

Ljubljana, 3 May 2021
ITF File No.: 04-3-1/25-36/19

**INVITATION FOR SUBMISSION OF OFFERS
FOR EXTERNAL AUDIT OF “EXPLOSIVE HAZARDS CLEARANCE AND MINE RISK
EDUCATION IN NORTH EAST SYRIA” PROJECT**

ITF Enhancing Human Security (ITF) is publishing this Invitation for Submission of Offers for External Audit of “Explosive Hazards Clearance and Mine Risk Education in North East Syria” project implemented by ITF in partnership with two implementing partners.

1. Publication reference

Audit_North East Syria Project

2. Eligibility

Participation is open on equal terms to all Auditors that are a member of a national accounting or auditing body or institution which in turn is member of the International Federation of Accountants (IFAC). Participation is also open on equal terms to all Auditors that are members of a national accounting or auditing body or institution. Although this organisation is not member of the IFAC, the Auditor commits himself/herself to undertake this Engagement in accordance with the IFAC standards and ethics.

3. Contracting Authority

ITF Enhancing Human Security

4. Envisioned Audit Work

Detailed information on the scope of work and requirements are available in the attached Terms of Reference.

5. Offer Content

Please indicate the cost estimates for the provision of audit services in EUR, and include in your bidding application:

- The proposed methodology of the assignment (please describe).
- The time frames of assignment performance.
- The proposed budget of the assignment (with and without VAT in EUR).
- References to confirm experience in performing similar projects, and CVs of staff engaged.
- Proof and statement on fulfilling the minimum criteria as set out in the Terms of Reference.

6. Availability of Additional Documentation

In order to assist in the preparation of offers, interested auditors may **request additional documentation** (e.g. Grant Agreement, Project Proposal) prior to the submission of the offer. The documentation may be requested via email addressed to Ms. Katarina Cvikić Balić, ITF Project Manager, at katarina.cvikić-balic@itf.si and info@itf.si.

7. Submission of Offers

The **offers by interested auditors should be submitted to ITF by 17 May 2021 at 12:00 hrs (noon) CET** to Ms. Katarina Cvikić Balić, ITF Project Manager, at katarina.cvikić-balic@itf.si and info@itf.si. Additional questions and proposals may be submitted electronically to katarina.cvikić-balic@itf.si and info@itf.si.

The decision on selection of the auditor will be determined by 24 May 2021, and all offerors will be duly notified. Selection will be made among qualified auditors on the basis of most favourable price.

8. General Terms

- The Contracting Authority reserves the right to do the final selection based on the available funds.
- The offer and all correspondence and documents related to the offers exchanged by the bidder and the Contracting Authority shall be written in English, which is the language of this procedure.
- This Terms of Reference and the Invitation for Submission of Offers is governed by the laws of the Republic of Slovenia.
- The bidder shall bear all costs associated with the preparation and submission of their offer. In no case will the Contracting Authority be responsible or liable for such costs, regardless of the process or results of the Invitation for Submission of Offers procedure.

Annex:

- Terms of Reference for External Audit of “Explosive Hazards Clearance and Mine Risk Education in North East Syria” Project