

Terms of Reference (ToR)

Subject: External Auditor for InnovAgroWoMed project Palestine.

Date of issuance: October 1st, 2020

Due Date for submission of offers: October 15th, 2020

1. Purpose of the Auditor

The purpose of these Terms of Reference (ToR) is to arrange the selection of an external auditor for the audit of all expenditures carried out in the context of the implementation of projects financed by cross-border cooperation programs for the period (2014-2020). The opinion on the selection of the external auditor will be published by recipients of funding under cross-border cooperation programs.

2. Background

Asala is a leading Palestinian business association established in 1997 and specialized in supporting women micro-entrepreneurs to be successful by breaking down social and financial barriers through business training, capacity building, marketing, and advocacy and lobbying. Asala aims to provide Palestinian women with the necessary skills and opportunities to successfully contribute to the advancement of their society on the basis of equal rights and access to resources and markets.

3. Scope of Work

External auditor verify that critical controls that monitor a company's Technical & Financial data work as intended.

The auditors shall verify whether the costs declared by the Lead Beneficiary and the partner and the revenue of the project are real, accurately recorded and eligible in accordance with the contract and issue the expenditure verification report, drafted according to the model and instructions provided by the Managing Authority of ENI CBC MED.

Moreover, a consolidated report, including the results of the verifications carried out by all auditors, shall be drafted by the auditor of the LB.

All expenditures verification reports shall be uploaded to the electronic monitoring system together with each Request for Payment.

4. Duration and time frame

The period of the project 25/12/2019 till 24/12/2022

Report	Responsible	Frequency
Project Expenditure Verification Reports	External Auditor	Every year (12-24-36)

5. Conditions of Participation

The external auditor must meet at least the following general and professional conditions:

- The audit profession is organized by Board of Professional Auditing (BOPA) <http://www.bopa.ps/> and Palestinian Association of Certified Public Accountants (PACPA) <http://www.pacpa.ps/>.
- Each external auditor should be holding the IFAC licence, which is organized by Board of Professional Auditing (BOPA) – Palestine and member of Palestinian Association of Certified Public Accountants (PACPA).
- The participant must not, at the deadline of receiving the offers, be in the process of performing special tasks related to monitoring, organizing, accounting or consulting assistance in the organization concerned.
- The participant must not be in one of the exclusion cases provided for by the current legislation.

6. Requirements

- A summarized description of the scope of work and the intended methodology to be used as well as a tentative work plan including activities.
- Registration certificate, source of deduction and tax invoice.
- CVs of the team who will implement the assignment and examples of previous similar projects.
- Itemized financial proposal.

7. Proposal Structure:

Interested Consultants should submit:

1. Technical Proposal

Explaining your experience in similar assignments, technical approach, and methodology of work, team structure (for companies), C.V of consultant/ team members.

2. Financial Proposal

- Duly signed, targeted and bearing the stamp of the office.
- Your price offer should be in USD including VAT.

8. Evaluation and Selection Process

The selected contractor will be responsible for designing and executing all the activities described in this TOR in collaboration with Asala.

The selection process of the auditor will be based on the set of criteria developed by the Asala Evaluation Committee to evaluate the proposals. The Evaluation Committee will evaluate the proposals by using the combined scoring method. The technical proposal will be evaluated on 50%; whereas financial proposals will be evaluated on 50%.

Interested Auditors should send their proposal (technical and financial) to the Palestinian Businesswomen's Association ASALA Office located Albireh – khalaf trading tower – 2nd floor in **sealed and signed envelopes** no longer than October 15th, 2020 (2:00 PM).