



INFORMATION ON SUBMISSION OF TENDERS

Ref: MAIATAQAAUDIT CEEBA

1. SUBJECT OF THE CONTRACT

The subject of this tender is the provision of services to perform the tasks of expenditure and revenue verification incurred by the **Confederation of Egyptian European Business Associations (CEEBA)** in relation with the execution of the Grant Contract A_A.2.2_0195 MAIA-TAQA financed by the ENI CBC MED Program, for the period from 1st September 2019 until the end of the project foreseen by end of August 2022 (36 months implementation period).

2. DEADLINE AND PROCEDURE FOR SUBMISSION OF THE TENDERS

Please deliver a hard copy of your offer to

Dr. Alaa Ezz
CEEBA
Alexandria Chamber of Commerce Building
1, Alexandria Chamber st.
Mahatet el Ramleh
Alexandria

Please send a copy by mail to ezzalaa@gmail.com and info@ceeba.org

The deadline for receiving your offer as hard and soft copy is the 21st of April 2020.

3. BACKGROUND INFORMATION

MAIA-TAQA project is co-financed by the European Union under the European Neighbourhood Instrument cross-border cooperation program "Mediterranean Sea Basin" 2014-2020 (ENI CBC MED). It started on 1st September 2019 and has a duration of 36 months (until 31st August 2022). It counts on an overall budget of 3.167.464,34 EUR, which are co-financed at a 90% rate by the ENI CBC Med program.

It includes the following project partners:

- Lead Beneficiary: Greece: Centre for Renewable Energy Sources and Saving
- Project partner 1: Egypt: Confederation of Egyptian European Business Associations
- Project partner 2: Italy: QUIPO SRL - DeMEPA
- Project partner 3: Jordan: Jordan Chamber of Commerce – JOCC
- Project partner 4: Lebanon: Industrial Research Institute – IRI
- Project partner 5: Egypt: Arab Academy for Science, Technology & Maritime Transport – AAST
- Project partner 6: Spain: Association of Mediterranean Chambers of Commerce & Industry - ASCAME
- Project partner 7: Italy: UTILITALIA

More information is available at: <http://www.enicbcmmed.eu/projects/maia-taqa>



4. SCOPE

The subject of the verification are the financial reports produced by the Confederation of Egyptian European Business Associations (CEEBA) where project expenditure and revenue is declared and reimbursement is sought for the eligible part of that expenditure, as well as checking the respect of the non-profit principle.

The Auditor shall execute the tasks assigned to him in accordance with the procedures and templates annexed to these terms of reference or any update issued by the Managing Authority or the Joint Technical Secretariat.

The following documents shall be deemed to form and be read and construed as part of these Terms of Reference, and the Contract with the auditor, in the following order of precedence:

- the Grant Contract and its annexes;
- Annex 1: description of the evaluation and revenue verification procedure;
- Annex 2: control check-list;
- Annex 3a: template of individual report
- Annex 4: template list of findings;
- Annex 5: template of report on suspected and/or established fraud.
- Annex 6: Handbook for sub-grants management

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above. Addenda shall prevail on the document they are amending.

Part of the **Confederation of Egyptian European Business Associations (CEEBA)** project expenditure may include costs incurred by beneficiaries of the subgrant scheme foreseen in the project.

In the case of reimbursement of eligible costs to subgrantees, these costs will be part of the financial report of the **Confederation of Egyptian European Business Associations (CEEBA)** to be verified by the auditor. In the case of subgrants in the form of simplified cost methods, the auditor will also perform the procedures or any update issued by the Managing Authority or the Joint Technical Secretariat, and without being exhaustive, the auditor will verify:

- a) justification concerning the appropriateness of such forms of financing with regard to the nature of the projects as well as to the risks of irregularities and fraud and costs of control;
- b) identification of the costs or categories of costs covered by lump sums, unit costs or flat-rate financing, which shall exclude ineligible costs;
- c) description of the methods for determining lump sums, unit costs or flat-rate financing, and of the conditions for reasonably ensuring that the no-profit rule and co-financing principles (if any) are complied with and that double financing is avoided

The language of the contract and of all written communications, including reports, between the Auditor and the **Confederation of Egyptian European Business Associations (CEEBA)** shall be English.

The Expenditure and Revenue Verification reports shall be delivered to the **Confederation of Egyptian European Business Associations (CEEBA)** within 30 calendar days from submission of the Financial report by



the Confederation of Egyptian European Business Associations (CEEBA) and in any case ensuring that the deadlines for reporting according to the Grant Contract are met.

The Auditor is responsible for performing the agreed-upon procedures described in Annex I with due care and full respect of the Code of Ethics therein indicated, as well as submitting the reports to **the Confederation of Egyptian European Business Associations (CEEBA)**.

Additionally, the Auditor shall submit the ad hoc report directly to the Managing Authority in case of fraud.

The Auditor will attend the specific trainings and meetings for Auditors organized by the competent Programme bodies. The Managing Authority may request the termination of the contract(s) of the auditors not attending these events.

The Managing Authority have also the right to require the replacement of the auditor in case of identifying substantial errors in the performance of the tasks. This would also mean the termination of the contract of the auditor.

5. REPORTS

The Auditor shall submit the Expenditure and Revenue Verification reports in English to **the Confederation of Egyptian European Business Associations (CEEBA)**, with its annexes, according to the templates and procedures established in the annexes.

The Financial Reports and the Expenditure and Revenue Verification reports shall be revised by the Managing Authority and the Joint Technical Secretariat. The Control Contact Points (CCP) may assist the MA / JTS in the revision of these reports.

Should the Managing Authority, the Joint Technical Secretariat or the Control Contact Points have any doubt concerning the findings indicated in the expenditure and revenue verification report, the Auditor will receive a request for clarification via the Confederation of Egyptian European Business Associations (CEEBA) which will be answered in a maximum of 7 calendar days.

Financial Reports and the Expenditure and Revenue Verification will relate to the three 3 main reporting periods:

- 1st September 2019 – 31st August 2020
- 1st September 2020 – 31st August 2021
- 1st September 2021 – 31st August 2022

6. PRICE

The maximum budget for the total duration of this assignment is a total of 251.264 EUR all taxes included.

7. REQUIREMENTS FOR PARTICIPATION IN THE SELECTION

The appointed auditor shall meet the requirements set by the ENI-CBC Implementing Rules and shall be independent from the Lead Beneficiary and Project Partners' organisations as well as the programme bodies (MA/JTS/AA).

The auditor shall meet at least one of the following requirements:



- (a) be a member of a national accounting or auditing body or institution which in turn is member of IFAC;
- (b) be a member of a national accounting or auditing body or institution. Where this organisation is not a member of IFAC, the auditor shall commit to undertake the work in accordance with IFAC standards and ethics;
- (c) be registered as a statutory auditor in the public register of a public oversight body in a Member State in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (2);
- (d) be registered as a statutory auditor in the public register of a public oversight body in a CBC partner country, provided this register is subject to principles of public oversight as set out in the legislation of the country concerned.

Specific procedures have been set up in each participating country to ensure that the auditor selected meets these requirements. Such verifications are carried out at national level by the Control Contact Points which will have to endorse the choice by validating the selected auditor.

Before signing the contract with the selected auditor, the Confederation of Egyptian European Business Associations (CEEBA) will have to send the documents required in order to allow the **Control Contact Point** of its respective country to **verify the auditor's requirements**.

8. SELECTION CRITERIA

Excellent reporting skills in English is necessary.

The award criteria is **the most economically advantageous tender** compliant with the requirements for participation.

9. DELIVERIES AND PAYMENTS

Payments will be done based on the main 3 deliverables in the percentage of the total contract value following the payment schedule:

Deliverables and payment schedule		
1	Approval of 1 st audit report (1 st year of implementation)	33% of the contract value
2	Approval of 2 nd audit report (2 nd year of implementation)	33% of the contract value
3	Approval of 3 rd audit report (3 rd year of implementation)	33% of the contract value