REQUEST FOR PROPOSALS

RFP No.: CAF/BWA/3.3/2022/01

PROCUREMENT OF FINANCIAL AUDITING SERVICES

FOR

BARBADOS WATER INFRASTRUCTURE REHABILITATION PROJECT

Client: ***Barbados Water Authority***

Country: ***Barbados***

Issued:

July 20, 2022

BARBADOS WATER AUTHORITY

GOVERNMENT OF BARBADOS
PINE COMMERCIAL ESTATE, THE PINE, ST MICHAEL, BB11103, BARBADOS
Tel: (246) 434-4200
Fax: (246) 228-0155

Our Ref: *Your Ref:*

Date: July 20, 2022

Dear Bidders

Letter of Invitation

1. The Government of Barbados (GOB) had received funding from the Corporación Andina de Fomento (CAF) for the implementation of the Barbados Water Infrastructure Rehabilitation Project (BWIRP), being executed by the Barbados Water Authority (BWA).

2. The BWA now invites proposals from suitably qualified firms to provide financial auditing services. The included Terms of Reference and Instructions to Bidders provide more details on the assignment.

3. Bidders must confirm their intention to provide a proposal by sending emailed correspondence to bwirp@bwa.gov.bb on or before July 27, 2022, at 6:00 PM AST.

4. Responses to this RFP shall include one electronic mailed version of the document in pdf format with the subject line "**Proposal to Provide Financial Auditing Services for the BWIRP Project**" and be received by the BWA no later than **August 19, 2022, at 6:00 PM AST.** The proposals should be addressed to:

The Project Manager
Project Management Office
Barbados Water Authority
Email: bwirp@bwa.gov.bb

Yours sincerely,

Roger Elie
BWIRP Project Coordinator
Barbados Water Authority

Instructions to Bidders (ITB)

Bidders should note the following:

i. Proposers shall be solely and exclusively responsible for all costs incurred in connection with the preparation and submission of the proposals

ii. BWA reserves the right to reject any and all proposals received as a result of this RFP. The award of a contract will not be based on any single factor, nor will it be based solely or exclusively on the lowest cost proposal. If a contract is awarded, it will be awarded to the Proposer, who in the judgment of the BWA has presented an optimal balance of relevant experience, technical expertise, price, quality of service, work history and other factors which the BWA may consider relevant and important in determining the best Proposal.

iii. The BWA reserves the right to investigate the qualifications of any Proposer under consideration, including proposed subcontractors and parties otherwise related to the Proposer and require confirmation of information furnished by a Proposer or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.

iv. The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal. If a Consultant, including any Joint Venture member, submits or participates in more than one Proposal, all such proposals shall be disqualified and rejected. This does not, however, preclude a Sub-consultant, or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal.

v. The Proposal shall remain valid for a period of 90 days from the due date for submission of the Proposal.

vi. If any of the Key Experts become unavailable for the extended validity period, the consultant shall employ a suitable replacement and the Consultant shall provide a written adequate justification and evidence satisfactory to the BWA together with the substitution request. In such case, a replacement Key Expert shall have equal or better qualifications and experience than those of the originally proposed Key Expert.

vii. The Consultant shall not subcontract the whole of the Services.

viii. The Consultant is required to provide professional, objective, and impartial advice, at all times holding the BWA's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

ix. The Consultant has an obligation to disclose any situation of actual or potential conflict that impacts its capacity to serve the best interest of the BWA. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract.

x. The BWA requires compliance with the laws of Barbados regarding corrupt, fraudulent or prohibited practices.

xi. The Proposal, as well as all correspondence and documents relating to the Proposal exchanged by the Consultant and the BWA, shall be written in the English language.

xii. The Consultant and its Sub-consultants and Experts are responsible for meeting all tax liabilities arising out of the Contract

xiii. All taxes payable by the Consultant outside of Barbados are deemed to be included in the Consultant's Financial Proposal and therefore included in the evaluation.

xiv. Payment under the Contract shall be made in Barbados Dollars.

xv. The proposals will be evaluated based on the Least-Cost Selection (LCS) method, where BWA will select the Consultant with the lowest evaluated total price among the top six highest ranking consultants that achieved the minimum technical score of 75 points; and invite such Consultant to negotiate with the BWA towards the execution of a Contract.

xvi. The Consultant invited for negotiations shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations. The substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Consultant, including but not limited to death or medical incapacity.

xvii. Upon successfully completing negotiations, the selected bidder will be required to enter into a contract with the BWA.

PREPARATION OF TECHNICAL PROPOSALS

Form TECH-1: Technical Proposal Submission Form

{Location, Date}

The General Manager
Barbados Water Authority
Pine Commercial Estate
Pine
St. Michael

RE: Provision of Financial Auditing Services for the Barbados Water Infrastructure Rehabilitation Project

Dear Sir:

We, the undersigned, hereby submit our Proposal to provide professional auditing services for the Barbados Water Infrastructure Rehabilitation Project in accordance with your Request for Proposals dated June 24, 2022.

We hereby declare that:

(a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the BWA and/or may be sanctioned by the BWA.

(b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Bidders.

(c) We have no conflict of interest in accordance with ITB viii and ix.

(d) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment in accordance with instructions from the BWA.

We understand that the BWA is not bound to accept any Proposal that the BWA receives.

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Consultant (company's name or JV's name): _____

_____

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

Form TECH-2: Consultant's Organisation and Experience

Form TECH-2: a brief description of the Consultant's organisation and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Consultant's Key Experts and Sub-consultants who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant's role/involvement.

A - Consultant's Organisation

1. Provide here a brief description of the background and organisation of your company, and – in case of a Joint Venture – of each member for this assignment.
2. Include organisational chart, a list of Board of Directors and beneficial ownership.

B - Consultant's Experience

1. List only previous <u>similar</u> assignments successfully completed in the last **five (5)** years.

2. List only those assignments for which the Consultant was legally contracted as a company or was a member of a Joint Venture. Assignments completed by the Consultant's individual Experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the BWA.

Duration	Assignment Name and Brief Description of Main Deliverables/Outputs	Name of Employer and Country of Assignment	Approx. Contract Value (in US$ or EURO)/Amount Paid to Your Firm	Role on the Assignment
{e.g. Jan.2009–Apr.2010}	*{e.g. "Improvement quality of....." designed master plan for rationalization of.....;}*	*{e.g. Ministry of ....., country}*	*{e.g. US$1 million/ US$0.5 million}*	*{e.g. Lead partner in a JV A&B&C}*
{e.g. Jan-May 2008}	*{e.g. "Support to sub-national government.....": drafted secondary level regulations on.....}*	*{e.g. municipality of....., country}*	*{e.g. US$0.2 million/ US$0.2 million}*	*{e.g. sole Consultant}*

Form TECH-3: Comments and suggestions on the Terms of Reference, counterpart staff, and facilities to be provided by the Employer

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by the BWA, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

[Improvements to the Terms of Reference, if any]

B - On Counterpart Staff and Facilities

[Include comments on counterpart staff and facilities to be provided by the Employer. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any]

Form TECH-4: Description of approach, methodology, and work plan in responding to the Terms of Reference

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology.

[Suggested structure of your Technical Proposal]:

a) Technical Approach and Methodology

b) Work Plan

c) Organization and Staffing]

a) ***Technical Approach and Methodology.*** *[Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.]*

b) ***Work Plan.*** *[Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Employer), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.]*

c) ***Organization and Staffing.*** *[Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.]*

Form TECH-5: Work schedule and planning for deliverables

N°	Deliverables [1] (D-..)	Months											
		1	2	3	4	5	6	7	8	9	.....	n	TOTAL
D-1	*[e.g., Deliverable #1: Report A*												
	1) data collection												
	2) drafting												
	3) inception report												
	4) incorporating comments												
	5)												
	6) delivery of final report to Employer]												
D-2	*[e.g., Deliverable #2:.....]*												
n													

1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as the Employer's approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.

2 Duration of activities shall be indicated in a form of a bar chart.

3. Include a legend, if necessary, to help read the chart.

Form TECH-6: Curriculum Vitae of Management and Key Personnel named in the Proposal

Position Title and No.	*[e.g., K-1, TEAM LEADER]*
Name of Expert:	*[Insert full name]*
Date of Birth:	*[day/month/year]*
Country of Citizenship/Residence	

Education: *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained]*

_____

_____

Employment record relevant to the assignment: *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Employers and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.]*

Period	**Employing organization and your title/position. Contact information for references**	**Country**	**Summary of activities performed relevant to the Assignment**
[e.g., May 2005-present]	*[e.g., Ministry of ……, advisor/consultant to…* *For references: Tel……/e-mail……; Mr. Bbbbbb, deputy minister]*		

Membership in Professional Associations and Publications:

_____

Language Skills (indicate only languages in which you can work):

_____

Adequacy for the Assignment:

Detailed Tasks Assigned on Consultant's Team of Experts:	**Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks**
[List all deliverables/tasks as in TECH- 5 in which management/Key Expert will be involved)	

Experts contact information: E-mail……. Phone……

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Employer, and/or sanctions by the Bank.

Name of Expert Signature Date *[day/month/year]*

Name of authorized Representative of the Consultant Signature Date *[day/month/year]*

[The same who signs the Proposal]

PREPARATION OF PRICE PROPOSALS

Form FIN-1: Financial Proposal Submission Form

{Location, Date}

The General Manager
Barbados Water Authority
Pine Commercial Estate
Pine
St. Michael

RE: Provision of Financial Auditing Services for the Barbados Water Infrastructure Rehabilitation Project

Dear Sir:

We, the undersigned, offer to provide professional auditing services for the Barbados Water Infrastructure Rehabilitation Project in accordance with your Request for Proposals dated February 18, 2022, and our Technical Proposal.

Our attached Financial Proposal is for the amount of *[Indicate the corresponding to the amount(s) currency(ies)] [Insert amount(s) in words and figures], [Insert "including" or "excluding"]* of all indirect local taxes. The estimated amount of local indirect taxes is *[Insert currency] [Insert amount in words and figures]* which shall be confirmed or adjusted, if needed, during negotiations. *[Please note that all amounts shall be the same as in Form FIN-2].*

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal, i.e. before the date indicated in ITB (v)

No commissions, gratuities or fees have been or are to be paid by us to agents or any other party relating to this Proposal and, in the case of award, Contract execution.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature *[In full and initials]*: _____

Name and Title of Signatory: _____

In the capacity of: _____

Address: _____

E-mail: _____

Form FIN-2: Summary of Costs

Item	**Cost**			
	[Consultant must state the proposed Costs and delete columns which are not used]			
	[Insert Foreign Currency # 1, if used]	*[Insert Foreign Currency # 2, if used]*	*[Insert Foreign Currency # 3, if used]*	*[Insert Local Currency]*
Cost of the Financial Proposal				
Including:				
(1) **Remuneration**				
(2) **Reimbursable**				
Total Cost of the Financial Proposal: *[Should match the amount in Form FIN-1]*				
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded				
(i) [insert type of tax e.g., VAT or sales tax]				
(ii) [e.g., income tax on non-resident experts]				
(iii)[insert type of tax]				
Total Estimate for Indirect Local Tax:				

Form FIN-3: Breakdown of Remuneration

Remuneration								
No.	**Name**	**Position (as in TECH-6)**	**Person-month Remuneration Rate**	**Time Input in Person/Month** (from TECH-6)	*[Currency # 1- as in FIN-2]*	*[Currency # 2- as in FIN-2]*	*[Currency # 3- as in FIN-2]*	*[Local Currency - as in FIN-2]*
	Key Experts/Management							
K-1			[*Home*]					
			[*Field*]					
K-2								
	Non-Key Experts/Staff							
N-1			[*Home*]					
N-2			[*Field*]					
				Total Costs				

TERMS OF REFERENCE

Provision of Financial Auditing Services for the Barbados Water Infrastructure Rehabilitation Project

Background

1. The Government of Barbados (GOB) has received a loan from the Corporación Andina de Fomento (CAF) for implementing the Barbados Water Infrastructure Rehabilitation Project (BWIRP), being executed by the Barbados Water Authority (BWA). The loan will be used to fund:

    1.1. The development of a Potable Water and Sanitation Masterplan,

    1.2. Upgrades of the water pumping and re-pumping stations including the design and the construction supervision of the physical upgrade of six (6) water production and re-pumping facilities,

    1.3. The repair of four (4) limestone masonry and concrete reservoirs and the repairs or reconstruction of two (2) water storage tanks,

    1.4. The installation of a natural gas turbine at New Market pumping station,

    1.5. The implementation of turbidity control measures for Bowmanston pumping station,

    1.6. Consultants for design and supervision of civil works

    1.7. Individual consultants for project management and administration services

2. The amount of the total loan inclusive of the Government of Barbados contributions is **USD 13,465,850.00**

3. In this regard, the Barbados Water Authority wishes to engage the services of an external auditing firm to provide financial auditing services on an annual basis for the duration of the project.

Objective of the Project Audit

4. The objective of the external audit of the project financial statements of the Barbados Water Infrastructure Rehabilitation Project (BWIRP) is to enable the Auditor to express a professional opinion on the financial position of the project at the end of each fiscal year and on funds received and expenditures incurred for the relevant accounting period.

5. The project books of accounts provide the basis for preparation of the project financial statements by the BWA and are established to reflect the financial transactions in respect of the project. The BWA maintains adequate internal controls and supporting documentation for transactions.

Responsibility for preparation of financial statements

6. The responsibility for the preparation of the project financial statements including adequate disclosure is that of the BWA. The BWA is also responsible for the selection and application of accounting policies and the maintenance of adequate accounting records and internal controls. The BWA will prepare the project financial statements in accordance with International Financial Reporting Standards (IFRS) issued by the International Accounting Standards Board (IASB).

Scope of Works

7. The Auditor will carry out the external audit of BWIRP in accordance with the International Standards on Auditing (ISA), and will include such tests and auditing procedures as the Auditor will consider necessary under the circumstances in order to responsibly form and express opinions on the project financial statements. These standards require that the Auditor plans and performs the audit to obtain reasonable assurance about whether the project financial statements are free of material misstatements. An audit includes, but is not limited to, examining on a test basis, evidence supporting the amounts and disclosures in the project financial statements.

8. Special attention should be paid by the Auditor as to whether:

    8.1. CAF financing has been used in accordance with the conditions of the relevant financing agreements, with due attention to economy and efficiency, and only for the purposes for which the financing was provided.

    8.2. Counterpart funds have been provided and used in accordance with the relevant financing agreements, with due attention to economy and efficiency, and only for the purposes for which they were provided;

    8.3. Works and services financed have been procured in accordance with the relevant financing agreements;

    8.4. There is compliance with the contractual clauses of the various work and external supervision contracts;

8.5. All necessary supporting documents, records, and accounts have been maintained in respect of all project activities, including expenditures reported using Statements of Expenditure methods of reporting. The Auditor is expected to verify that respective reports issued during the period were in agreement with the underlying books of account;

8.6. Designated accounts have been maintained in accordance with the provisions of the relevant financing agreements and funds disbursed out of the accounts were used only for the purpose intended in the financing agreement;

8.7. National laws and regulations have been complied with, and that the financial and accounting procedures approved for the project contained in the project operational manual were followed and used;

8.8. Financial performance of the project is satisfactory.

8.9. Assets procured from project funds exist and there is verifiable ownership by the implementing agency or beneficiaries in line with the financing agreement.

8.10. Ineligible expenditures included in withdrawal applications are identified and reimbursed to the Designated Accounts. These should be separately noted in the audit report.

9. In complying with International Standards on Auditing, the Auditor is expected to pay particular attention to the following matters:

9.1. Fraud and Corruption: Consider the risks of material misstatements in the project financial statements due to fraud as required by *International Standards on Auditing 240: The Auditor's Responsibilities Relating to Fraud in an Audit of Financial Statements*. The Auditor is required to identify and assess these risks (of material misstatement of the project financial statements) due to fraud, obtain sufficient appropriate audit evidence about the assessed risks; and respond appropriately to identified or suspected fraud;

9.2. Laws and Regulations: In designing and performing audit procedures, evaluating and reporting the results, consider that noncompliance by the BWA with laws and regulations may materially affect the financial statements as required by *International Standards on Auditing 250 (Revised): Consideration of Laws and Regulations in an Audit of Financial Statements*;

9.3. Governance: Communicate audit matters of governance interest arising from the audit of financial statements with those charged with governance of an entity as required by

International Standards on Auditing 260 (Revised): Communication with those Charged with Governance.

9.4. Risks: In order to reduce audit risk to an acceptable low level, determine the overall responses to assessed risks at the financial statement level, and design and perform further audit procedures to respond to assessed risks at the assertion level as required by *Internal Standard on Auditing 330: The Auditor's Responses to Assessed Risks*.

Project Financial Statements

10. The Auditor should verify that the project financial statements have been prepared in accordance with the agreed accounting standards (see paragraph 7 above) and give a true and fair view of the financial position of the project at the relevant date and of resources and expenditures for the financial year or period ended on that date.

11. The project financial statements should include:

11.1. A Statement of Cash Receipts and Expenditure, showing funds from CAF, and counterpart funds separately and expenditures incurred;

11.2. A Statement of Cumulative Sources and Use of Funds

11.3. A summary of the activity in the Designated Accounts as an explanatory note

11.4. Other explanatory notes to the financial statements including a summary of the principal accounting policies that have been adopted

Audit Report

12. The Auditor will issue an opinion on the project financial statements in the annual audit report.

13. In addition to the audit opinion, the Auditor will also report on but not be limited to, the following:

13.1. The acceptable use of the resources of the CAF loan;

13.2. Compliance with the contractual clauses of the various goods, work and external supervision contracts;

13.3. The contracting procedures used based on the provisions in the loan contract and in the local legislation;

13.4. Specific deficiencies or areas of weakness in systems and controls, and make recommendations for their improvement;

13.5. Report on the degree of compliance with the terms of the financing agreements and give comments, if any, on internal and external matters affecting such compliance;

13.6. Quantify and report expenditures that are considered to be ineligible and either paid out of the designated accounts or which have been claimed from CAF;

13.7. Communicate matters that have come to their attention during the audit which might have a significant impact on the implementation of the project;

13.8. Bring to the BWA's attention any other matters that the Auditor considers pertinent, including ineligible expenditures.

Deliverables

14. The schedule of deliverables is as follows:

Deliverable	**Submission Date**
Audit report for 16 month period ending March 31, 2022	**120 days after signing of the contract**
Audit report for fiscal year ending March 31, 2023	**120 days after March 31, 2023**
Audit report for fiscal year ending March 31, 2024	**120 days after March 31, 2024**
Audit report for fiscal year ending March 31, 2025	**120 days after March 31, 2025**

15. The Auditor should submit four (4) hard copies and one (1) soft copy of the respective reports to the BWA's Finance Officer.

General Information

16. The Auditor is entitled to unlimited access to all legal documents, correspondences, and any other information associated with the project and deemed relevant to facilitate the audit. The Auditor may also obtain confirmation of amounts disbursed and outstanding in the project accounts. Available information may include copies of the relevant:

16.1. Project appraisal document;

16.2. Financing agreement

16.3. Project operational manual;

16.4. Supervision mission reports

16.5. Implementation status reports.

17. The Auditor is encouraged to meet and discuss audit related matters, including but not limited to how the project is managed, for input into the audit plan with the BWA's Project Management Office.

18. The project audit is to be carried out at the BWA's headquarters administrative offices initially and any other BWA locations as deemed necessary by the Auditor.

19. The project financial statements should be signed by the individual with responsibility for their preparation.

20. After the completion of the external audit engagement, but before the completion of the audit report, the Auditor shall hold a closing meeting with the persons responsible for the administrative management and financial management of the project. This meeting shall:

    20.1. Address the results of the audit

    20.2. Discuss major weaknesses in the project's administrative and financial management

    20.3. Allow those present to give their opinions and responses to the results

    20.4. Propose recommendations to improve the project's administrative and financial management

APPENDIX 1

Evaluation Criteria and Scoring

General

1. The following elements will be considered in evaluating and classifying technical proposals:

Table 1- Summary of Scores

Element	Score
1. Specific experience of the Auditing firm.	**10 points**
2. Staff's experience, academic training, and professional qualifications	**40 points**
3. Methodological approach and work plan	**50 points**
Total	**100 points**

2. The minimum qualifying technical score (Ts) is 75 points.

Evaluation Criteria

Auditor's specific experience

3. In assessing the Auditor's specific experience, consideration will be given to:

   3.1. Specific experience in conducting external audits for projects of comparable scope during the last seven years.

   3.2. Specific Experience in conducting external audits for projects of comparable scope, financed by multilateral credit agencies during the last five (5) years

Staff's experience, academic training, and professional qualifications

4. In evaluating and classifying the staff's experience, academic training, and professional qualifications consideration will be given to the general and specific professional experience[1] in similar auditing assignments, of each individual named in the Proposal, as well as his/her professional training and qualifications as substantiated by university degrees, postgraduate studies and continuing education.

5. Because key personnel (supervisors and project team leaders) ultimately determine the quality of the Auditor's performance, special attention and a higher rating in the evaluation grid will be given to personnel at these levels.. This type of experience will be evaluated primarily on the basis of the level of complexity and the activities involved.

Methodological approach and work plan

6. The methodology and work plan will be evaluated and classified on the basis of the following criteria:

[1] Years worked as an Auditor, regardless of the date on which the Auditor may have been certified or enrolled.

6.1. Concept, approach and methods; and

6.2. Work plan

7. In evaluating and classifying technical proposals, the following factors will be taken into consideration:

7.1. General description and conceptual analysis of the program and executing agency, the audit requirements, and the Terms of Reference;

7.2. Technical approach and methods to be employed by the bidder. It is expected that the bidder has a methodology at its disposal for ensuring the delivery of high-quality professional services based on, for example: procedural manuals, a risk-management strategy, monitoring systems, confidentiality policies, communication and autonomy, a supervisory scheme covering the execution of the work, etc. The technical Proposal should therefore show how this approach or methodology will be applied to the project audits;

7.3. Planned activities and a detailed timetable. For example: planning, research and analysis procedures, evidential tests, inspection tours, procedures for completing the audits and submitting reports, etc. A description of the activities that can be supported by the use of IT tools, sampling techniques, expert assistance, etc. is also a relevant consideration;

7.4. A description should also be provided of the nature and scope of the proposed auditing activities in line with CAF requirements and the Terms of Reference. Procedures to be used for the integrated review of the use of CAF resources, compliance with the clauses of the various goods and works and consultants contracts, and procurements of goods and works and of consulting services should also be outlined;

7.5. Allocation of budgeted person-hours among the various activities at each level i.e. management and staff;

7.6. Total number of person-hours budgeted by the bidders. The simple arithmetic mean of the requests of qualifying Technical Proposals will be computed and a higher score will be assigned to those that are within a range of 20% above or below that mean value.

To this end, the Auditor is required to provide curriculum vitae (CV) of the auditors who will provide the opinions and reports, together with the CVs of managers, supervisors and key personnel likely to be involved in the audit work.