Title of the EOI: Provision of Forensic Audit Services for OCHA’s global CBPFs

Date of this EOI: 1 May 2020  
Closing Date for Receipt of EOI: 15 May 2020

EOI Number: EOIUNOCHA17467

Address EOI response by fax or e-mail to the Attention of: Jasminka Didic-Kekic

Fax Number: 
E-mail Address: ochabuyer@un.org

UNSPSC Code: 84000000

DESCRIPTION OF REQUIREMENTS

The United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) at Geneva is looking to establish a contract for the provision of Forensic Audit Services for OCHA Country Based Pooled Funds (CBPF), to audit partners and projects implemented by international and national Non-Governmental Organizations (NGOs) in the context of its global CBPFs. Services are required on global basis where UNOCHA currently has Country Based Pool Funds (CBPFs) and may open a new Fund in the future. Funds are mainly split into geographical blocks of Asia, MENA, Africa, Europe and Americas presently. It will be required that successful bidder/s are able to provide special/forensic audit service in any existing and new location added later on as and when a new Fund opens up.

The period initial an for established be will contract The two (2) potential with years three (3) one-year extensions i.e. (2+1+1+1).

Purpose of the Audit Review: The overall objective of the audit report is to provide UNOCHA’s administrators with reasonable assurance that CBPFs resources are being managed in accordance with the global Operational Handbook for Country-based Pooled Funds, and the content of the specific grant agreement, along with any amendment.

For special or forensic audit, auditor will be required to look into specific aspects of a project or partner with implications on the implementation of operational capacity of the partner. This may include looking deeper into any specific information at OCHA’s disposal for that project or partner.

Audit Scope: The auditors must certify, express an opinion, and quantify the net financial impact of the
each of the following for each project or partner audited:
(a) The final accounts of project expenditures for the entire project period.
(b) The approved budget and details of variations, if variations between planned and actual
expenditures have occurred.
(c) Clear identification of deficits, if any.
(d) Analysis of financial accounting, monitoring and reporting.
(e) Analysis of management systems used for recording, documenting and reporting on resource
utilization.
(f) Analysis of equipment use and management.
(g) Assessment of the project’s management structure, including the adequacy of appropriate internal
controls and record-keeping.
(h) All administrative set up and mechanisms with the partner, which will include, but not limited to,
procurement policy and its implementation, human resource policies and its implementation, internal
financial and audit structures and its effectiveness.

Forensic Audit: The main purposes of the forensic audit are to (i) determine if there was any fraud and the
extent of fraud, quantify the loss/damage due to the fraudulent and corrupt acts and (ii) assess
effectiveness and application of the respective control and oversight policies, (iii) verify the level of
implementation of projects and (iv) provide solid grounds for possible recovery of funds from the partner.

Vendors are requested to express their interest by sending their Expression of Interest (EOI) response
form by the closing date set forth in this REOI.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)
Minimum 5 years of experience in the Geographical Block of CBPF for which bid is being submitted, in the
field of auditing.
Proven ability to recruit qualified auditors in the specific country of audit will be preferred.
Though sub-contracting of the services will be allowed, contracted company will remain responsible and
liable for quality, accuracy and all other aspects of delivery of audit exercise.

NOTE
Information on tendering for the UN Procurement System is available free of charge at the following
address: https://www.ungm.org/Public/Notice

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from
vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest.
Vendors interested in this Tender Alert Service are invited to subscribe on http://www.ungm.org

Vendors interested in participating in the planned solicitation process should complete/submit the
Vendor Response Form of this EOI either electronically (through the link available on the next page) or
send it via fax or e-mail to UNOCHA (UNOCHA) before the closing date set forth above.
TO: Jasminka Didic-Kekic
Email: ochabuyer@un.org

EOI Number: EOIUNOCHA17467

FROM:

SUBJECT: Provision of Forensic Audit Services for OCHAs' global CBPFs

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its full legal name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at Level 1 under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at: https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNOCHA17467

To be completed by the Vendor (All fields marked with an * are mandatory)

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *: State:

Postal Code *:

Country *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature: _______________________________ Date: _____________________

Name and Title: _______________________________
1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at https://www.un.org/Depts/ptd/vendors.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
   II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.

B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);

C. Your company (as well as any parent, subsidiary of affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;

D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company's operations in the foreseeable future;

E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15.

F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (http://www.ungm.org); information on the registration process can be found at https://www.un.org/Depts/ptd/vendors. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to UNOCHA (UNOCHA) by the closing date set forth in this EOI. Due to the high volume of communications UNOCHA is not in a position to issue confirmation of receipt of EOIs.

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at https://www.un.org/Depts/ptd/eoi.