



Terms of references for project financial audit TOWARDS EQUALITY

Entity : Empow'Her Global

Subject : Audit of TOWARDS EQUALITY Project

Project to empower women and communities in Bosnia-Herzegovina to inform new regional strategies and promote gender equality in Eastern Europe (funding agreement CBA 1003 01 M)

Period to be audited : from 1/08/2024 to 1/07/2027

Deadline for bids: September 2024, the 23rd

Estimated starting date: October 2024, the 21st

Audit locations: Paris (France), Sarajevo (Bosnia-Herzegovina) and remotely

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I. Empow'Her Global presentation

Empow'Her Global is a law 1901 association, headquartered at 82, rue du Faubourg Saint Martin, 75010 Paris, France, which has been working since 2013 to empower women around the world by strengthening their entrepreneurial capacity. Our approach is based on the fact that unequal access to economic resources and entrepreneurship is part of the continuum of gender-based violence, and that we must act at all levels to transform the entrepreneurship sector into a more inclusive ecosystem, where women exercise their full potential, bringing about a societal paradigm shift. Convinced that entrepreneurship is a powerful lever for emancipation, we implement innovative and context-specific support programs to strengthen women's decision-making and entrepreneurial capacities, enable them to invest and be recognized for their crucial role in the economy, and contribute to the dissemination of new inclusive and empowering narratives.

II. Partner's presentation

The project takes place in Bosnia-Herzegovina, and more widely in Eastern Europe.

For the deployment of these activities, the project is launched with ZENE ZA ZENE INTERNATIONAL, a Bosnian law association, headquartered at Alekse Šantića 2, 71 000 Sarajevo, Bosnia and Herzegovina,

Zene Za Zene International was formally registered in 2003, but had already been active since 1994 as the Bosnian branch of the Women for Women International (WfWI) network - focused on women's action and support in times of conflict. Since its institutionalization, ZZI has been providing support and guidance to women in BiH, with the aim of improving their economic, political and social situation and enabling them to participate fully in decision-making, both in their families and in their communities.

III. Description of the project

The Towards Equality project aims to boost egalitarian, inclusive and feminist dynamics in Eastern Europe, in particular in Bosnia-Herzegovina, where the current geopolitical, economic and social contexts are severely hampering women's rights and the fight against gender inequality.

Our approach is based on two principles :

- Reinforce women's economic emancipation and stimulate a collaborative dynamic favoring gender equality in Bosnia-Herzegovina through the creation and management of a Third Space in Sarajevo and the development of an entrepreneurship support program ;
- Encourage the establishment of women's empowerment strategies on a European scale through data production (study, impact, mapping of players), learning communities with

other Eastern European organizations setting up, and the organization of a forum at the end of the project.

In order to strengthen all these dynamics simultaneously and sustainably, the project integrates interventions at individual, community and societal levels, and will target both women in BiH, and the feminist and entrepreneurial ecosystems engaged in promoting gender equality in Eastern Europe.

Presentation of the project financed by AFD

Duration	36 months
Contractual global budget	1 500 000 € including 80% financed by AFD (1 200 000€)
Locations	Bosnia-Herzegovina & Eastern Europe
Topics	Women entrepreneurship, gender equality
Target	Women entrepreneurs and entrepreneurial projects, feminist and entrepreneurial ecosystems in Eastern Europe
Objectives	<p>General objective: Empower women and communities in BiH to inform new regional strategies and promote gender equality in Eastern Europe.</p> <p>Specific objectives :</p> <ul style="list-style-type: none"> • SO1: Strengthen the economic emancipation of women and stimulate a collaborative dynamic promoting gender equality in Bosnia-Herzegovina through the creation and running of a Third-Place in Sarajevo. • SO2: Encourage the establishment of coordinated strategies for women's empowerment at European level through the production of data and the creation of learning communities of CSOs.
Direct beneficiaries	<ul style="list-style-type: none"> • 1,350 women taking part in training, information and networking activities to develop their entrepreneurial skills and resources in BiH (women from urban and rural areas seeking new economic opportunities), including 220 benefiting from the support programs described in A.2.2 ; • 1,000 active users of the Third space • 5,000 people benefiting from awareness-raising activities in BiH ; • 15 CSOs taking part in communities of practice; • 21 CSOs taking part in Learning Expeditions; • 500 Forum participants.
Indirect beneficiaries	<ul style="list-style-type: none"> • Relatives and families of the women who benefit from the support programs • 70 experts, coaches, mentors and trainers; • More than 80 CSOs and third parties consulted, mobilized and made visible by the project. • The 5,000 participants in the Festival <i>Agir pour un Monde féministe</i> (Act for a Feminist World)

	<ul style="list-style-type: none"> • Global feminist civil society, which will benefit from the dissemination of the project's research findings
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Specific objectives, results, activities and associated monitoring indicators

Overall objective: empower women and communities in BiH to inform new regional strategies and promote gender equality in Eastern Europe.		
Résultats	Activities	Related indicators
R1: A third place dedicated to gender equality provides a safe space for women to gain knowledge and access opportunities	A.1.1. Opening and sustainable management of a "Sist'Her" third-place in Sarajevo dedicated to gender equality	<p>Indicators for monitoring R1 activity :</p> <ul style="list-style-type: none"> • 1 SH Sarajevo third space is inaugurated and open to the target public • 1,000 active users of the space over the duration of the project • 5 individuals meet at least 3 times during the project as part of the Programming Committee • 1 inclusive and shared governance strategy is produced, including a reflection on the participation of the site's users • Number of awareness-raising events organized at SHS • Number of impressions and reactions to publications on social networks • 1 dedicated sales area at SHS • Number of actions and events promoting the products and services of Sist'Her entrepreneurs <p>R1 result indicators :</p> <ul style="list-style-type: none"> • Number of legal entities and individuals mobilized around the Third-Party Space • % improvement in perception of gender issues in Bosnia.
	A.1.2. Mobilisation of key players in the entrepreneurial and feminist ecosystem	
	A.1.3. Raising awareness on gender equality issues among target audiences through a rich and varied programme promoted by SHS	
	A.1.4. Setting up sales and promotional areas within SHS to facilitate access to the market for women entrepreneurs (particularly from R2)	
R2: A wide range of services and support provided by SHS and dedicated to women entrepreneurs enables the emergence of new projects and new alliances.	A.2.1. Design of support programmes, production of training materials and identification of trainers	<p>Indicators for monitoring R2 activity :</p> <ul style="list-style-type: none"> • 1,425 women take part in entrepreneurial school activities • 75 women take part in the incubation program • 225 women taking part in bootcamps • 375 women taking part in discovery workshops • 750 participants in group training courses • 15 bootcamps organized • 375 hours of one-to-one support • 25 discovery workshops • 50 group training courses • 10 financial grants awarded
	A.2.2. Deployment of entrepreneurship support programmes for women in Bosnia	

	A.2.3. Financial support and mentoring for 20 women entrepreneurs	<ul style="list-style-type: none"> • 10 entrepreneurs mentored • 10 mentorships mobilized • R2 result indicators : <ul style="list-style-type: none"> • Number of incubated projects in operation at the end of the project
R3: Through a change-oriented approach, a transfer of skills and know-how takes place between the partners.	A.3.1. Diagnosis of capacity building needs	Indicators for monitoring R3 activity : <ul style="list-style-type: none"> • 1 skills diagnosis • 1 skills enhancement plan, delivered both face-to-face and remotely • 1 report on the evaluation of acquired skills and the capitalization of practices • 1 WCA methodology for assessing stakeholder change R3 result indicators : <ul style="list-style-type: none"> • Number of new tools and supports created by ZZI • % improvement in ZZI teams' perception of their skills and legitimacy
	A.3.2. Holistic capacity building of ZZI in the management and running of a third place, support for women entrepreneurs, knowledge and evaluation management	
	A.3.3. Evaluation of the learning and skills acquired by the partners at the end of the project (change-oriented approach)	
R4: The production of data and knowledge on the economic emancipation of women in Eastern Europe help generate solutions and recommendations for gender equality at regional level.	A.4.1. Conduct a preliminary Knowledge, Attitude & Practices (KAP) study among target groups in Bosnia to guide the intervention strategy	Indicators for monitoring R4 activity : <ul style="list-style-type: none"> • 1 preliminary socio-behavioral study • 1 mapping of key players in Bosnia • 1 aggregate empowerment indicator • 1 beneficiary empowerment impact report produced and disseminated • 1 mapping of Third-Places • 1 toolkit of best practices for running a feminist third-place. R4 result indicators : <ul style="list-style-type: none"> • Number of players and best practices identified through mapping and toolkit • Level of dissemination of project data
	A.4.2. Measuring the empowerment of women supported by the project (MI)	
	A.4.3. Production and distribution of a toolkit for setting up and running a feminist third place	
R5: Stakeholders involved in entrepreneurship and women's empowerment in Eastern Europe share their learning, create alliances and make a collective commitment to gender equality.	A.5.1. Development of Eastern European communities of practice (CP) to encourage women's empowerment	R5 activity monitoring indicators : <ul style="list-style-type: none"> • 3 communities of practice involving 15 CSOs • 3 factsheets / policy briefs • 10 thematic online sessions • 21 participations in LEX
	A.5.2 Organisation of learning expeditions for structures dedicated to women's empowerment on a European scale, enabling new strategies to be activated	

	<p>A.5.3. Organization of a Forum in Sarajevo to share project results, activate synergies and align with a feminist agenda</p>	<ul style="list-style-type: none"> ● Number of LEX collaborations ● 1 delegation to the "Agir pour un monde féministe" Festival with 1 stand and 3 round-table participations ● 1 forum in Sarajevo - 500 participants ● 1 end-of-project impact report ● Press coverage (articles, tribunes) and mentions of the Forum on social networks <p>R5 result indicators :</p> <ul style="list-style-type: none"> ● % of structures having established partnership links with new organizations and/or connected with new opportunities ● % of CSOs feeling better equipped to work towards women's empowerment
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IV. Audit objectives

The project implemented by Zene Za Zene and Empow'Her Global, a project financed up to 80% by AFD, requires an external financial audit for expenses incurred within the project. The search for an external auditor is the objective of the present terms of reference.

The audit is scheduled for the entire duration of the project, and includes a mid-term audit (period from January 2024 to June 2025) which will take place between September and October 2025, as well as a final audit at the end of the project (period from July 2025 to January 2027). The final audit will take place between April and May 2027.

The selected auditor will be required to express a professional and independent opinion on the financial report drawn up by Empow'Her Global for the expenditure implemented as part of the project. The auditor will :

- Comply with the list of checks to be carried out, presented in Appendix 1,
- Ensure that the financial report complies with the model required by AFD,
- Verify the eligibility of expenses incurred during the project and reported in the financial report,
- To give its opinion on compliance with the procedures listed in the Financing Agreement with AFD and in the methodological guide to AFD's CSO support system (<https://www.afd.fr/fr/les-organisations-de-la-societe-civile>),
- Certify the financial report to be submitted to AFD.

V. Audit Organization

V. 1. Audit methodology and approach

The consultant will propose a methodological note for carrying out the audit. In particular, this should specify the sampling methodology used to ensure that the expenditure to be audited is representative both overall and for each budget heading.

V. 2. Location

Interventions will take place mainly :

- at Empow'Her Global headquarters, 82, rue du Faubourg Saint Martin, 75010 Paris, France,
- remotely, using electronic document review methods.

V. 3. Language for sharing supporting documentation

Project narrative and financial reports will be available in English.

However, as the internal documents of our organizations are mainly in Bosnian and/or French, we would like the chosen firm to be able to understand these two languages and/or to take charge of translating the supporting documents requested as part of the audit.

We will not be able to translate all the documents making up our financial, HR and business procedures into English.

VI. Proceedings and audit Scope

Each audit is divided into several phases :

VI. 1. Introductory meeting with the auditor

This meeting should be held within a month of the contract being signed. The main objective of this meeting is to ensure a mutual understanding of the audit scope and control procedures. It should enable the concerned organizations to strengthen their internal procedures, which are essential for compliance with their contractual obligations, in order to facilitate the auditor's work and keep the rate of ineligible as low as possible expenditure at the end of the project. This meeting may also enable the auditor to make recommendations at the start of the project.

VI. 2. Performing and reporting the financial audit

The main tasks of the review will include :

- Ensure that all expenditure has been incurred in accordance with the provisions of the Financing Agreement and the methodological guide to AFD's CSO support mechanism, with particular attention to commitments relating to procurement.
- Check the eligibility criteria for expenses reported in the financial report.
- Verify the resources allocated to the project and the correct allocation of expenditure by donor.

The main eligibility criteria for expenditure are as follows:

- Expenditure was actually incurred during the period covered by the Financing Agreement.
- Expenditure incurred was budgeted for and falls into the correct budget category.
- Expenditure incurred was necessary to implement the project.
- The expenses incurred and reported in the financial report were recorded and allocated to the project in Empow'Her Global's accounting system 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 carry out all the checks mentioned in the checklist in Appendix 1. If any points could not be verified, this should be specified and the reason given in the management letter.

VII. Needed Reports

At the end of the Introductory meeting described in part V1, the auditor will independently draft a scoping note setting out his main recommendations for implementing the financial audit.

The financial audit described in part V2 must be carried out after the end of the project (January 7, 2027). The audit report must be provided within six months of the end of the project. It must justify the verification of expenditure and comment on each of the checks. It must indicate the amount of expenditure declared ineligible (with comments for each item of expenditure concerned). Competitive bidding procedures, retrocessions and valuations must also be assessed and commented on.

The checklist (see Appendix 1) must be appended to the audit report.

A management letter summarizing the main conclusions of the expenditure audit report and formulating the main recommendations.

VIII. Indicative audit calendar

Etape	Date
Call for bids	9/02/ 2024
Deadline for receipt of offers	9/23/2024
Contract awarding	10/21/024
Introductory meeting	november, 2024
Financial audit #1 period	september-october, 2025
Financial audit #2 period	april - may, 2027

Delivery of audit reports	No later than one month after the audit
Delivery of a management letter summarizing the main conclusions of the audit report and setting out the main recommendations.	No later than one month after completion of the audit

IX. Reference Documents

- Project financing agreement between Empow'Her Global and AFD
- The methodological guide to AFD's CSO support system <https://www.afd.fr/sites/afd/files/2020-04-10-34-35/guide-methodologique-initiatives-avril-2020.pdf>
- Agreement between Empow'Her Global and Zene Za Zene
- Project narrative reports
- Project financial reports
- Detailed project budget
- Supporting documents required for verification

X. Technical and financial Proposition

The consultant invited to bid shall provide the following to Empow'Her Global.

A technical proposal indicating :

- The proposed methodology for conducting the audit;
- The consultant's references and experience (3 pages maximum);
- The CV of the consultant(s) and the division of responsibilities;
- The provisional timetable for the intervention, together with an estimate of the workload in man-days.

A financial proposal, indicating :

- Total costs of the audit in EUROS including VAT;
- Payment terms (schedule).

Profile required:

- The partner signing the report must be a qualified chartered accountant and a member of the professional associations of chartered accountants;

- Associate staff must have experience in project audits financed by French public donors;
- Application of recognized professional standards (IFAC, IDEAS, etc.)
- **Fluency in French and English, and knowledge of Serbo-Croatian and/or in-house facilities for translating supporting documents into this language.**

A Declaration of integrity, eligibility and environmental and social commitment, must be completed and signed by the authorized person, if the contract is equal to or greater than 20,000 euros (see Appendix 2).

XI. Bids treatment

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

- **Technical offer:** understanding of the ToR, methodology, experience of the consultant(s)
- **Financial offer:** daily rates, number of days proposed, ancillary expenses, overall offer corresponding to the available budget.

The technical evaluation will follow the following evaluation grid:

Critères	
TECHNICAL OFFER	60%
TDR Comprehension / presentation of the methodology used	5%
Consultant references and experience	30%
<i>Experience in auditing NGOs</i>	10%
<i>Experience in auditing international projects</i>	10%
<i>Experience in auditing public financing</i>	10%
Auditors language	10%
CV of consultant(s)/share of responsibilities	10%
Provisional timetable/estimated workload in man/days	5%
FINANCIAL OFFER	40%
TOTAL	100%

Once the bids have been received and analyzed, the applicants reserve the right to negotiate the proposals with the shortlisted candidates.

The applicant also reserves the right not to select any candidate if no offer is deemed satisfactory.

All information relating to TOWARDS EQUALITY project and included in the tender documents or provided separately shall be treated as strictly confidential by the contractor. Applicants agree not to disclose or publish any information relating to this tender.

Similarly, any documents provided by the contractor will be treated as confidential.

XII. Offers sendings

Tenders must be sent by email, in English or French, with the reference "Financial Auditor for the TOWARDS EQUALITY project" in the subject line, to the following addresses : lea.leclercq@empow-her.com and adeline@empow-her.com with acknowledgement of receipt.

Application deadline: September 23, 2024

Soazig Barthelemy,

Director of EMPOW'HER GLOBAL association

Empow'Her Global
Association loi 1901
82, rue du Faubourg Saint Martin
75010 Paris
SIRET : 802 356 295 00047



XIII. Annexes

XIII. 1. Financial audit checklist

XIII. 2. Statement of Integrity, Eligibility and Social and Environmental Responsibility

XIII. 3. Budget of the Project

XIII.1. FINANCIAL AUDIT CHECKLIST

The auditor selected under the call for tender undertakes to carry out all the following verifications and to annex this completed and signed list to the final audit report. If certain points could not be verified, this should be specified and the reason given in the management letter

Auditor (name/status/address) : Certification/qualification :
CSO or partner audited : Audit dates :
AFD agreement no. Audited amount : Slices :

1. CONTROL ISSUES	Yes, the point has been checke d	Add a comment if the point could not be verified
1.1. Methods of control		
Was a scoping meeting between the auditor and GRET held before beginning the 1st audit?		

Has the sampling of expenditure to be audited been independently defined by the auditor?		
Is the sample of expenditure to be checked greater than 50% of the total project expenditure?		
Has each budget heading been checked for a significant amount?		
Was the audit of locally managed expenditure carried out by the auditor? If so, please explain the method of control (field trip, association with a local audit firm, bringing local parts back to headquarters, etc.)?		
1.2 Contractual obligations		
Do the contractual documents (Application Form, Financing Agreement, Partnership Agreement) exist; are they signed and dated?		
Is there a clear accounting and financial management system? Have the responsibilities of GRET, project coordination, financial management and controls been clearly defined?		

1.3. Analysis of the financing plan		
Has the contractually agreed budget been respected overall, within the limit of 3 000 000 EUR for the whole budget?		
1.4. Verification of the accounting system		
Can the amount indicated in the implementation report for reimbursable costs be reconciled with a list of expenditure extracted from the accounting system?		
Does the recording system make it possible to attribute to each expense an invoice or accounting document of equivalent probative value?		
Does the registration system allow each expense to be attributed a proof of payment (usually a bank statement, bank transfer confirmation, receipt)?		

1.5. Expenditure control		
<p><u>Compliance with applicable legislation</u></p> <ul style="list-style-type: none"> - Have EU and national rules been respected? - Is the public procurement process compliant regarding : <ul style="list-style-type: none"> ▪ European and national/internal public procurement rules and those stipulated in the convention. ▪ Documentation on compliance with the selected procedure (applications, rejection letters, notification, contract). ▪ Have the principles of transparency, non-discrimination, fair treatment and respect for competition been respected? 		
<p><u>Checking the eligibility of expenditure</u></p> <ul style="list-style-type: none"> - Does the expenditures under the reimbursable part of the budget comply with the eligibility criteria set out in the methodological guide? 		
<p><u>Experts costs</u></p> <p>Are experts time invoices complying with the contract provisions ?</p>		

<p><u>Travel and accommodation</u></p> <ul style="list-style-type: none"> - Have travel, per diem and accommodation expenses been declared in accordance with internal rules established according to the contract signed between GRET with AFD? - Is the travel to which this expenditure relates justified by the objectives of the project as foreseen in the original application? - Is travel limited to the geographical areas covered by the project? If external, have they been explicitly validated with AFD? - Are travel and accommodation expenses exclusively related to travel by project stakeholders identified by the GRET or its partners? 		
<p><u>External expertise</u></p>		
<ul style="list-style-type: none"> - Was the use of external expertise paid under the reimbursable part of the budget carried out in accordance with the rules on competition and awarding of contracts set out in the agreement? 		
<p><u>Exchange rates</u></p> <ul style="list-style-type: none"> - Has the translation method applied by the GRET been explained and the rate verified? 		

2. EXPECTED DELIVERABLES	Yes, sent to AFD	No, why?
An audit report, commenting on each of the checks and the amount of expenditure declared ineligible, including an assessment of the tenders, retrocessions and valuations carried out during the project.		
A management letter setting out the main conclusions of the expenditure audit report and formulating the main recommendations.		

XIII. 2.Statement of Integrity, Eligibility and Social and Environmental Responsibility

Reference name of the bid or proposal: _____ (The "Contract")

To: _____ (The "Contracting Authority")

1. We recognise and accept that *Agence Française de Développement* ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
 - 2.1) Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;
 - 2.2) Having been:
 - a. convicted, within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
 - b. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
 - c. convicted, within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;
 - 2.3) Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
 - 2.4) Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
 - 2.5) Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6) Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7) Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

1. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1) Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2) Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3) Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4) Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5) In the case of procurement of goods, works or plants:

i. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;

ii. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

2. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

3. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.

4. In the context of the procurement process and performance of the corresponding contract:

6.1) We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2) We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

6.4) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5) We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

6.6) Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7) We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

5. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name:

In the capacity of:

Duly empowered to sign in the name and on behalf of¹:

Signature:

Dated:

¹ In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.

N° projet : CBA 1003 Tranche 1 : 18 mois Tranche 2 : 18 mois Types de dépenses (en €) (à détailler et sigles à expliciter)	Total dépenses prévisionnelles (convention) (en €)	automatique) Total dépenses réalisées Tranche 1 + révisées Tranche 2 (en €)	automatique) Total dépenses réalisées Tranche 1 (en €)	automatique) Variation total révisé / total réalisé (en %)	automatique) Variation total révisé / total réalisé (en %)	Dépenses prévisionnelles Tranche 1 (en €)*	Dépenses réalisées Tranche 1 (en €)	automatique) Variation révisé / prévisionnel (en %)	automatique) Dépenses prévisionnelles Tranche 2 (en €)	automatique) Part des dépenses prévisionnelles Total dépenses prévisionnelles (convention) (en %)
Achat équipement lieu	1 373	0	0	-100%		1 373	-100%	0	0%	
Achat équipement multimédia	7 000	0	0	-100%		7 000	-100%	0	0%	
- Dont logiciel stockage										
- Dont mobilier										
Achat de tables (aménagement SH Sarajevo)	2 250	0	0	-100%		2 250	-100%	0	0%	
Achat de chaises (aménagement SH Sarajevo)	2 250	0	0	-100%		2 250	-100%	0	0%	
Achat d'autre mobilier (aménagement SH Sarajevo)	3 000	0	0	-100%		3 000	-100%	0	0%	
Achat mobilier pour événements à SH Sarajevo	2 500	0	0	-100%		800	-100%	3 000	0%	
Achat décoration (aménagement SH Sarajevo)	3 000	0	0	-100%		3 000	-100%	0	0%	
- Sous total 1 - Immobilier, équipements techniques et mobilier	29 031	0	0	-100%		27 631	0	-100%	2 000	2%
2. Frais de services, achats et locations										
- Dont intrants, matières premières, marchandises et autres approvisionnements										
Catering passées café pour les réunions de consultation en BIH	1 000	0	0	-100%		1 000	-100%	0	0%	
Catering lors d'activités de sensibilisation grand public en serbie	0 000	0	0	-100%		0 000	-100%	3 000	0%	
Catering lors d'activités de réseautage	1 400	0	0	-100%		500	-100%	900	0%	
Catering passées café lors de réunions de travail avec structures	1 000	0	0	-100%		500	-100%	475	0%	
Forfait catering pour participantes formations professionnelles A	0 000	0	0	-100%		2 141	-100%	3 957	0%	
Forfait catering participant.e.s LEX	2 500	0	0	-100%		2 500	-100%	0	0%	
- Dont fournitures et consommables										
Fournitures pour activités SH Sarajevo (événements, formations...)	3 000	0	0	-100%		1 000	-100%	2 000	0%	
Fourniture de bureau SH Sarajevo	2 000	0	0	-100%		1 533	-100%	0	0%	
- Dont location hors leasing (salles, véhicules, bureau...)	116 650	0	0	-100%		45 544	-100%	71 112	8%	
Loyer SH Sarajevo	0	0	0	-100%		0	-100%	0	0%	
- Dont Frais de documentation, de publication et de diffusion										
Frais d'édition et traduction de fluides	500	0	0	-100%		0	-100%	500	0%	
Communication promotion du tiers-lieu	14 000	0	0	-100%		7 700	-100%	6 800	1%	
Campagne de sensibilisation	27 300	0	0	-100%		15 500	-100%	11 800	2%	
- Dont autres achats et services extérieurs (téléphone, internet...)										
Téléphone à internet pour SH Sarajevo	1 500	0	0	-100%		800	-100%	800	0%	
Site internet	2 000	0	0	-100%		0	-100%	0	0%	
Outils informatique SHS (Zoom, Notion)	1 800	0	0	-100%		769	-100%	1 031	0%	
Logiciel de collecte de données (AA.2)	800	0	0	-100%		800	-100%	0	0%	
- Sous total 2 - Achats et services extérieurs	188 576	0	0	-100%		84 930	0	-100%	103 646	13%
3. Frais d'études, de consultations et de prestations externes (voir audit et évaluation)										
- Dont frais de services spécifiques au projet (garde-manger, entretien, maintenance...)										
Services courants SH Sarajevo (eau, électricité, sécurité...)	10 500	0	0	-100%		7 800	-100%	11 700	1%	
Contrat de sécurité international	0	0	0	-100%		1 980	-100%	0	0%	
- Dont prestations externes spécifiques au projet (experts honoraires, sous-traitance études techniques...)										
Production identité visuelle	3 000	0	0	-100%		3 000	-100%	0	0%	
Production de la maquette "SHHer" en BIH (propriété intellectuelle)	1 100	0	0	-100%		11 700	-100%	0	0%	
Production site internet SHS	3 000	0	0	-100%		3 000	-100%	0	0%	
Frais d'accueil / service juridique	0 000	0	0	-100%		0 000	-100%	0	0%	
Frais d'achat matériel pour établissement et gestion SH Sarajevo	0 000	0	0	-100%		2 400	-100%	3 900	0%	
Marquage des bénéficiaires	5 000	0	0	-100%		2 500	-100%	2 500	0%	
Edition "Toolbox" Tiers-Lieu féministe	4 000	0	0	-100%		2 500	-100%	4 000	0%	
Adaptation contenu EHGS à ZZI	4 000	0	0	-100%		4 000	-100%	0	0%	
Frais de communication autour du parcours d'accompagnement (AA.2)	4 000	0	0	-100%		1 400	-100%	2 600	0%	
Honoraires consultant.e étude (AA.1)	11 500	0	0	-100%		0	-100%	1%	0%	
Mise en page étude (AA.1)	500	0	0	-100%		500	-100%	0	0%	
Honoraires consultant.e étude (AA.2)	4 500	0	0	-100%		4 380	-100%	3 860	0%	
Mise en page étude (AA.2)	5 000	0	0	-100%		0	-100%	5 000	0%	
Honoraires consultant.e étude (AA.3)	5 000	0	0	-100%		5 000	-100%	0	0%	
Mise en page étude (AA.3)	2 200	0	0	-100%		2 250	-100%	0	0%	
Production supports et modules pour les parcours d'accompagnement	15 000	0	0	-100%		0 400	-100%	6 600	1%	
Honoraires coachs et formateurs (soins bootcamps entreprise)	0 000	0	0	-100%		0 000	-100%	1 400	0%	
Honoraires coachs et formateurs (soins bootcamps entreprise)	30 100	0	0	-100%		10 750	-100%	19 350	2%	
Frais de communication institutionnelle	15 000	0	0	-100%		6 000	-100%	9 000	1%	
Collecte de données édition Toolbox	0 000	0	0	-100%		0 000	-100%	0	0%	
- Dont évaluation externe										
Evaluation externe	25 000	0	0	-100%		0	-100%	25 000	2%	
- Dont audit externe (obligatoire pour tous les projets)										
Audit financier externe	15 000	0	0	-100%		0	-100%	15 000	1%	
- Sous total 3 - Frais de services, d'études et de prestations externes	210 786	0	0	-100%		94 680	0	-100%	116 098	14%
4. Frais de voyages, de déplacements et de mission liés au projet										
Transport missions accompagnement (A2.1)	1 000	0	0	-100%		1 000	-100%	0	0%	
Hébergement missions accompagnement (A2.1)	1 500	0	0	-100%		1 800	-100%	0	0%	
Restauration missions accompagnement (A2.1)	900	0	0	-100%		600	-100%	0	0%	
Transport missions renforcement capacité (A3.2)	2 280	0	0	-100%		1 680	-100%	600	0%	
Hébergement missions renforcement capacité (A3.2)	2 180	0	0	-100%		1 900	-100%	280	0%	
Restauration missions renforcement capacité (A3.2)	1 300	0	0	-100%		800	-100%	500	0%	
Transport missions REX (A3.3)	1 200	0	0	-100%		400	-100%	800	0%	
Hébergement missions REX (A3.3)	1 350	0	0	-100%		450	-100%	900	0%	
Restauration missions REX (A3.3)	4 550	0	0	-100%		150	-100%	300	0%	
Forfait solidaire pour participation des femmes au Forum	12 000	0	0	-100%		0	-100%	12 000	1%	
Forfait déplacement OSC pour les LEX	14 280	0	0	-100%		4 760	-100%	9 520	1%	
Transport forum (A5.2)	840	0	0	-100%		0	-100%	840	0%	
Hébergement forum (A5.2)	600	0	0	-100%		0	-100%	900	0%	
Restauration forum (A5.2)	300	0	0	-100%		0	-100%	300	0%	
Délégation Towards Equality Festival 2023	2 400	0	0	-100%		2 400	-100%	0	0%	
- Sous total 4 - Frais de voyages, de déplacements et de mission	43 800	0	0	-100%		16 320	0	-100%	27 480	3%
- Sous total 5 - Activités non ventilables	63 800	0	0	-100%		25 200	0	-100%	38 600	4%
5. Ressources Humaines (rempli à l'onglet "Régulation RH" à compléter obligatoirement)										
Total Ressources Humaines	735 977	0	0	-100%		351 121	0	-100%	384 856	49%
- Sous total 6 - Ressources Humaines	735 977	0	0	-100%		351 121	0	-100%	384 856	49%
- Dont autres fonds (microcrédit, microgarantie, microparticipation...)										
Dotations financières bénéficiaire	30 000	0	0	-100%		15 000	-100%	15 000	2%	
- Sous total 7 - Fonds redistributifs	30 000	0	0	-100%		15 000	0	-100%	15 000	2%
A. Sous-total coûts directs (1+2+3+4+5+6)	1 391 970	0	0	-100%		614 290	0	-100%	687 680	87%
B - Divers et imprévus (5% maximum de la ligne A)	13 810	0	0	-100%		6 558	-100%	7 251	1%	
C-Total coûts directs (A+B)	1 315 789	0	0	-100%		620 848	0	-100%	694 941	88%
D-Coûts indirects	184 211	0	0	-100%		86 875	0	-100%	97 336	12%
54% de coûts indirects	184 211	0	0	-100%		86 875	-100%	97 336	12%	
TOTAL GENERAL (C+D)	1 500 000	0	0	-100%		707 723	0	-100%	792 277	100%

contrôles totaux origine? Ressources

DATE, NOM, FONCTION et SIGNATURE (personne habilitée)

24/10/2024 Julie ABDO, Présidente  

* Cette colonne peut intégrer également les modifications de dépenses validées par un ANO de l'AFD accordé après la signature de la convention.

** A titre exceptionnel, cette colonne sera renseignée si l'OSC prévoit des écarts de dépenses d'une ou plusieurs rubriques supérieurs à + ou -20% par rapport à la convention signée.

*** Cette colonne peut intégrer également une modification des dépenses par ANO ou avenant relatif à la tranche 2. Ces ANO ou avenants peuvent être accordés par l'AFD.