

Tirana, 26 October, 2020

**SERVICE CONTRACT NOTICE**

**1. Procedure:** Simplified procedure.

**2. Contract title: “**Expenditure verification of RYCO’s grant beneficiaries”.

**3. Location:** Capitals of Western Balkan 6.

**4. Financed from:**  Regional Youth Cooperation Office (RYCO)

**5. Contracting authority:** Regional Youth Cooperation Office (RYCO).

**CONTRACT SPECIFICATION**

**6. Nature of contract:** Global Price

**7. Contract description:** RYCO is looking for an Audit company (`The Auditor`) to perform expenditure verification of the sub-grantees of the 2nd and 3rd open call. The Auditor will be responsible for performing the agreed-upon procedures as specified in these ToR with the objectives to verify that the expenditure claimed by the Beneficiaries in the Financial Report for the action financed by the Grant Contract has occurred (‘reality’), are accurate (‘exact’) and eligible. Eligibility means that the funds released to the grant beneficiaries have been spent in accordance with the terms and conditions of the Grant Contract. The Auditor should submit to RYCO a report of factual findings with regard to the agreed-upon procedures performed. The expenditure verification will be performed as desk review and/or field work at RYCO offices or respective locations of grant beneficiaries (lead applicants).Detailed description of this assignment is provided in the Terms of Reference (part D of the tender dossier).

**8. Number and titles of lots:**  Sole lot

**9. Maximum budget:** 45,841.83 EUR

**CONDITIONS OF PARTICIPATION**

**10. Eligibility:** Participation in this tender procedure is open to all legal entities that are duly registered and perform this type of activity in any of the six Western Balkan Contracting Parties: Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Serbia and North Macedonia, and have Team Member from each Contracting Parties within Western Balkan 6. When presenting the proposal, if the auditing company doesn’t meet the aforementioned criteria, may enter into consortium with other auditing companies in each of WB6 contracting parties, or enter into expertise contract with Audit Experts in WB6. The rendering of audit services and audit coordination is responsibility of the leading company.

**11. Number of tenders**: No more than one tender can be submitted by an Economic Operator whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that an Economic Operator submits more than one tender, all tenders in which that person has participated will be excluded.

**12. Sub-contracting:** The Auditor will not subcontract without prior written authorization from the Contracting Authority.

**PROVISIONAL TIMETABLE**

**13. Provisional commencement of the contract:**  *December 2020.*

**14. Implementation period of the tasks**: 01.12.2020 – 31.08.2021

***NOTE: Due to the ongoing situation regarding COVID 19 the above given commencement date as well as implementation period are closely dependant on the latter.***

**SELECTION AND AWARD CRITERIA**

**15. Selection criteria**

The following selection criteria will be applied to the tenderers.

1. **Qualification and professional experience of the tenderers.**

The objective of this criteria is to examine whether or not the tenderer:

* Has the professional qualification, experience and capacities appropriate to this contract as per TOR qualification requirements **Section 5:** **“Qualification and experience” as follows:**
* The auditing company should be registered in one of the Western Balkan 6 contracting parties, but should demonstrate having team members from each contracting party within Western Balkan 6. When presenting the proposal, if the auditing company doesn’t meet the aforementioned criteria, may enter into consortium with other auditing companies in each of WB6 contracting parties, or enter into expertise contract with Audit Experts in WB6. The rendering of audit services and audit coordination is responsibility of the leading company. If consortium is applied, the audit company should provide copies of MoU-s with other audit companies in each of WB6. Otherwise if contractual expertise with Audit experts in WB6 is applied, should be submitted expressions of interest as well as Declaration of commitment to enter into expertise contract with Audit Experts in WB6 if the application result successful.
* The audit company should be a member of the national regulatory body, in one of the WB6 contracting parties. Copies of relevant certification should be provided to the contracting authority
* The Audit team assigned for the purpose of this contract should be composed of Certified Auditors in all WB6 contracting parties. Copies of relevant certification should be provided to the contracting authority.
* The audit company responsible to perform the audit should be a member of an international network of auditing companies. Copies of relevant membership certification should be provided to the contracting authority.
* The audit engagement partner should have at least 10 years of proven experience with audits/expenditure verifications in the Western Balkans 6 and donor funded projects.
* The person appointed as the Audit Manager should be a Certified Auditor in one of the WB6 contracting parties (registered accounting expert) with at least 15 years of audit experience. Copies of relevant certification should be provided to the contracting authority.
* The company should have at least one Certified Auditor (registered accounting expert) with at least 10 years membership in an internationally recognized accounting body (ACCA or CPA). Copies of relevant membership certification should be provided to the contracting authority.
* The audit company should possess sufficient knowledge of relevant laws, regulations and rules of each Contracting Party of the Western Balkans 6. This includes but is not limited to taxation, social security and labor regulations, accounting and reporting.
* The audit company should have experience on monitoring granting / sub-granting schemes, recommendations and practices. A copy of a reference from a client or copies of a contract should be submitted.
* Fluency in English

1. ***Financial offer***

* *The objective of this criterion is to examine if the financial offer submitted by the tenderers for the implementation of this contract aligns with the quality of the tender and with the requirements set in the Terms of Reference.*

**16. Award criteria:**  The sole award criterion will be the price. The contract will be awarded to the lowest price among technically compliant tender.

**TENDERING**

**17. Deadline for receipt of tenders: 24.11.2020, 17h00.**

**18. Tender format and details to be provided:**  Tenders must be submitted using the standard tender form provided in this tender dossier. To prepare their tender, Tenderers must strictly follow all the instructions indicated at “*Instructions to Tender*” and “Terms of Reference” including the annexes, part of this tender dossier.

**18. How tenders may be submitted:** Tenders must be submitted in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**19. Operational language:** All written communications for this tender procedure and contract must be in English.

**20. Legal basis:**

**-** RYCO’s Rules for Procurement

- Statute of the Regional Youth Cooperation Office

Head of Contracting Authority

Djuro Blanusa

Secretary General

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_