



# samusocialInternational

## Terms of references Financial Audit for the project:

*«Strengthening the national system of the protection of vulnerable children and youth in street situation in Cairo, including the creation of an emergency shelter»*

Convention CEG 1152 01 C

### Generalities:

**Entity:** « Samusocial International »

**Object:** Project audit: “Program to strengthen the national system for the protection of very vulnerable children and young people in Cairo including the creation of an emergency accommodation center”.

**Period to be audited:** July 01, 2023 to June 30, 2026

**Deadline for submitting offers:** September 30, 2024

**Estimated start date:** April 2025 for the interim audit and October 2026 for the final audit

**Audit locations:** Cairo – Egypt, most of the expenditure being made in Egypt (parts in Arabic). As certain expenses are incurred in France, scanned copies of French invoices covering these expenses must also be examined and audited.

## Table des matières

I.	Foreword.....	3
II.	Project description .....	3
III.	Objective of the audit.....	5
IV.	Organization of the audit.....	6
	IV1. Methodology and approach of the audit.....	6
V.	Procedure and scope of the audit.....	6
	V1. Scoping meeting with the auditor .....	6
	V2. Carrying out and reporting the financial audit.....	6
VI.	Reports to be submitted.....	7
VII.	Reference documents .....	7
VIII.	Technical and financial proposal.....	8
IX.	Processing of the applications .....	8
	IX.1 Bid evaluation.....	8
	IX.2 Budget.....	9
X.	Bid submission.....	9
XI.	Annexes .....	10
	XI.1 Project Budget	
	XI.2 Questionnaire to be completed by the auditor and submitted to the French Development Agency .....	11
	XI.3 Integrity, eligibility and environmental / social commitment declaration form .....	15
	XI.4 Form for LCBFT screening of service providers and suppliers.....	17

## I. Foreword

Since 1998, Samusocial International has supported the creation and development of medico-psychosocial assistance systems for people experiencing social exclusion in large cities around the world. Composed at the head office in France of a technical and management team of 8 persons, it revolves around the values and the Samusocial method, a network which today is made up of more than fifteen devices

Children and Youth in Street Situations (CYSS) in Egypt are exposed to many forms of abuse and exploitation (physical, sexual, psychological and emotional). They do not have access to their basic rights such as the right to health, the right to education and the right to identity. Samusocial International (SSI), through its office in Egypt, Samusocial International Egypt (SSIEG), has been working directly with CYSS since 2008 and supports them at the social, medical, psychological and legal level. The actions also target partner NGOs and structures active in the field, public authorities, students and the general public.

## II. Project description

The project aims to provide children and young people at risk of great vulnerability and in street situations in Cairo, particularly pregnant girls and young mothers, with support adapted to their specific needs. The night rounds carried out by the SSIEG team provide medical, psychosocial and legal support and allow the identification of needs and referral to appropriate services; the night round is targeting women takes their specific needs into consideration. The creation of an emergency accommodation center offering medical and/or psychosocial care will respond to a gap that puts children in danger. The days dedicated to young mothers and their children in the two-day reception centers make it possible to cover their essential needs as well as provide the legal support necessary to access the right to identity. Monitoring the individual project of young people in three government centers will avoid dry outings. Strengthening skills, especially on the specific issues of girls and young mothers, will allow better care adapted to each individual. Advocacy and awareness-raising work will provide a better understanding and perception of the problem.

**The table describes the project funded by AFD:**

Duration	Three years
Total contractual budget	1 372 198 € (contractual budget) / 1 258 051(revised budget)
Location	Cairo - Egypt
Objectives of the action	<u>Overall objective:</u> Develop protection responses for children and young people at risk of great vulnerability and in street situations in Cairo, taking into account the specific needs of pregnant girls and young mothers with children. <u>Specific(s) Objective(s):</u> <u>Specific Object 1:</u> Provide children and young people at risk of great vulnerability and in street situations in Cairo, in particular

	<p>pregnant girls and young mothers, with support adapted to their specific needs.</p> <p><u>Specific Object 2:</u> Contribute to societal recognition of the problem of CYSS, in particular pregnant girls and young mothers</p>
Direct beneficiaires	Children, young women and men (0-30 years) in street situations, with specific support for pregnant girls, young mothers and their babies; professionals in the care of children and young people in street situations (public and civil society actors), child protection and social solidarity actors (CSO and MoSS – Ministry of Social Solidarity).
Indirect beneficiaires	General public, in particular students and young people (change agents), neighboring populations of children's places in Cairo, civil society organizations, public authorities.
Expected results	<ul style="list-style-type: none"> <li>•<b>R1.1</b> An emergency shelter for medical and/or psychosocial reasons is created in co-management with the NGO ARK for children and young people at risk of great vulnerability and in street situations, in particular pregnant girls and young mothers.</li> <li>•<b>R1.2</b> CYSS in Cairo especially pregnant girls and young mothers, are helped in their places of residence/survival and/or by referral to specialized services, day care centers or emergency shelter.</li> <li>•<b>R1.3</b> The teams of the SSIEG and its partners know and better understand the specific problems of girls and young mothers on the legal and societal levels and have a better perception of them.</li> <li>•<b>R1.4</b> Civil society and public actors, notably from the MoSS, are informed, trained and mobilized against the exclusion of EJSR in Egypt, with particular attention paid to the situations of pregnant girls and young mothers.</li> </ul>
Main activities	<p><b>A 1.1.1.:</b> Define the terms and procedures for co-management of the emergency shelter by SSIEG and ARK.</p> <p><b>A1.1.2:</b> Create and equip the 2 units of the emergency shelter, one for girls and the other for boys.</p> <p><b>A1.1.3:</b> Recruit the center's operating teams and ensure their training on the issue of CYSS, especially girls and women, as well as on child protection.</p> <p><b>A1.1.4:</b> Establish and implement the operational and functional system of the center with the identification, admission, accommodation and monitoring procedures for each child or young person to help them with their specific problems.</p> <p><b>A1.2.1:</b> Provide 5 weekly SSIEG night rounds, including one specifically dedicated to girls and young mothers, for medical, social and legal care, psychological and educational support for CYSS, referral to day care centers and emergency shelters for cases requiring it. The ARK team can also, through its rounds on foot around it's day reception center as well as by reporting from its network, identify cases which require referral to the emergency accommodation center.</p>

	<p><b>A 1.2.2:</b> Provide permanent reception for CYSS in centers open during the day (ARK, Banati and Caritas day reception centers) by developing activities adapted to their needs, particularly dedicated to sexual and reproductive health and maternal and infantile protection.</p> <p><b>A 1.2.3:</b> Provide emergency accommodation for CYSS requiring it, with particular attention paid to the situations of pregnant girls and young mothers.</p> <p><b>A 1.2.4:</b> Ensure on-call services in government centers, where beneficiaries with breaking the law are likely to find themselves on the street to identify cases of medical and psychosocial emergencies requiring support, support them in their social integration process and their individual project, or even towards emergency accommodation.</p> <p><b>A2.1.1:</b> Carry out a study of the legal system and the actors in the care of young mothers and their children in Egypt.</p> <p><b>A 2.1.2:</b> Contract a consultant specializing in gender issues to support the teams of the SSIEG and its partners in the process of changing the perception of girls and young mothers in street situation, with long-term monitoring of the evolution of their knowledge, attitudes and practices throughout the duration of the project, as well as to give them tools to work on changing these perceptions within Egyptian society.</p> <p><b>A2.2.1:</b> Technically support and train the professional teams of the partners, including the MoSS, and strengthen the skills of the SSIEG and ARK team on the issue of CYSS and their social, psychological and legislative needs, in particular pregnant girls and young mothers.</p> <p><b>A2.2.2:</b> Organize and lead coordination and consultation meetings with the MoSS and the various NGOs working with CYSS to share know-how and experience and contribute to better care for pregnant girls and young mothers.</p> <p><b>A 2.2.3:</b> Organize 1 seminar for professionals to discuss the issues as well as possible solutions in response to the specific needs of pregnant girls and young mothers, including raising awareness and improving their access to existing services.</p> <p><b>A 2.2.4:</b> Organize a conference (based on the results of activity 2.1.1) in order to highlight to decision-makers, in particular the MoSS, the needs and constraints of pregnant girls and young mothers in street situations, in particular for avoid dry exits from government centers.</p>
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### III. Objective of the audit

The project implemented by Samusocial International, financed of 43.73% by AFD, must be subject to a final external financial audit for expenses incurred within the project. The search for the external auditor is the objective of the terms of reference presented here.

The selected auditor will have to express a professional and independent opinion on the financial report prepared by Samusocial International for the expenses implemented within the framework of the project. The auditor should:

- Respect the list of checks to be carried out, presented in the appendix,
- Ensure the compliance of the financial report with the model required by AFD,
- Ensure the eligibility of expenses incurred during the project and reported in the financial report,
- Decide on compliance with the procedures listed in the financing agreement with AFD and in the methodological guide of AFD's support system for NGOs (<https://www.afd.fr/fr/les-organisations-de-la-societe-civile>)
- Certify the financial report to be presented to AFD

## **IV. Organisation of the audit**

### **IV1. Methodology and approach to the audit**

The consultant will propose a methodological framework for carrying out this audit. This should in particular specify the sampling methodology to ensure the representativeness of the expenditure to be controlled at the global level and for each budget heading.

### **IV2. Location of intervention**

The interventions will take place mainly in Cairo - Egypt, at the headquarters of Samusocial International Egypte, 11 Street 251, Maadi. As some expenses are incurred in France, the scanned copies of invoices covering these expenses must also be examined and audited.

## **V. Procedure and scope of the audit**

The audit will take place in two stages

### **V1. Scoping meeting with the auditor**

This meeting should be held in the month following the signing of the audit contract. The main objective of this meeting is a good understanding by the NGO of the scope and modalities of audit control. It should enable it to strengthen the internal procedures essential to meeting its contractual obligations in order, in the long term, to facilitate the auditor's control work and to limit as much as possible the rate of ineligible expenditure noted at the end of project implementation. This meeting can also allow the auditor to make recommendations to the NGO at the start of the project.

### **V2. Carrying out and reporting the financial audit**

The examination will include as main tasks:

- Ensure that all expenses have been incurred in accordance with the provisions provided for in the Financing Agreement and in the methodological guide of AFD's support system for NGOs, with particular interest on commitments relating to procurement.
- Check the eligibility criteria for expenses reported in the financial report
- Check the resources allocated to the project and the correct allocation of expenses by donor.

The eligibility criteria for expenditure are mainly the following:

- The expenses were actually incurred during the period covered by the Financing Agreement.

- Expenses incurred were budgeted and are classified in the correct budget category.
- The expenses incurred were necessary for the implementation of the project.
- The expenses incurred and reported in the financial report have been recorded and allocated to the project in the accounting system of Samusocial International or in that of its partners in accordance with the accounting standards applicable in the country of establishment of the latter and with usual accounting practices.

The auditor will perform all of the verifications mentioned in the checklist in Annex 2. If certain points could not be verified, this should be specified and the reason given in the management letter.

The audit will be carried out in two stages, as indicated in the following part (reports to be provided).

## **VI. Reports to be submitted**

At the end of the scoping meeting described in part VI, the auditor will write, in complete independence, a scoping document which will explain his main work plan for the implementation of the financial audit.

The final audit will be carried out in two stages, at the end of period 1 of the project (31<sup>st</sup> December, 2024) and at the end of period 2 of the project (30<sup>th</sup> June, 2026). The first audit report must be provided within one month after the end of the interim audit mission; this is a report that will remain internal. The second audit report, which will be the final audit report covering the entire project and which will be sent to AFD, must be provided to Samusocial International before six months following the end of period 2 of the project, before 31<sup>st</sup> December 2026, (the precise date will be decided by mutual agreement between the parties during the scoping meeting). This second report must take into account the proper execution of any recommendations from the 1st audit report, and the verifications carried out on period 1 of the project. The two audit reports must imperatively justify the verification of expenditure, provide comments on each of the controls (the final report bringing it all together). They must indicate the amount of expenses declared ineligible (also commented for each expense concerned). The competitive bidding procedures, retrocessions and valuations must also be evaluated and commented on.

The checklist (see annex) must be appended, completed and signed to the audit reports. This list should be used during the performance of the audit.

A management letter setting out the main conclusions of the expenditure verification report and formulating the main recommendations.

**All these deliverables must be submitted in English.**

## **VII. Reference documents**

- Project financing agreement between Samusocial International and AFD
- The methodological guide for AFD's support system for NGOs (<https://www.afd.fr/sites/afd/files/2020-04-10-34-35/guide-methodologique-initiatives-avril-2020.pdf>)
- Agreements between Samusocial International and each project partner
- Technical documents of the project

- The financial report of the project (interim as of December 31, 2024 and final as of June 30, 2026)
- Detailed project budget
- The supporting documents necessary for the verifications

### **VIII. Technical and Financial proposal**

The consultant invited to tender must provide the following elements to Samusocial International and Samusocial International Egypte:

1. The technical offer which should include the following:
  - The methodology proposed for conducting the audit
  - References and experiences of the consultant (maximum 3 pages);
  - The CV of the expert(s) and the distribution of responsibilities;
  - The estimated schedule as well as an estimate of the man/days.
2. The financial offer which should include the following:
  - The total costs of the audit in EUR including tax
  - Payment terms (Schedule)
3. Consultant profile :
  - The partner signing the report must be an expert /certified accountant and member of professional associations of Chartered Accountants.
  - Associated staff must have experience in project audits financed by French public donors.
  - Application of recognized professional standards (IFAC, IDEAS, ...)
  - Ability to audit documents in Arabic (Egypt), to exchange (scoping meeting and SSI/SSIEG exchanges) and produce the final report in English.
4. The Declaration of integrity, eligibility and environmental and social commitment completed and signed by the authorized person. (annexe XI.3).
5. The LCBFT screening sheet for service providers and suppliers (appendix XI.4).

### **IX. Processing of the applications**

#### **IX.1 Application evaluation**

The Consultant will be chosen by the selection method based on quality and cost:

- Technical offer: understanding of TOR, methodology, experiences of the consultant (s)
- Financial offer: daily rates, number of days offered, additional costs, global offer corresponding to the available budget

The technical evaluation of eligible offers (i.e. complete offers whose technical and financial proposal meets the conditions listed in Part VIII) will follow the following evaluation grid:

<b>CRITERIA</b>	
<b>TECHNICAL OFFER</b>	<b>60%</b>
Understanding of TOR / Presentation of the methodology used	10%



References and experiences of the consultant	30%
<i>NGO structures Audit experience 10%</i>	10%
<i>International projects audit experience 10%</i>	10%
<i>Experience in public funding audit 10%</i>	10%
CV of the expert (s) / sharing of responsibilities	10%
Provisional schedule of intervention / estimate of in man/days	10%
<b>FINANCIAL OFFER</b>	<b>40%</b>
<b>TOTAL</b>	<b>100%</b>

Once the offers have been received and analyzed, the contractors reserve the right to negotiate the proposals with the shortlisted candidates. The contractor also reserves the right not to select any candidate if no offer is deemed satisfactory.

Any information concerning the project and included in the documents of this call for tenders or provided separately must be treated with strict confidentiality by the service provider. Applicants agree not to disclose or publish any information relating to this call for tenders. Likewise, any document provided by the service provider will be considered confidential.

## **IX.2 Budget**

The total amount of the budget offer cannot exceed €9,000 including tax.

The budget proposed by the auditor must include all of his expenses, all taxes included and all field missions included (in particular: fees, local travel costs, materials necessary for taking notes, development, production and distribution of the report and all costs inherent in the conduct of the audit mission, including the printing of brochure copies of the audit report).

## **X. Bid submission**

Offers must be sent **by email, in English**, with the subject reference: AFD Egypt audit, to the following address:

egypte@samu-social-international.com with request for acknowledgment of receipt.

Deadline for sending applications: September 30, 2024



## XI.2 Audit verification checklist

Questionnaire to be completed by the auditor and submitted to the French Development Agency

### AUDIT VERIFICATION CHECKLIST

The auditor selected through the call for tenders undertakes to carry out all of the following verifications, and to **attach this list, completed and signed, to the financial audit report**. If some items could not be verified, please specify and explain the reasons in the management letter.

Auditor (name/status/address):
Certification/qualification:
CSO or partner audited:
Dates of audit:
AFD Agreement No.
Amount audited:
Tranches:

1. INSPECTION QUESTIONS	Yes, the item was verified	Add a comment if the item could not be verified
<b>1.1. Inspection methods</b>		
Was a preparatory meeting held between the auditor and the CSO within the first 12 months of project implementation?		
Was the sampling of expenditures to be verified defined independently by the auditor?		
Does the expenditure sample to be verified exceed 50% of total expenditures for the project?		
Was a significant amount of each budget heading audited?		
Did the auditor verify locally managed expenditures? If so, please explain the method of inspection (travel to the field, collaboration with a local audit firm, transfer of local documents to the head office, etc.)?		
<b>1.2. Contractual obligations</b>		
Do contractual documents (application form, funding agreement, partnership agreement) exist; are they signed and dated?		
Is there a clear system of accounting and financial management? Have the responsibilities of the CSO, project coordinators, management and financial controllers been clearly defined?		
Have the provisions provided for in the agreement as well as those in the methodology guide in force at the time of granting been complied with?		
<b>1.3. Analysis of funding plan</b>		

Has the ceiling for in-kind resources (25% of the total project budget) been heeded? Please note that in-kind resources may not be included in the contributions of AFD or French ministries.		
Have the procedures for calculating in-kind resources, as explained in the methodology guide, been heeded?		
Has the contractually agreed budget been heeded overall, within the limits of the rules set out per budget heading and partner?  If you have noticed a deviation of 20% or more from the initially planned total of a budget heading in the comprehensive funding plan for the project, has AFD issued a NON regarding this deviation?		
In the expenditure table, have the ceilings provided for in the methodology guide been heeded: - The “Miscellaneous and unforeseen” heading is capped at 5% of total direct project costs (excluding administrative and structural costs) - If the CSO has a specific “head office staff dedicated to the project” line in the “support and monitoring” budget heading, administrative costs are capped at 10% of the direct costs of the project - If the CSO has declared administrative costs of up to 12% of the direct costs of the project, has it been verified that the “support and monitoring” budget heading includes only the mission expenses of head office staff (per diems and transport costs)?		
Have partners and stakeholders benefiting from retrocessions greater than €5,000 systematically been reported to the AFD?		
<b>1.4. Accounting system verification</b>		
In the CSO's accounting, is there an analytical code dedicated to the income and expenditures generated by the project?		
Can the amount indicated in the execution report be reconciled with a list of expenditures taken from the accounting system?		
Does the registration system make it possible to match each expenditure with an invoice or accounting document of equivalent probative value?		
Does the registration system make it possible to match each expenditure with a proof of payment (usually a bank statement, bank transfer confirmation, receipt)?		
<b>1.5. Monitoring of expenditures</b>		
<b><u>Compliance with applicable legislation</u></b> - Have national and European rules been complied with? - Is the procurement process compliant with regard to: ▪ European and national/internal procurement rules and those provided for in the agreement.		

<ul style="list-style-type: none"> <li>▪ Documentation regarding compliance with the procedure set out (tenders, rejection letters, notification, contract).</li> <li>▪ Have the principles of transparency, non-discrimination, equal treatment and fair competition been complied with?</li> </ul>		
<p><b><u>Monitoring of eligibility of expenditures</u></b></p> <ul style="list-style-type: none"> <li>- Do expenditures meet the eligibility criteria set out in the methodology guide?</li> <li>- Is there a guarantee that the expenditure has not already been subsidised by another source of funding (EU, regional, local or other) that was not declared in the funding plan? Are there mechanisms in place to prevent double funding?</li> </ul>		
<p><b><u>Payroll expenses</u></b></p> <ul style="list-style-type: none"> <li>- Are expenditures indeed related to CSO employees or otherwise justified by actions provided for in the agreement?</li> <li>- Are payroll expenses justified by documents such as employment contracts, pay slips (or any other documents of equivalent probative value), proof of payment, details of the calculations for determining staff unit cost (day, Week, month), tally sheets, time sheets specific to the project?</li> <li>- Is the calculation based on actual costs (gross salaries + employer's contractual obligations for the employee who actually worked on the project)?</li> <li>- When staff do not work full-time on the project, is pro rata calculation based on a traceable and verifiable method?</li> </ul>		
<p><b><u>Travel and lodging</u></b></p> <ul style="list-style-type: none"> <li>- Have travel, per diem and lodging expenses been reported in accordance with internal regulations established by the CSO?</li> <li>- Are the journeys concerned by these expenses justified by the objectives of the project as provided for in the initial application?</li> <li>- Is travel limited to the geographical areas covered by the project? If outside these areas, were they explicitly approved by the AFD?</li> <li>- Les dépenses de déplacement et d'hébergement sont elles-exclusivement liées à des voyages effectués par des intervenants du projet identifiés par l'OSC ou ses partenaires ?</li> </ul>		
<p><b><u>Equipment expenses</u></b></p> <ul style="list-style-type: none"> <li>- Was equipment purchased originally foreseen in the funding application? If not, did the AFD issue a NON in accordance with the provisions set out in the methodology guide (materiality threshold &gt; €10,000 for “field” projects and “public interest” projects)?</li> <li>- In the event that a material asset is valued, is the depreciation method in line with that provided for in the internal procedures guide?</li> </ul>		

<p>- If the material was not used only for the Project, does the cost allocated to the project represent only part of the actual cost? Is this share calculated on a fair and justified basis?</p>		
<p><b>External expertise</b>  - Are expenditures linked to the items provided for in this budget line according to the characteristics mentioned in the funding application?  - Was the use of external expertise carried out in accordance with the rules for competitive tendering and award procedures stipulated in the agreement?</p>		
<p><b>Exchange rate</b>  - Was the conversion method applied by the CSO explained and the rate verified?  - Does this method comply with the provisions of article 3.2.3 of the agreement?  - Has the beneficiary specified how it will use the amounts generated by foreign exchange gains and offset the exchange losses during the project implementation period?</p>		

<p><b>2. EXPECTED DELIVERABLES</b></p>	<p><b>Yes, the deliverable has been transmitted to AFD</b></p>	<p><b>No (please explain)</b></p>
<p>An audit report, providing comments on each inspection, as well as the amount of ineligible expenditures, and in particular including an evaluation of calls for tenders, retrocessions and valuations carried out during the project.</p>		
<p>A management letter reflecting the main conclusions of the expenditure verification report and making key recommendations.</p>		

### **XI.3 Integrity, eligibility and environmental / social commitment declaration form**

Bid name \_\_\_\_\_ (the “Market”)

To \_\_\_\_\_ (“Commissioner”)

1. We, hereby, certify and concede that AFD (Agence Française de Développement) funds commissioned projects under terms defined in the funding agreement with the Commissioner, which becomes the sole legal link between AFD, our firm, group and subcontractors. The Commissioner remains the sole responsible authority in charge of procurement preparation and implementation.

2. We, hereby, declare that neither we, nor any of our group members or subcontractors, have ever been subject to any of the following:

2.1 Filed for bankruptcy, liquidation, judiciary ruling, bail, suspension of activity or similar situation resulting of the aforementioned procedures

2.2 Been subject to sentencing for the past five years in the country of the project pertaining to any of the activities in Articles 6.1 to 6.4 or for any felony pertaining to procurement or implementation thereof<sup>1</sup>

2.3 Been listed among the United Nations, European Union and/or France’s financial sanctions imposed on terrorist groups or organizations threatening international peace and security

2.4 Committed over the past five years any professional misconduct pertaining to procurement or implementation thereof

2.5 Failed to comply with social security or tax payments as required by the legal rulings in the respective countries where we are operating as Commissioners

2.6 Been subject, over the past five years, to conviction by court ruling for any activity pertaining to Articles 6.1 to 6.4 or for felony related to any AFD-funded procurement or implementation thereof

2.7 Been subject to rejection or debarring by the World Bank since May 30, 2012 or listed on the World Bank debarring e-list published at <http://www.worldbank.org/debarr><sup>2</sup>

2.8 Been found guilty of false declaration related to information on procurement

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<sup>1</sup> In the event of such a conviction, you can attach additional information to this Declaration of Integrity which will allow you to consider that this conviction is not relevant in the context of the contract financed by AFD.

<sup>2</sup> In the event of such an exclusion decision, you can attach additional information to this Declaration of Integrity which will allow you to consider that this exclusion decision is not relevant in the context of the contract financed by AFD.

3. We, hereby, declare that neither we, nor any of our group members or subcontractors, have ever been subject to any of the following conflict of interest situations:

3.1 Acting partner in controlling the Commissioner or subsidiary thereof, except for conflicts of interest reported to AFD and satisfactorily resolved,

3.2 Been in business or family relations with the Commissioner members involved in the selection or control of the Commissioning, except for situations reported to AFD and satisfactorily resolved

3.3 Controlled or been controlled by another bidder, been placed under the control of the same firm as another bidder, been subcontracted by another bidder, had the same legal representative as another bidder, had direct or indirect relations with another bidder enabling us to access information on the respective offers, influencing or influencing the Commissioner decisions

3.4 Been involved in counseling missions which, by their very nature, may prove to be conflicting with our missions related to the Commissioner

3.5 Been involved in procurement processes where:

i. We have undertaken or been associated with a consultant preparing the specifications, plans, calculations and other documents related to the current bid

ii. Been or any of our subsidiaries or subcontractors currently or duly assigned by the Commissioner involved in the supervision or control of the Commissioning works.

4. We, hereby, declare that we – if considered a public institution or body – are legally and financial autonomous and in full compliance with Commercial Law rules.<sup>3</sup>

5. We hereby pledge to provide the Commissioner with any changes that may arise pertaining to Items (2) to (4) above, in which case the Commissioner shall duly inform AFD.

6. Pertaining to procurement and implementation of the Commissioning, we declare the following:

6.1 We have never committed nor will be committing any disloyal deliberate acts (actions or omissions) likely to mislead, intentionally hide elements, distort consent, subvert legal obligations or rulings and/or violate internal regulations with the aim of obtaining illicit benefits

6.2 We have never committed nor will be committing any disloyal deliberate acts (actions or omissions) contrary to our legal obligations or rulings or in violation of our internal regulations with the aim of obtaining illicit benefits

6.3 We have never nor will we promise, offer or grant – directly or indirectly – any illicit advantage to any of the following with the aim of favoring or refraining from his/her official duties:

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<sup>3</sup> Article to be deleted if necessary in the event of a contract concluded with a public company without a call for competition.



- i. any individual with a legislative, executive, administrative or judiciary mandate affiliated to the Commissioner – whether nominated or elected, permanent or temporary, paid or volunteer staff, irrespective of his/her hierarchal status
- ii. any public servant – working in a public institution or body or providing public services
- iii. any individual defined as public servant in the country of the Commissioner

6.4 We have never nor will we promise, offer or grant – directly or indirectly – any illicit advantage under any form to any individual managing or working for a private sector institution, with the aim of favoring or refraining from his/her official duties in violation of his/her legal, contract or professional duties

6.5 We have never nor will we commit any action likely to influence the procurement process harming the Commissioner. This involves any unfair competition activities likely to limit, constrain or distort competition by limiting procurement or free competitive practices by other firms

6.6 We, or one of the members of our group, or one of the subcontractors will not acquire or supply any equipment and will not intervene in sectors under United Nations, European Union, or France embargo.

6.7 Both our subcontractors and we pledge to respect international environmental and social norms, including ILO fundamental rules and international agreements on environmental protection pertaining to procurement. In addition, we pledge to implement environmental and social risk mitigation measures indicated in the environmental and social management plan (or in the environmental and social impact note of the Commissioner).

7. We, hereby, authorize, along with our group members and subcontractors, AFD or its assigned auditors to verify and inspect accounting documents and procedures pertaining to procurement.

Name \_\_\_\_\_ Position \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Officially entitled to sign on behalf of<sup>4</sup> \_\_\_\_\_  
 Date: \_\_\_\_\_ Day \_\_\_\_\_

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<sup>4</sup> In case of a corporate group, kindly mention the ‘Group’ name. The person authorized to sign on behalf of the bidder shall enclose the Power of Attorney granting him/her such authority.

## XI.4 Form for LCBFT screening of service providers and suppliers

### Screening form for service providers and suppliers

Non-profit organizations receiving French or European public funds are entitled to obligations to avoid money laundering and the financing of terrorism. These measures are part of the implementation of European directives and United Nations Security Council sanction regimes on the fight against money laundering and the financing of terrorism, and their application in the French legislation.

As a consequence, Samusocial International has to "screen" its service providers and suppliers. "Screening" is understood as a process designed to verify, prior or during the execution of an operation, that a natural person or legal entity, recipient of funds or economic resources, is not on the lists of restrictive measures<sup>5</sup>, which could constitute a cause for exclusion.

All service providers and suppliers to Samusocial International are therefore asked to indicate on this form the data that will enable them to be "screened". By completing and signing this form, the service provider or supplier agrees to have his or her data screened by Samusocial International. He also undertakes to notify any change of manager or data during the course of the mission.

The results of the screening will be kept by Samusocial International for the legal retention period for administrative and accounting documents relating to the financing contracts concerned; they may be presented in the event of verification by any authorized authority or during audits on the use of French or European public funds. Under no other circumstances will they be passed on to third parties by Samusocial International.

Company name	
Head office address	
Country and national registry number	
Surname, first name, date and place of birth, nationality of principal executive officer	

Made in \_\_\_\_\_, on \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

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<sup>5</sup> <https://data.europa.eu/data/datasets/consolidated-list-of-persons-groups-and-entities-subject-to-eu-financial-sanctions?locale=fr>  
<https://scsanctions.un.org/search/>  
<https://gels-avoirs.dgtresor.gouv.fr/List>