evaluations will be based on the criteria set out hereunder:

| DESCRIPTION | POINTS |
|---|---------------|
| 1. FIRM EXPERTISE | |
| 1.1. Comprehensive Experience (minimum 5 years) | 10 |
| 1.2. Relevant experience (list of audit assignments carried out in general) | 15 |
| S / TOTAL | 25 |
| 2. COMPLIANCE WITH THE PLAN OF WORK AND METHODOLOGY | |
| 2.1. Understanding of the mission | 20 |
| 2.2. Proposed Methodology | 20 |
| 2.3. Duration of the mission | 10 |
| S / TOTAL | 50 |
| 3. QUALIFICATION AND COMPETENCE OF KEY STAFF | |
| 3.1. Mission Coordinator (CV) | 15 |
| 3.2. Mission members (CV) | 10 |
| S / TOTAL | 25 |
| TOTAL | 100 |

6.2. Financial bids

The Consulting expert is required to include in his/her financial proposal all costs related to the accomplishment of its mission, including travel costs to join or leave Kinshasa, where the contract is carried out.

All costs are quoted in US dollars or in any other convertible currency.

7. Documents available for auditors

The auditor will have access to financial statements, any legal documents, correspondence and any other information that he/she deems necessary. He/she will also read the Procedure Manuals of the financial management and procurement of FP-ICGLR, which will be given to him/her by the Administrative and Financial Manager of the FP-ICGLR.

8. Auditor Profile

The auditor shall be an independent financial auditing and Chartered Accountant firm, based in one of the member countries of the ICGLR, whose permanent objective consists of reviewing accounts, and who is officially registered in the Chartered Accountants Order internationally recognized, having proven experience in financial auditing.

Key staff of the mission shall include at least one qualified Chartered Accountant who has at least 10 years of financial auditing experience.

9. Audit Report

The auditor will issue an opinion on the financial statements of the General Secretariat of F-ICGLR.

The annual audit reports of accounts, to be written in French and English, will highlight the main weaknesses in internal controls and cases of non-compliance with the Manuals of Procedure, if any.

In addition to the audit reports on the financial statements, the auditor will prepare a letter of internal control that will include:

- Comments and observations on the accounting records, systems and controls examined during the audit;
- Deficiencies in internal controls and recommendations for the improvement of this system;
- The comments on any deficiencies that the auditor deems relevant including ineligible expenditures.

10. Selection Criteria

Will only qualify, the technical bids that will get at least 70% of the maximum score of 100 points. This note will be balanced at 70%.

A financial score will be calculated for each proposal on the basis of the formula:

Financial score = A (the lowest bidder Financial offer / financial offer of A) x 30.

The auditor with the highest cumulative scores (balanced technical and financial) will be selected for the contract.

11. Submission Language

All correspondence and documents relating to this Tender Notice shall be written in French or English.

12. Date for Submission of Tenders

The deadline for the submission of the tenders is January 10, 2024 at 3:00 P.M. GMT.

Send your tender to the email address: fpcirgl@gmail.com, jules.byabagabo@fpcirgl.org, or modeste.mafwala@fpcirgl.org

Kinshasa, December 16, 2023

Amb. Onyango Kakoba

Secretary General