



**INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE**

**TENDER NOTICE**

- Tender Reference No:** 258-19/20
- Assignment Name:** *Provision of Institutional Auditing Services*
- Project Name:** *Executive Division (Finance)*
- Deadline for Submissions:** Proposals must be submitted on or before 23:59 (CET), 17 July 2019. Late submissions will not be considered for evaluation.
- Address for Submissions:** E-mail: [tendersubmissions@idea.int](mailto:tendersubmissions@idea.int)
- Format for Submissions:** Proposals must be submitted by email. Technical and Financial proposals must be submitted in separate files and marked accordingly. **Price should not be mentioned in the Technical Proposal.**
- The following text should be put in the subject field of the email:**
- Tender No. 258-19/20 Technical and Financial Proposals – Do not open before 23:59 (CET), 17 July 2019.

**Email Address for Clarifications:** E-mail: [tender@idea.int](mailto:tender@idea.int)

Clarifications may be requested via e-mail no later than 7 days prior to the submission deadline at the above email address. Note a response to a request for clarifications will be issued to all tenderers on our website <http://www.idea.int/about-us/procurement-and-tenders>

Therefore, tenderers are advised to check the website regularly during the process.

**Note:** there are two different email addresses as outlined above, one to be used for submission of your final proposal and the second one to be used for clarifications and other related correspondence.

# REQUEST FOR PROPOSALS

## Section 1 General Information

- 1.1 The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with member states across all continents, which aims to support sustainable democracy worldwide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, International IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at the international, regional and national level, cooperating with a range of organizations.
- 1.2 International IDEA is governed by its Statutes which states that “The Council shall appoint the auditors”. The auditors are appointed for a five-year period and at the end of the period a new selection process must be undertaken. The term of the current auditors will expire in 2020 following the audit of the 2019 financial accounts.
- 1.3 The Institute now invites proposals from qualified International Auditing Firms to provide Institutional auditing services. A detailed description of the assignment is provided in the Terms of Reference attached to this Request for Proposals.
- 1.4 Tentative timeframe: It is anticipated that the contract will be for a period of five years and will commence with the audit of the 2020 accounts.

## Section 2 Preparation of Proposals

### Essential Requirements

- 2.1 Language: The official language for the proposal, contract, reports and any other documents in relation to the assignment is English.
- 2.2 Required qualifications and experience:
  - 2.2.1 Be a member of a national accounting or auditing body or institution which in turn is a member of the International Federation of Accountants (IFAC); or
  - 2.2.2 Be a member of a national accounting or auditing body or institution which although not a member of IFAC commits to undertake the assignment in accordance with IFAC standards and ethics.
  - 2.2.3 Be registered as a statutory auditor in the public register of a public oversight body in an EU member state in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (this applies to auditors and audit firms based in an EU member state); or
  - 2.2.4 Be registered as a statutory auditor in the public register of a public oversight body in a third country and this register is subject to principles of public oversight as set out in the legislation of the country concerned (this applies to auditors and audit firms based in a third country).
- 2.3 The proposal should provide the following information:

- (i) A brief description of the Auditing Firm. This description should include such items as: size; level of staff; number and type of clients; number of audits performed annually; geographical network; and scope of operations.
- (ii) A description of the Auditing Firms' experience of working with international, inter-governmental and non-profit organizations including an outline of recent experience on assignments of a similar nature.
- (iii) Details of the Donor Agencies with which the Auditing Firm is familiar or provided audits for on behalf of clients.
- (iv) A general outline of the planning procedures and methodology normally used for performing typical annual audit assignments, along with any comments or suggestions on the Terms of Reference.
- (v) Details of the proposed staff by title/role and experience, the tasks that would be assigned to each staff team member, and an estimate of the total staff input needed to carry out a typical institutional audit assignment. If the tenderer is the current external auditor, it is expected that the team will be rotated.
- (vi) The name of two client references who may be consulted to provide feedback on performance if requested.

### ***Financial Proposal***

- (vii) The price in Euro broken down by fee and incidental expenses likely to be incurred. For the purposes of this proposal we require that price is based on a daily/hourly fee rate per role of team member. Incidental expenses should indicate standard rates used for such items as travel and per diem rates. If the bidder operates other charging rates such as flat fee audits, rates based on financial value or transaction level this should also be indicated in addition in the proposal. The price should be quoted excluding VAT, but if VAT will be charged the percentage should be stated.
- (viii) The Financial Proposal should indicate the expected amount (if any) and fee rates of additional hours required in the first audit year for the Auditing Firm to familiarize itself with the client.

## **Section 3 Submission of Proposals**

- 3.1 Proposals must be submitted in electronic format by e-mail. Technical and Financial Proposals must be submitted in separate files and marked accordingly.
- 3.2 The full details on how to submit proposals are available under Tender Notice at the beginning of this document.
- 3.2 Proposals must remain valid for at least 60 days following the deadline for their submission stated under the Tender Notice.

## **Section 4 Evaluation of Proposals**

### **Technical Evaluation:**

- 4.1 The proposals will be evaluated and scored against the following technical criteria with respective corresponding weights:

- (i) *Specific experience of working with International/Intergovernmental and Non-Profit Organisations. (maximum 20 points);*
- (ii) *Specific experience of working in the audit of donor funded projects and with a range of Donors.(maximum 20 points);*
- (iii) *Capability of working worldwide based on geographical branch/local partner network;(maximum 20 points);*
- (iv) *Adequacy of the proposed methodology and work plan in responding to the ToR (maximum 20 points);*
- (v) *Qualifications and experience of the key staff proposed to perform the assignment plus ability to commit similar level back-up. (maximum 20 points);*

The maximum technical score (T) is 100 points.

**Financial Evaluation:**

4.2. The financial proposals will be verified and, if necessary, adjustments will be made to the prices to ensure consistency with the technical proposals in terms of work input and to eliminate arithmetical errors.

4.3. The currency used for evaluation is EUR.

4.4. The financial scores (F) will be computed as follows:

The lowest evaluation price proposal ( $E_m$ ) will be given a financial score ( $F_m$ ) of 100 points.

The financial scores of the other proposals will be computed applying the formula:

$F = 100 \times E_m/E$ , where:  $E_m$  is the lowest evaluation price, and

$E$  is the evaluation price of the proposal under consideration

**Consolidated Technical and Financial Score:**

4.5. The final consolidated scores (S) will be computed by applying the formula:

$S = t \times T + f \times F$ , where:  $t$  is the weight given to the technical score

$f$  is the weight given to the financial score

4.6. The weights given to the technical and financial scores are:

$t = 60\%$

$f = 40\%$

4.7. The Auditing Firm ranked highest at the end of the process will be invited to negotiate the contract and if negotiations are successful the selected Auditing Firm will be awarded the contract. Should the negotiations fail; the second ranked Auditing Firm will be invited to negotiations.

Note International IDEA reserves the right not to select any of the tenderers if the proposals prove unsatisfactory.

**Section 5 Final Considerations**

5.1. International IDEA will not be bound to select any of the proposals.

5.2. The following documents are enclosed with this Request for Proposals:

Annex A: Terms of Reference (Including Appendix 1)

- 5.3 Further information on the Institute may be found on our website <http://www.idea.int/>
- 5.4 Both the successful and unsuccessful bidders will be notified in writing following the completion of the evaluation and contract award process.

Complaints regarding any aspect of the tender process should be addressed in writing to both the Internal Auditor and the Executive Director of the Institute. The address is [tender.complaints@idea.int](mailto:tender.complaints@idea.int).