*Version 1.0 /110621*

**INVITATION TO TENDER**

**Ethiopia**

**October 2023**

**Ref. No. ITT/IN-SCI-ET-2023-20**

**TERMS OF REFERENCE (TOR) FOR STATUTORY AUDIT SERVICE FOR THE YEARS 2023 GC and 2024GC**

**SUBMISSION DEADLINE: 20/11/2023**

**QUESTIONS / CLARIFICATIONS:** [**meron.yilma@savethechildren.org**](mailto:meron.yilma@savethechildren.org) **or** [**Zelalem.tadesse@savethechildren.org**](mailto:Zelalem.tadesse@savethechildren.org) **or tatek.wamisho@savethechildren.org**

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1: INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2: CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3: BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programs, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Consultancy Service* |
| **Outcome of Tender** | ***Contract*** *– the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.* |
| **Duration of Award** | *Two years (for 2023 and 2024 GC)* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria that bidders **must** meet to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

### **3.2 CAPABILITY CRITERIA (60%)**

Criteria are used to evaluate the bidders' ability, skill, and experience about the requirements. Bids will be evaluated against the same pre-agreed Criteria.

**3.3** **SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy, and community. Bids will evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (30%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
|  |  |
| Issue Invitation to Tender | <<October 29, 2023>> |
| Pre-Submission Clarification Meeting | <<November 6, 2023>> |
| Deadline for questions from Bidders | << November 10, 2023>> |
| Deadline for Bid Submission | << November 20, 2023>> |
| Bid Clarifications | << November 20, 2023>> |
| Award Contact | <<December, 2023>> |
|  |  |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids should submitted by: **in person to the address indicated in the document.**

* Both the financial and technical proposals should be sealed and submitted to the tender box before the deadline of the submission date.
* The subject of the email should be “ITT/IN-SCI-ET-2023-20/Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.

**Electronic Submission via Email- is not allowed**

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **20/11/2023.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Meron Yilma  Zelalem Tadesse  Tatek Wamisho | [meron.yilma@savethechildren.org](mailto:meron.yilma@savethechildren.org) or  [Zelalem.tadesse@savethechildren.org](mailto:Zelalem.tadesse@savethechildren.org) or tatek.wamisho@savethechildren.org |

Please be advised local working hours are 8:00 AM- 5:00 PM Ethiopian Time.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

**Background on Save the Children**

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children’s unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context

*The total annual spending for Save the Children International Ethiopia Country Programme for year 2023 is USD 82 million funded by the following donors.*

*• United States Agency for International Development -USAID*

*• The Foreign, Commonwealth & Development Office- FCDO*

*• Bill & Melinda Gates (BMGF)*

*• SIDA - Swedish International Development Cooperation Agency*

*• US Bureau of Population Refugees Migration- BPRM*

*• Profuturo Spain*

*• German Federal Foreign Office – GFFO*

*• World Food Programme*

*• Lego Foundation*

*• INTPA - International Partnerships (European Commission)*

*• Irish Aid*

*• ECHO - European Civil Protection and Humanitarian Aid Operations (European Commission)*

*• SC US various donors/general funds*

*• SC Sweden various donors/general funds*

*• SC Korea various donors/general funds*

*• SC Germany various donors/ general funds*

*• SC UK various donors/general funds*

*• SC International, etc.*

Objective

*The auditor will conduct the audit independently and in accordance with the* *International Standard of Auditing (ISA).*

*The objective of the audit is to enable the auditor to express an independent professional opinion on:*

1. *Whether the financial position of Save the Children International at the end of the Calendar Year 2023 and of the funds received and expenditures for the reporting period, are presented fairly in all material respects in accordance with the applicable accounting framework.*
2. *Whether the financial position of Save the Children International at the end of the Calendar Year 2023 is true and fair in all material aspects*

Location and official travel involved

*We will have a travel for selected three to four field offices to observe year end physical inventory, the office will select with SCI and the audit firm, regarding cost perdim hotel accommodation, and travel ticket covered by SCI.*

**AUDIT SCOPE OF WORK**

The audit will be carried out in accordance with International Standard of Auditing (ISA) and will include such tests and controls, as the auditor considers necessary under the circumstances. As part of the audit testing procedures, particular attention should be paid to the following areas:

1. Compliance with applicable legislation – Verify that the transactions comply in all material respects with any applicable legislation. The purpose is to ensure statutory compliance of Ethiopia.
2. System of internal controls - Assessment of the adequacy and effectiveness of the accounting and overall internal control systems to monitor expenditures at all levels of the Programme and including special attention to the adequacy and effectiveness of controls around cash transactions.
3. Grant expenditures – Verify that funds received were spent in conformity with the approved budget and work plan and in line with provisions of the Grant Agreement, and only for the purposes for which the funds were provided.
4. Safeguarding of assets - Verify that Save the Children International put in place mechanisms for the tracking and safeguarding of assets purchased with grant funds and that they are being used for the intended purposes.
5. Disbursements to sub-grantees - Verify that disbursements made by Save the Children International to sub-grantees during the audit period are in line with the sub-grant agreements and the approved work plan and budget.

**AUDIT COVERAGES**

The audit period will cover from **01 January 2023 to 31 December 2023, and 01 January 2024 to 31 December 2024** probability to extended additional one fiscal years (until Dec 31, 2025).

**Other Deliverables**

The audit firm will also prepare and certify income return for Save the Children International for the year ended Dec 31, 2023. This should be in line with Audited Financial Statements.

**AVAILABILITY OF FACILITIES AND RECORDS**

Financial and accounting records for in-country transactions will be made available by SCI. The auditor will have access to the relevant documents including books of accounts, bank statements, invoices, contracts, individual staff salary information and other expenses incurred inside Ethiopia. Copies of specific records, documents, invoices, contracts that expenses, incurred or generated at the center or Regional Office levels outside Ethiopia will be obtained upon request.

For field offices the records are maintained at field office level and it will be available at country office through soft and scanned copy documents for verification.

An indicative list of the documents which may be requested by the auditor includes:

1. Financial data including general ledger, cash book, other important books and records requested by the auditor.
2. Bank statements and bank reconciliation statements
3. Grant and sub-grant agreements
4. Interim monthly or quarterly grant activity reports (programmatic as well as financial), as applicable.
5. Financial manual, systems or any other documentation explaining the processes contributing to the production of reliable financial reports and maintaining internal controls.
6. Access to any other records required for the purpose of audit etc.

**THE AUDIT REPORT AND OPINION**

In preparing the audit report, the audit firm will issue an audit opinion on the financial statements of Save the Children International for the Year ending December 31, 2023 and December 31, 2024, in accordance with International Standard of Auditing (ISA).

The auditor’s opinion should express the following:

1. The purpose of the Audit report [in accordance with TOR and under statutory requirement of audit for Save the Children International Ethiopia Country Office]
2. Whether the Statement of Income, Expenditures, and Notes to the Statement of Income and Expenditures present fairly the receipts and expenditures for the programs (true and fair view in all material aspects) and that the funds were utilized for the purpose defined by the funding agreements.
3. Disclosure of any disallowed costs, expenditures incurred not in accordance with the funding agreements/sub-agreements.
4. Disclosure of accounting policies, procedures, and their compliance.

The auditor will submit 2 printed copies of Audited Financial Statements and Management Letter to Save the Children International by the agreed date and will provide an electronic copy of each final Audit Report and Management Letter to Save the Children International all in a format that cannot be altered or changed (i.e., PDF) with all pages sequenced. The audit report will also be submitted to Federal Democratic Republic of Ethiopia AUTHORITY FOR CIVIL SOCIETY ORGANIZATIONS to comply with statutory requirement. The audited financial statements will also be annexed to the income return filed for 2023.

**MANAGEMENT LETTER**

In addition to the audit report, the auditors will prepare a management letter in which they shall:

1. Set out any significant and other audit findings made during the audit process.
2. It shall also state which measures have been taken because of previous audit and whether measures taken have been adequate to deal with reported shortcomings.
3. Provide recommendations to address the observed deficiencies and areas of weakness in systems and controls which may be affected promptly.
4. Communicate matters that have come to their attention during the audit which might have a significant impact on the implementation and sustainability of the grant programme;
5. A management response including an action plan regarding any findings clearly stipulating planned actions, a period for implementation as well as the function in charge of the implementation at the Cooperation Partner.

It must be clearly noted on the face of the Management Letter that it is a confidential document and must be treated as such.

**TIMELINES FOR AUDIT**

The audit work should commence ASAPstarting with the Inception Meeting between the auditor and Save the Children International, the tentative timetable illustrated below is subjected to changes and to be agreed in advance by the auditor and SAVE THE CHILDREN INTERNATIONAL

|  |  |
| --- | --- |
| **Tasks** | **Tentative Timetable** |
| Inception meeting between Save the Children International and Auditors | Dec 25th ,2023 |
| Year-end inventory Addis Ababa country office, and at least 3 different field located offices. | Jan 2, 2024 – Jan 5, 2024 |
| Audit Field Work Covering Jan 1st to Dec 31st 2023 | Jan 2,2024 – Feb 28,2024 |
| Financial statements finalization | February 29- March 1st 2024 |
| Draft Audit Report and Management Letter submitted to Save the Children International | March 4th, 2024 |
| Management to review and respond to audit queries and recommendations | March 11th 2024 |
| Final Audit Report and Management Letter submitted to Save the Children International | March 15th 2024 |

**Note: The 2024 audit timeline will be set in consultation with the consulting firm.**

**AUDIT FEES**

Total audit fees will be paid after completion of each year audit service in Ethiopian Birr (ETB). Necessary taxes and V.A.T. will be deducted at source as per applicable in Ethiopian law.

**QUALIFICATIONS AND INDEPENDENCE OF THE AUDITOR**

The auditor’s organization must be licensed, meets all the legal requirements to operate in Ethiopia, A proof of an agreement with the Government of Ethiopia and license must be provided prior to entering a contract with Save the Children International to conduct the audit.

The auditor who will sign the final report must be a Chartered Accountant (CA) or Certified Public Accountant (CPA) or equivalent and be impartial and independent from all aspects of management or financial interests in the entities being audited or those of its implementing/supervising agency or directly related entities. The auditor must not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of the entity. The auditor must disclose any relationship that might possibly compromise his/her independence.

The auditor must employ staff with appropriate professional qualifications and suitable experiences.

The auditor must have relevant experience in audit of development and humanitarian projects funded by various international donors.

Curriculum Vitae (CVs) of the auditors who will be responsible for signing the opinions, together with the CVs of managers, supervisors and key personnel proposed as part of the audit team should be provided to the Save the Children International. CVs should include details on audits carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit.

**ANNEX I**

* 1. **ESSENTIAL CRITERIA**

The service provider should submit the documents as mentioned below along with the

Proposal.

* Renewed Business License for 2015 E.C
* The firm must be Chartered Professional License for Audit business.
* Copies of Tax Identification & Value added tax certificates.
* Valid Tax clearance certificate

**1.2 CAPABILITY CRITERIA (65%)**

Criteria used to evaluate the bidder’s ability, skill, and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

Bid Selection criteria out of 65 pts will be as follows.

|  |  |  |  |
| --- | --- | --- | --- |
| **S. N** | **Evaluation Criteria** | **AGREED CRITERIA PERCENTAGE (%TAGE)** | **REMARK** |
| **1** | Overall experience of audit firm in Auditing. (10 %) | * 10 - years and above = 10% * 7 – 10 years = 9% * 5 - 7 years = 6% * Less than 5 = 0 |  |
| **2** | The firm proven and demonstrated experience in auditing international Non-profit organization and major donors like USAID, EC, DFID, KOIKA, DANIDA, NORAD, ECHO, UN agencies, and private donors (10%) | * Rating will be based on prorated letter of confirmation from UN, and INGOs above 6 conformation letter 10%, 4 to 5 conformation letter 8%, 1 to 3 conformation letter 5%, and none of conformation letter 0%. |  |
| **3** | Affiliation to international audit firms  10 % | Firms with afflation of well-known international audit firm get 10 %; if not 0%. |  |
| **4** | Audit staffing size & staff qualification  10% | Audit staff size based on payroll.  15+ with at least three qualified accountants get 10 %  13-15 with at least three qualified accountants get 9%  10-12 with at least three qualified accountants get 7.5%  Less than 10 get Zero. |  |
| **5** | Audit firm structure  5% | 1. Audit firm with two or more partners get 5% 2. Less than 2 get zero |  |
| **6** | Statutory audit experience of major international NGO  10% | 1 Audit firm with Statutory audit experience of major INGO with 70+ mill spend like World vision, CRS, Care, gets 10%   1. Auditor with statutory experience of medium sized INGOs (50 mil to 70) spend like World vision, CRS, Care gets 7% 2. Small size INGOs (35 mil to 50 mil) spend like World vision, CRS, Care gets 3% |  |
| 7 | Proposed team composition for the field audit  5% | 1. Team with qualified accountant and strong composition ( partner + manager + senior auditor ) gets 5 % 2. Anything below gets 0 |  |

**Benchmark**: -Those who scored 50% and above points on the technical part will pass to the financial evaluation.

**Note**: Save the Children International will conduct a due diligence assessment, visiting the supplier’s office, request client references and verify the accuracy of the tender documents/information submitted by the bidders during the tender evaluation process to.

**1.4. SUSTAINABILITY QUESTIONS (10 Points)**.

Save the Children elevate social, economic, and environmental sustainability to the core of our and our suppliers’ ways of working and decision-making. As part of our commitment to our community, we encourage working with those suppliers that contribute their part to the community.

* 10/10 - the bidder demonstrates they work closely with local communities delivering a positive impact (e.g. Voluntary service, financial or goods donation …etc.)
* 5/10 - the bidder demonstrates some low-level involvement/support of the local community.
* 0/10 - the bidder does not provide any support/development to the local community.

**N.B: supplier must attach the evidence that shows the company works closely with the local community.**

**1.5 COMMERCIAL CRITERIA (30%)**

* A financial proposal will be opened/considered for those bidders that scored the technical proposal above 50% (out of 60%).
* Among those technically responsive Audit firms the least price offered will score 30, sustainability 10% and the other’s offer will be calculated proportionally with the price of the least offered.
* Total (Combined) scores, (technical, sustainability plus financial),

Note: The highest combined score will be the winner for the assignment.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* Section 2 – Capability Questions
* [Section 3 – Sustainability Criteria](#_SECTION_4_–)
* [Section 4 – Commercial Questions](#_SECTION_4_–)
* [Section 5 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI’s Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, and have the required qualification and experience for the assignment. | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Company profile*** |  |
| ***Evidence for having similar experience in the area*** |  |

## 

## **SECTION 2 – CAPABILITY QUESTIONS (70pts)**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** | |
|  |  | |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with: SCI’s Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded. | **Yes / No** | **Comments** | |
|  |  | |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** | |
|  |  | |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license   Please indicate in the comments box if bidding as a Freelancer who is not set up as a registered business | **Yes / No** | **Comments** | |
|  |  | |
| **Requirement** | **Bidder Response / Attachments** | |
| ***Legitimate Business Address*** |  | |
| ***Tax Registration Number & Certificate*** |  | |
| ***Business Registration Certificate*** |  | |
| ***Trading License*** |  | |
| ***5*** | Overall experience of audit firm in Auditing. (10 %)   * 10 - years and above = 10% * 7 – 10 years = 9% * 7 years = 6% * Less than 5 = 0 | **Yes / No** | **Comments / Attachments** | |
|  |  | |
| ***6*** | * The firm proven and demonstrated experience in auditing international Non-profit organization and major donors like USAID, EC, DFID, KOIKA, DANIDA, NORAD, ECHO, UN agencies, and private donors (10%) * Rating will be based on prorated letter of confirmation from UN, and INGOs above 6 conformation letters. * 10%, 4 to 5 conformation letter 8%, * 1 to 3 conformation letter 5%, and * None of conformation letter 0%. | **Yes / No** | | **Comments / Attachments** |
|  | |  |
| ***7*** | **Affiliation to international audit firms 10 %**  •Firms with afflation of well-known international audit firm get 10 %; if not 0%. | **Yes / No** | **Comments / Attachments** | |
|  |  | |
| ***8*** | **Audit staffing size & staff qualification**  **10%**   * Audit staff size based on payroll. * 15+ with at least three qualified accountants get 10 % * 13-15 with at least three qualified accountants get 9% * 10-12 with at least three qualified accountants get 7.5% * Less than 10 get Zero. | **Yes / No** | **Comments / Attachments** | |
|  |  | |
| ***9*** | **Audit firm structure 5%**   * Audit firm with two or more partners get 5% * Less than 2 get zero. | **Yes / No** | **Comments / Attachments** | |
|  |  | |
| ***10*** | * Audit firm with Statutory audit experience of major INGO with 70+ mill spend like World vision, CRS, Care, gets 10% * Auditor with statutory experience of medium sized INGOs (50 mil to 70) spend like World vision, CRS, Care gets 7% * Small size INGOs (35 mil to 50 mil) spend like World vision, CRS, Care gets 3% | **Yes / No** | **Comments / Attachments** | |
|  |  | |
| **11** | **Proposed team composition for the field audit**  **5%**   * Team with qualified accountant and strong composition ( partner + manager + senior auditor ) gets 5 % * Anything below gets 0 | **Yes / No** | **Comments / Attachments** | |
|  |  | |
|  |  |  |  | |

## **SECTION 3 –** **SUSTAINABILITY QUESTIONS (10 Points)**

Save the Children elevate social, economic, and environmental sustainability to the core of our and our suppliers’ ways of working and decision-making. As part of our commitment to our community, we encourage working with those suppliers that contribute their part to the community.

* 10/10 - the bidder demonstrates they work closely with local communities delivering a positive impact (e.g. Voluntary service, financial or goods donation …etc.)
* 5/10 - the bidder demonstrates some low-level involvement/support of the local community.
* 0/10 - the bidder does not provide any support/development to the local community.

**N.B: supplier must attach the evidence that shows the company works closely with the local community.**

**SECTION 4 – COMMERCIAL QUESTIONS for 2023 GC and 2024GC (30PT is the sum of 2023 and 2024GC price offer)**

4.1. Price offer for the year 2023GC statutory Audit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **SPECIFICATION** | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
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| **OTHER COMMERCIAL CONSIDERATIONS** | | | | |
| **Duration for which pricing can be fixed** | |  | | |

**4.2. Price offer for the year 2024 GC statutory Audit.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **SPECIFICATION** | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
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| **OTHER COMMERCIAL CONSIDERATIONS** | | | | |
| **Duration for which pricing can be fixed** | |  | | |

***Note: The consultant can put its own remarks if they have a different thought for each requirement on the remark section.***

**SELECTION CRITERIA AND AWARD CRITERIA**

Total (Combined) scores, (technical, sustainability plus financial),

Note: The highest combined score of the above three criteria will be the winner for the assignment.

## **SECTION 5 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 1– Essential Criteria | | |  | | |
| 2 | Section 2– Capability | | |  | | |
| 3. | Section 3 – & Sustainability Questions | | |  | | |
| 4. | Section 4 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Section 1- Essential Criteria Evidence** | | Proof of qualification /Company Profile/ | | | |  |
| Past experience in the area of the assignment | | | |  |
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| **Section 2- Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Supporting Documents | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Section 3- Sustainability Questions** | | Proof of sustainability letter | | | |  |
| **Section 4- Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Completed financial proposal | | | |  |
|  | | | |  |
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| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |

**Annexes**

**Annex 1**

**Table-1: General/Relevant Experience of the Consulting Firm during the Last 5 Years**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. N | Name of the assignment | Name of the client | Address of the | Duration of the assignment | | | Total Cost of | Remarks |
|  |  |  | client |  | | | the assignment |  |
| From | To | Total |
|  |  |  |  | (Date) | (Date) | months | ETB (‘000) |  |
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**Annex 2**

**Table -2: Relevant Experience of the Consulting Firm's Professional Staff**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| S. No | Name of the | Qualification | Total years |  | Relevant experience | |  |  |  |
|  | staff | on | of  experience |  |  | |  |  |  |
| Name of assignment  Duration | Client | Position |  | Duration |  |
| From | To | Total month |
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