

Long-Term Arrangement (LTA) for the Provision of Audit Services for UN Agencies

Invitation to Bid (ITB)

This ITB seeks to identify qualified consulting and audit companies to place a Long-Term Arrangement (LTA) for the provision of audit services to UN agencies. The selected company will be expected to deliver comprehensive audit services.

THE COMPANY IS EXPECTED TO PROVIDE THEIR BEST PRICE

(Please see the allied TOR for more details available in Appendixes, as detailed below)

1. FOR MACRO-ASSESSMENTS

Appendix L.I Terms of Reference for Macro Assessment

Annex 1. (Part of Appendix I) Macro Assessment Checklist

Annex 2. (Part of Appendix I) Risk consideration checklist

2. FOR MICRO-ASSESSMENTS

Appendix L.II: Terms of Reference for Micro Assessment

Annex 1. (Part of Appendix II) IP and Programme Information

Annex 2. (Part of Appendix II) Micro Assessment Questionnaire

Annex 3. (Part of Appendix II) Implementing Partner Organizational Chart

Annex 4. (Part of Appendix II) List of Persons Met

Annex 5. (Part of Appendix II) Micro Assessment Report Format

3. SPOT CHECKS

Appendix L.III: UNICEF Spot Check Guidance

Annex 1. (Part of Appendix III) Spot Check Checklist

Annex 2. (Part of Appendix III) Spot Check Report

Annex C. (Part of Appendix III) Testing of Expenditure Worksheet

Annex D. (Part of Appendix III) Detailed Findings and Recommendations

- separate quotations are required for Spot Checks above USD 100,000.
- separate quotations are required for Spot Checks below USD 100,000.

4. FOR REGULAR AUDIT

Appendix L.V: Terms of Reference for HACT Audit

Annex 1. (Part of Appendix V) Programme specific Information

Annex 2. (Part of Appendix V) Suggested Audit Report Template

Annex 3. (Part of Appendix V) HACT Micro Assessment Key Internal Control Questions

5. FOR SPECIAL AUDIT

Appendix L.VI: Terms of Reference for HACT Special Audit

Annex 1. (Part of Appendix VI) Programme Specific Information

Annex 2. (Part of Appendix VI) Suggested Special Audit Report Template

Required Qualifications:

To be eligible for consideration, the company must meet the following qualifications:

- Must be registered as an audit firm with an appropriate regulatory body - Service for Accounting, Reporting and Auditing Supervision.
- Must have certified auditors recognized by the relevant regulatory bodies.
- Must be a member of an international audit network or association.

Submission Guidelines:

Interested companies are invited to submit their proposals in accordance with the tender document LITB LITB-2024-9191390.

Proposals must be submitted electronically to GEO-ML-Procurement@unicef.org with the tender reference in their email subjects (as demonstrated below) no later than 25.07.2024 at or before 18:00.

➤ CONFIDENTIAL: LITB-2024-9191390

- Proposals should include detailed information on company qualifications, relevant experience, proposed approach to conducting audits and assessments, and pricing structure.
- Any questions regarding this ITB should be directed to GEO-ML-Procurement@unicef.org, copying (cc) Elene Karseladze – ekarseladze@unicef.org.

Important Dates:

- Deadline for expressing interest to participate in ITB Pre-Bid Meeting: 17.07.2024, 15:00.
- Deadline for Submission of Questions: 17.07.2024, 15:00.
- Bid Submission Deadline: 25.07.2024, 18:00.
- Anticipated Contract Award Date: 07.08.2024