



TENDER NOTICE N ° 004 / FP-CIRGL / SAF / 2015

Subject: Tender Notice for a financial and accounting audit to the Forum of the Parliaments of the ICGLR

1. Introduction of the Forum of the Parliaments of the Member Countries of the International Conference on the Great Lakes Region (FP - ICGLR)

The Forum of the Parliaments of the Member Countries of the International Conference on the Great Lakes Region (FP - ICGLR) is an interparliamentary organization conferring the twelve Parliament of member countries of the International Conference on the Great Lakes Region: the Republic of Angola, the Republic of Burundi, the Republic of Kenya, the Republic of Uganda, the Central Africa Republic, the Republic of Congo, the Democratic Republic of Congo, the Republic of Rwanda, the Republic of Sudan, the Republic of South Sudan, the United Republic of Tanzania and the Republic of Zambia.

The FP-ICGLR was established on December 4, 2008 in Kigali, Republic of Rwanda, at the signing of the International Agreement. It originated from the Pact on Peace, Security and Development in the Great Lakes Region, signed in Nairobi on the 15th of December 2006.

Its organs are:

- 1) The Plenary Assembly;
- 2) The Executive Committee;
- 3) The Commissions;
- 4) The General Secretariat

The Forum of Parliaments of the ICGLR is a regional institution with legal personality whose administrative, financial and technical coordination is held by the Secretary General, who is the Legal Representative.

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

Avenue Batetela, Immeuble Crown Tower, 10^{ème} niveau, local 1004-7
Commune de la Gombe
Kinshasa - RD Congo
Contacts: +243 971045152
Email: focial@amail.com

2. Main objective 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 countries of the International Conference on the Great Lakes Region.

The 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 issues, children and vulnerable people.

To ensure that the financial and accounting management of the Forum of Parliaments of the ICGLR, meets international standards and in accordance with its Manuals of financial procedures, the Forum of the Parliaments of the ICGLR, is recruiting an external auditor of its accounts, covering the following three financial years:

- From 1st January 2012 to 31st December 2012
- From 1st January 2013 to 31st December 2013
- From 1st January 2014 to 31st December 2014

3. Objective of the audit

The objective of the financial audit is to express a professional opinion on the financial situation of the Forum of Parliaments of the ICGLR in each accounting period and ensure that the contributions handed over to the General Secretariat by the parliaments of member countries 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 partners were used in accordance with the Procedure Manuals of the Forum of Parliaments of the ICGLR;
2. The procurement of goods and services were carried out in accordance with the Procedure Manuals of the Forum of Parliaments of the ICGLR.

5. Content of the tender

The tender shall obligatory 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;

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4. The duration of the mission;
5. The 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. First, the evaluation of the technical bids followed by 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 hereafter:

DESCRIPTIONS	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 (C.V)	15
3.2. Mission members (C.V)	10
S / TOTAL	25
4. TOTAL	100

6.2. Financial bids

The Consulting expert is required to include in his/her financial proposal of all costs related to the accomplishment of the mission, including travel costs to join and 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 the Forum of the Parliaments of the 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 the Forum of Parliaments of the ICGLR.

The annual audit reports of accounts will highlight the main weaknesses in internal controls and cases of non - compliance with the Procedure Manuals.

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%.

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Site web: www.fpcirql.org

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.

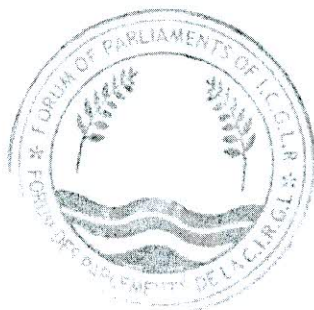
12. Date of submission

The deadline for the submission of the tenders is 5th October 2015 at 3:00 P.M. GMT.

Send your tender to the email address: fpcirgl@gmail.com, or at the physical address of the Forum of Parliaments of the ICGLR indicated above.

Kinshasa, 09th September 2015.


HIGIRO Prosper
Secretary General



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