

Request for Proposals

External Audit Services to RECONOMY Program for the years 2024-2026

1. About RECONOMY Program

RECONOMY is a program funded by the Swedish International Development Cooperation Agency (Sida) and implemented by Helvetas Swiss Intercooperation in collaboration with partners, in two regions - Eastern Partnership (Armenia, Azerbaijan, Georgia, Ukraine, Moldova), and Western Balkans (Kosovo, North Macedonia, Albania, Montenegro, Serbia, and Bosnia and Herzegovina).

The program was launched in 2020 with the Inception Phase that ended for the Eastern Partnership countries in December 2022 and in March 2023 for the Western Balkans. The Main Phase is foreseen for four years, which started in January 2023 and will last till the end of December 2026.

The main goal of RECONOMY is to enable women and youth, including the most disadvantaged and excluded, to benefit from economic opportunities by increasing their income and taking up decent and green jobs, inclusively and sustainably. To reach the main goal, RECONOMY works along three workstreams: services, competencies, and influences.

- When businesses embrace the new or better **services** facilitated by RECONOMY, it is expected that their investment and growth will increase as a result, making the private sector more competitive. These changes on the demand side, however, are insufficient.
- **Competencies** of the labor force are required, as is the ability to join companies or launch one's own economic endeavors. These come from inclusive, affordable, and demand-driven skills and intermediation services and support systems, leading to the employability and mobility of our target group.
- Further, businesses benefit from an enabling environment that is tailored to their industry or company, as it **influences** their productivity and spurs them to do business in a better way.

2. Requirements

2.1 Technical Requirements

Technical Requirements should jointly consider:

- Terms of Reference - RECONOMY Audit for 2024 -2026

2.2 General Terms and Conditions

By submitting the proposals, the applicants confirm acceptance of **HELVETAS General Terms and Conditions of Business**. Please refer to Annex 3.

2.3 Language: ENGLISH

3. Eligibility for participation

3.1 Eligible Applicants

Participation is open to all audit firms with **proven experience in auditing international development programs/ not-for-profit organizations of donor-funded.**

The RECONOMY audit process will be conducted under the oversight of Helvetas Headquarters in Zurich, Bern. Consequently, audit firms bidding for this process **must have a legal presence in Switzerland.**

3.2 Exclusion Criteria from participation

Applicants shall be excluded from taking part in the procurement procedure if they meet at least one of the Exclusion Criteria described in Annex 1.

Applicants must certify on honour in their Proposals that they are not in any of the situations described in Annex 1 - Exclusion Criteria. Please use the template provided in Annex 2.

4. Selection Criteria

The eligible audit firms meeting the following criteria are invited to submit a proposal:

- **Registration with International Professional Accounting Bodies:** The audit firm is expected to adhere to international auditing and accounting standards and must be registered with the International Professional Accounting Bodies.
- **Proven Experience:** The audit firm must demonstrate a minimum of 10 years of proven experience in providing audit services to international development programs and not-for-profit organizations that are donor-funded. This experience should involve the application of International Standards on Auditing (ISA).
- **Auditing Reports:** The audit firm must have a track record of delivering at least three auditing reports for international development programs or not-for-profit organizations that are donor-funded, all conducted in accordance with International Standards on Auditing (ISA).
- **Organizational and Professional Capacities:** The audit firm should possess the organizational and professional capacities required to successfully undertake the auditing services outlined in this RFP. This includes having a qualified audit team, resources, and expertise necessary for the audit and providing broad audit coverage in the RECONOMY countries.
- **Desirable Experience:** Experience in auditing programs funded by Sida or Helvetas.

5. Application Procedure

5.1 Documents to be submitted:

Request for Proposals should include the following documents:

- Short description of the audit firm's history and experience, especially as it relates to not-for-profit organizations, and recent relevant audits.

- Technical Proposal (as described in the ToR)
- Financial Proposal (as described in the ToR)
- Certification on Honour, (Annex 2)

5.2 Submission of Proposals

Proposals should be delivered to reconomyprocurement@helvetas.org, with the subject line "External Audit Application - RECONOMY Program", by **30 September 2024**.

6. Evaluation

Proposals shall be evaluated on the basis of their completeness, compliance, and responsiveness to the Terms of Reference and other provisions of this Request for Proposals.

6.1 Awarding Criteria

Proposals shall be evaluated based on the **Best price – Quality ratio** criteria as follows:

- A. Technical Proposal - 70%
- B: Financial offer – 30%

6.2 Evaluation Grid

A. Technical Proposal Evaluation Criteria and Qualifications and Experience of Key Professional Staff assigned to		Max Points (70)
A1	Proven experience in performing the specified work and delivering external audit services with international development programs/organizations and not-for-profit organizations. Experience in auditing Sida /Helvetas programs	30
A2	Organizational capabilities to undertake the auditing services and to ensure the audit reporting timelines and broad audit coverage in the RECONOMY countries	30
A3	Qualifications and Professional experience in the field of expertise, especially with international development programs/organizations of Key Professional Staff assigned to	10
B. Financial Proposal Evaluation Criteria		Max Points (30)
B1	The financial proposal is well-aligned with the international rates	10
B2	To what extent the quality of the technical proposal corresponds to the financial proposal	20

7. Confidentiality

RECONOMY acknowledges that the information received from Applicants under this Request of Proposals may be of a confidential nature. RECONOMY shall use the same degree of care with Applicant's confidential information as it uses to protect its own confidential information.

8. Further Information

Any clarifications with respect to this Request for Proposals shall be sent to the email address presented herein above no later than 7 working days before the closing date for submissions.

The applicants can expect to receive information about the decision on their proposals at latest end of October 2024.