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Specifications – 2024/HR01/CC-01

Designation of an auditor in charge of external financial auditor for project “Health4AsylumsSeekers (CRO)”.

Mission Context

Médecins du Monde Belgium (MdM-BE) is an international medical development NGO, part of an international network. The organization provides medical assistance to vulnerable groups in Belgium and the rest of the world. It aims for universal health coverage where every person has access to care, without obstacles (financial, cultural, geographical, etc.). To achieve its mission, it is based on three pillars: Care, Support and Witness.

Médecins du Monde ASBL, through its office in Croatia is has been implementing project “Health4AsylumsSeekers (CRO)” (01st August 2023-30 April 2024), an emergency project supported by Rapid Response Fund, State Secretariat for Migration, Swiss Confederation. MdM-BE is looking for an auditor(s) to certify financial statement.

Description of the mission / Terms of Reference

Subject of this engagement is final project final audit covering the entire project duration to be conducted before 31st of July 2024.

The objective of this engagement is for the Auditor to verify that the expenditure claimed by the Beneficiary (Médecins du Monde ASBL) is accurate and eligible and to submit to the Beneficiary a report of factual findings with regard to the agreed-upon procedures performed. Eligibility means that the funds provided by the grant have been spent in accordance with the terms and conditions of the Project Agreement.

The auditor's role will be limited to reporting only factual findings that confirm whether:

- All costs as well as all receipts declared in the Final Financial Report are justified by the relevant supporting documents;
- All costs are incurred in the eligibility period in accordance with the Agreement.



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- Expenses incurred in a currency other than Euro have been converted in accordance with the provisions of the Agreement;
- Medecins du Monde ASBL has complied with the rules for accounting and record keeping in accordance with the Agreement.

The objective is further to obtain reasonable assurance Financial Report is free from material misstatement, whether due to fraud or error, thereby enabling the Auditor to express an opinion on whether the financial report was prepared, in all material aspects, in accordance with accounting principles defined by the Law in the project countries.

The Auditor will be responsible for performing the agreed-upon procedures as specified in the Terms of Reference and for submitting an audit report of factual findings.

In order to carry out this mission, MdM-BE is looking for candidates with following qualifications and experience:

- The company should have registered Certified Auditors in the audit team.
- The person appointed as the Audit Manager should be a Certified Auditor (registered accounting expert) in Croatia with at least 10 years of audit experience.
- The company should have at least one Certified Auditor (registered accounting expert) with EU/international recognized certification.
- The certified auditors should demonstrate audit experience of donor funded projects and / or international organizations.

The financial information contained in the audit report of the auditor is to be expressed in CHF. The audit report of and all other documents resulting from the audit engagement must be in English.

MdM-BE would like to draw the bidder's attention to the fact that :

- The services will be performed at **MdM office in Zagreb**;

Additional information on the project

Donor: Swiss Confederation, State Secretariat for Migration SEM, Rapid Response Fund

Project Title : Health4AsylumsSeekers (CRO)



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Duration of the implementation : 1 August 2023 - 30 April 2024

Person(s) responsible : Juliette Francine Nicole Delescluse, general coordinator Croatia

Mission planning

The services will be performed during the period from 01/07/2024 to 31/07/2024 and the final report must be submitted no later than 31/07/2024 .

Contact persons for the offer

Applications must be sent by email to the following address:

finassistant.croatia@medecinsdumonde.be.

For any information concerning this call for tender, you can contact :

- Matilda Protulipac, admin fin manager by email
finassistant.croatia@medecinsdumonde.be.

In case of withdrawal, or if you do not wish to respond to this invitation to tender, please inform us by email. Once the award decision has been made, the bidders will be informed in writing.

Evaluation of offers

The following analysis grid will enable MdM-BE to evaluate the offers received. The Organisation will assign a certain value to each criterion. On the basis of the evaluation of all these criteria and taking into account the value attributed to each, the contract will be awarded to the bidder with the **most advantageous offer**.

These criteria are given as an indication to enable candidates to draw up the most complete offer possible. MdM-BE reserves the right to modify and/or add any criteria in order to make the evaluation as meaningful as possible.

Example for the offer:

N°	Description	Weighting
1	Price	/50



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	<i>Score given to the offer = (lowest offer price / offer price) * weighting of the price criterion</i>	
2	Passing in front of a panel	/50
	<i>The various bidders will develop how they intend to carry out the mission as defined in this specification. The presentation must be accompanied by a written support and must allow the quality of the proposed solutions to be evaluated.</i>	
2.1	Methodological approach	/20
	<i>Approach and methodology applied to the realization of the consultancy mission</i>	
2.2	Experience	/30
	<i>Experience of the consultant in the associative sector and in partnership with organizations and donors</i>	
Total weighting of award criteria		/100

Content of the Offer

The submission package must include

- A **technical offer** including the applicant's updated CV* and a description of the methodological approach envisaged to answer the questions and objectives outlined above, as well as a detailed timetable.
- A **financial offer including** a detailed financial proposal in EUR including in particular all envisaged costs.

*The bidder's CVs should clearly and in detail (organization, type of services and period of services) indicate similar experiences.

The bidder's attention is drawn to the fact that the total lump-sum price relates to one mission, it includes the fees and expenses inherent to the missions (travel and subsistence expenses).

The candidate's offer, the documents attached to it and the documents exchanged are written in English.

By submitting its offer, the bidder accepts all the clauses of the Specifications and waives all other conditions. If the contracting authority finds, during the analysis of the bids, that the bidder has added conditions that make the bid imprecise, or if the bidder expresses reservations about the conditions of the Specifications, the contracting authority reserves the right to consider the bid substantially irregular.



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Deadlines

Offers must reach the contact person by e-mail by **27/06/2024 at 24.00 hrs** at the latest.

Applicants will be notified of the outcome of the procedure on **28/06/2024**.