



United Nations Office at Geneva
Switzerland

REQUEST FOR EXPRESSION OF INTEREST (EOI)

This notice is placed by UNOG. The accuracy, reliability and completeness of the contents of furnished information is the responsibility of United Nations Office at Geneva Switzerland. You are therefore requested to direct all queries regarding this EOI to United Nations Office at Geneva Switzerland using the fax number or e-mail address provided below.

Title of the EOI:

Provision of Audit Services to OCHA Country-Based Pooled Funds in the MENA Region

Date of this EOI: 9 June 2021**Closing Date for Receipt of EOI:** 23 June 2021**EOI Number:** EOIUNOG18593**Beneficiary Country/Territory:** Iraq; Jordan; Lebanon; Syrian Arab Republic; Turkey; Palestine, State of; Yemen**Commodity/Service category:** Professional Services**Address EOI response by fax or e-mail to the Attention of:** UNOG Procurement And Contracts Unit**Fax Number:** N/A**E-mail Address:** mohareb@un.org**UNSPSC Code:** 84111600

DESCRIPTION OF REQUIREMENTS

The United Nations Office at Geneva (UNOG), on behalf of the United Nations Office for the Coordination of Humanitarian Affairs (OCHA), is seeking a contractor to provide auditing services (project audits, implementing partner audits and special audits) for OCHA-managed Country-Based Pooled Funds (CBPFs), focusing on providing humanitarian assistance in seven (7) countries in the Middle East Region (Iraq, Jordan, Lebanon, Palestine, Syria, Syria cross-border (Turkey) and Yemen).

The requirements are as follows:

- 1- Provision of audit reports in English, including observations and an opinion on each of the audit elements as well as a general opinion of the project/implementing partner.
- 2- Certification of the annual financial reports of projects.
- 3- Assessment of the effectiveness of the internal controls according to INTOSAI or ISA standards.
- 4- Categorization of audit findings by risk severity and classification of possible causes of audit findings.
- 5- Provision of recommendations for improvement or good practices to be developed.
- 6- Provision of special audits to determine the extent of fraud and to quantify the loss/damage from any potential fraudulent and corrupt acts.
- 7- Provision of verbal briefings and written reports to OCHA Headquarters and OCHA country offices.

L'Office des Nations Unies à Genève (ONUG), au nom du Bureau des Nations Unies pour la coordination des affaires humanitaires (OCHA), recherche un entrepreneur pour fournir des services d'audit (audits de projet, audits des partenaires d'exécution et audits spéciaux) pour les Country-Based Pooled Funds (CBPF), se concentrant sur la fourniture d'une assistance humanitaire dans sept (7) pays de la région du Moyen-Orient (Irak, Jordanie, Liban, Palestine, Syrie, Syrie transfrontalière (Turquie) et Yémen).

Les exigences sont les suivantes :

- 1- Fourniture de rapports d'audit en anglais, comprenant des observations et une opinion sur chacun des éléments d'audit ainsi qu'une opinion générale du projet/partenaire de mise en œuvre.
- 2- Certification des rapports financiers annuels des projets.
- 3- Évaluation de l'efficacité des contrôles internes selon les normes INTOSAI ou ISA.
- 4- Catégorisation des constatations d'audit par gravité du risque et classification des causes possibles des constatations d'audit.
- 5- Fourniture de recommandations d'amélioration ou de bonnes pratiques à développer.
- 6- Fourniture d'audits spéciaux pour déterminer l'étendue de la fraude et quantifier les pertes/dommages résultant de tout acte frauduleux et corrompu potentiel.
- 7- Fourniture de briefings verbaux et de rapports écrits au siège d'OCHA et aux bureaux de pays d'OCHA.

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

Technical Requirements:

1. Interested bidders must be completely impartial and independent from all aspects of management or financial interests in all of OCHA's implementing partners in the listed seven countries in the MENA region.
2. Interested bidders must assign a dedicated team including a Regional Coordinator and a Task Manager in each country to carry out the proposed audit contract and submit curriculum vitae (CV) of the proposed team.
3. Interested bidders must have at least ten (10) years of experience in providing audit services in the MENA region.
4. Interested bidders must demonstrate the capacity to carry out auditing services in the seven countries in the MENA region.

Vendors who express their interest will be requested to demonstrate how they meet these criteria before being invited to a potential solicitation process.

Further details will be provided as part of the solicitation documents.



Les pré-requis techniques:

1. Les soumissionnaires intéressés doivent être totalement impartiaux et indépendants de tous les aspects de la gestion ou des intérêts financiers de tous les partenaires de mise en œuvre d'OCHA dans les sept pays répertoriés de la région MENA.
2. Les soumissionnaires intéressés doivent affecter une équipe dédiée comprenant un coordinateur régional et un gestionnaire de tâches dans chaque pays pour exécuter le contrat d'audit proposé et soumettre le curriculum vitae (CV) de l'équipe proposée.
3. Les soumissionnaires intéressés doivent avoir au moins dix (10) ans d'expérience dans la prestation de services d'audit dans la région MENA.
4. Les soumissionnaires intéressés doivent démontrer leur capacité à effectuer des services d'audit dans les sept pays de la région MENA.

Les fournisseurs qui expriment leur intérêt seront invités à démontrer comment qu'ils répondent à ces critères avant d'être invités à un processus de sollicitation potentiel.

De plus amples détails seront fournis dans les documents de sollicitation au moment de l'appel d'offre.

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 submit the Vendor Response Form of this EOI electronically (through the link available on the next page) before the closing date set forth above.



VENDOR RESPONSE

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**.
- While companies can participate in solicitations after completion of registration at Basic Level, 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 should express your interest to this EOI electronically at:
<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOIUNOG18593>

In case you have difficulties submitting your interest electronically, please contact mohareb@un.org directly for instructions.



EOI INSTRUCTIONS

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:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
 - 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 or 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 that could impair 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 United Nations Office at Geneva Switzerland (UNOG) by the closing date set forth in this EOI. *Due to the high volume of communications UNOG 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>.



