

REQUEST FOR PROPOSALS
RFP/2020/010

The External Audit of The Financial Statements of IRENA and its Staff Provident Fund For Four
Years Period From 2021 To 2024

International Renewable Energy Agency
September 2020

The International Renewable Energy Agency (IRENA) does not charge a fee at any stage of the procurement process (e.g. vendor registration, bid submission or any other stage). In the event that you have any reason to suspect that any activity purporting to be made on behalf of IRENA may be fraudulent, please contact procurement@irena.org

Section 1: Letter of Invitation

Abu Dhabi, 14 September 2020

Dear Madam or Sir,

1. The International Renewable Energy Agency (IRENA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for The External Audit of The Financial Statements of IRENA and its Staff Provident Fund For Four Years Period From 2021 To 2024
2. This RFP includes the following documents:
 - Section 1 – This Letter of Invitation
 - Section 2 – Instructions to Proposers (including Data Sheet)
 - Section 3 – Terms of Reference
 - Section 4 – Proposal Submission Form_fill in and return
 - Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer_fill in and return
 - Section 6 – Technical Proposal Form
 - Section 7 – Financial Proposal Form_fill in and return
 - Section 8 – General Terms and Conditions for Professional Services (attached herewith)
 - Section 9 – Orgnizational Structure IRENA
3. Your offer comprising of a Technical and Financial Proposal and other documentation as required by the RFP, in separate sealed envelopes, should be submitted in accordance with the Data Sheet. Offers must be received by **5 October 2020, 14:00 hrs Abu Dhabi Time.**
4. You are kindly requested to inform IRENA of your interest and intention to submit a Proposal via the following email procurement@irena.org or the following addressee and location:

International Renewable Energy Agency
IRENA Secretariat, IRENA Headquarters, Masdar City
Abu Dhabi, United Arab Emirates
RFP: Audit Services
5. Should you need further clarification, kindly communicate with the contact person indicated in the attached Bid Data Sheet duly assigned to handle all queries for this RFP.
6. We look forward to your Proposal and thank you in advance for your interest in IRENA procurement opportunities.

Yours sincerely,

Bruce Neese

Director, Administration and Management Services

Section 2: Instruction to Proposers

Definitions of Terms

- a) “*Contract*” refers to the agreement that will be signed by and between the IRENA and the successful proposer, all the attached documents thereto, including the General Terms and Conditions for Professional Services (GTC) and the Appendices.
- b) “*Country*” refers to the country indicated in the Data Sheet.
- c) “*Data Sheet*” refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) “*Day*” refers to calendar day.
- e) “*Instructions to Proposers*” (Section 2 of the RFP) refers to the complete set of documents which provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- f) “*LOI*” (Section 1 of the RFP) refers to the Letter of Invitation being sent by IRENA to the Proposers.
- g) “*Proposal*” refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- h) “*Proposer*” refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by IRENA.
- i) “*RFP*” refers to the Request for Proposals consisting of instructions and references prepared by IRENA for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- j) “*Services*” refers to the entire scope of tasks and deliverables requested by IRENA under the RFP.
- k) “*Supplemental Information to the RFP*” refers to a written communication issued by IRENA to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made in the RFP, before the deadline for the submission of Proposals.
- l) “*Terms of Reference*” (TOR) refers to the document included in the RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful proposer.

A. GENERAL

1. IRENA solicits Proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP will be accepted unless approved in writing by the Chief Procurement Officer. However, whilst fully complying with the RFP

requirements, Proposers are encouraged to provide any suggestions and solutions that may achieve a more cost-effective and value-for-money approach to fulfilling the requirements of this RFP.

2. Submission of a Proposal shall be deemed to constitute an acknowledgement by the Proposer that all obligations stipulated in this RFP will be met and unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and not as an acceptance of an offer of any Proposal by IRENA. Any Proposal shall have only one option. If options were proposed, only the first option will be considered. This RFP does not commit IRENA to award a contract.
4. A Proposer shall not be in any position of conflict of interest arising from their current or future work with respect to IRENA. All Proposers found to have a conflict of interest shall be disqualified. Proposers may be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
 - 4.1 are or have been associated in the past, with an entity or any of its affiliates which have been engaged with IRENA to provide services for the preparation of the design, specifications, Terms of Reference and other documents to be used for the procurement of the goods and services to be purchased in this selection process;
 - 4.2 were involved in the preparation and/or design of the programme/project related to the services requested under this RFP;
 - 4.3 have owners, officers, directors, controlling shareholders, or key personnel who are related to IRENA staff involved in procurement functions;
 - 4.4 submit more than one Proposal in this RFP, either as an individual entity, or through its membership with a joint venture/consortium/association that is also submitting a Proposal for the same contract;
 - 4.6 are found to be in conflict for any other reason, as may be established by, or at the discretion of, IRENA.
5. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to IRENA's further evaluation and review of various factors such as extent of Government ownership and receipt of subsidies.

B. CONTENTS OF PROPOSAL

6. Sections of Proposal

Proposers are required to complete, sign and submit, in the number of copies indicated in the data sheet, the following documents:

- 6.1 Proposal Submission Covering Letter Form
- 6.2 Documents Establishing the Eligibility and Qualifications of the Proposer Technical Proposal
- 6.3 Financial Proposal

7. Clarification of Proposal

Proposers may request a clarification of any of the RFP documents no later than the number of days indicated in the **Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing, or by electronic means to the IRENA address indicated in the **Data Sheet**. IRENA will respond in writing or by electronic means and will send written copies of the response (including an explanation of the query but without identifying

the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

IRENA shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IRENA to extend the submission date of the Proposals, unless IRENA deems that such an extension is justified and necessary.

8. Amendment of Proposals

At any time prior to the deadline for submission of Proposals, IRENA may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All Proposers who have expressed interest and indicated their intention to submit a Proposal will be notified in writing of all amendments to the RFP. All amendments shall be uploaded on the IRENA's website under the procurement notices (www.irena.org > About > Procurement).

In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, IRENA may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such extension.

C. PREPARATION OF PROPOSALS

9. Cost of Proposal

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. IRENA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.

10. Language of Proposal

The Proposal, as well as all related correspondence exchanged by the Proposer and IRENA, shall be written in the language (s) specified in the **Data Sheet**. Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern.

11. Proposal Submission Form

The Proposer shall submit the Proposal Submission Form using the form furnished in Section 4 of the RFP.

12. Technical Proposal Format and Content

Unless otherwise stated in the **Data Sheet**, the Proposer shall structure the Technical Proposal to meet the evaluation criteria, as follows:

- 12.1 Management Structure and Expertise of the Proposer – this section should provide details regarding management structure of the Proposer, organizational capability/resources, standards governing the audit work and experience of the Proposer, the list of projects/contracts/clients (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP.

12.2 Proposed Methodology, Approach, Implementation Plan and Outputs of work – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the public sector conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the milestones as specified in the Terms of Reference. Further, the section should describe the proposed structure and format of the work outputs: audit reports and management letters.

12.3 Key Personnel – This section should indicate the number and general qualifications include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this section, the Proposer assures and confirms to IRENA that the personnel being nominated are available for the performance of the services under the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, IRENA reserves the right to render the proposal non-responsive. Any substitution of personnel arising from unavoidable reasons shall be made only with the approval of IRENA.

12.4 Other Information as may be relevant to the Proposal.

The Technical Proposal shall not include any financial information. A Technical Proposal containing any form of financial information that could lead to the determination of the price offer may be declared non-compliant and disqualified.

13. Financial Proposal

The Financial Proposal shall be prepared using the standard structure specified in Section 7. No other pricing approach shall be expected.

14. Currencies of Proposals

All prices from Proposers originating from outside the Country specified in the **Data Sheet** shall be quoted in the currency indicated in the **Data Sheet**.

15. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish evidence of its status as an eligible and qualified bidder using the forms provided. The documentary evidence of the Proposer’s qualifications to perform the Contract is required. This evidence shall include, and must demonstrate, that the Proposer has the financial, technical, and production capability necessary to perform the Contract.

16. Joint Venture, Consortium or Association

If the Proposer is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to IRENA for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to legally bind the joint venture, consortium, or association.

The leader or lead entity, composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of IRENA .

The description of the organization of the joint venture/consortium/association must be clearly defined in the course of establishing the eligibility of the Proposer, by defining the expected role of each of its component/member firm in the course of performing the services defined in the TOR.

Where a joint venture/consortium/association is presenting its track record and experience in a similar undertaking as those required in the TOR, it should present such information in the following manner:

- Those that were undertaken together by the joint venture/consortium/association jointly and severally; and
- Those that were undertaken by the individual members of the joint venture/consortium/association expected to be involved in the performance of the services defined in the TOR.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture/consortium/association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their credentials.

17. Alternative Proposals

Unless otherwise specified in the **Data Sheet**, alternative proposals shall not be considered.

18. Period of Validity

Proposals shall remain valid for the period specified in the **Data Sheet**, commencing on the submission deadline date also indicated in the **Data Sheet**.

In exceptional circumstances, prior to the expiration of the proposal validity period, IRENA may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

D. SUBMISSION AND OPENING OF PROPOSALS

19. Submission and Opening of Proposals

19.1 The Financial Proposal and the Technical Proposal Envelopes **MUST BE COMPLETELY SEPARATED** and each of them must be submitted sealed individually and clearly marked on the outside as either “**TECHNICAL PROPOSAL**” or “**FINANCIAL PROPOSAL**”, as appropriate. Each envelope **MUST** also bear the name of the Proposer. The inner and outer envelopes shall:

- bear the name and address of the Proposer
- be addressed to IRENA as specified in the **Data Sheet** and
- bear a warning not to open before the time and date for proposal opening, as specified in the **Data Sheet**.

If all envelopes are not sealed and marked as required, IRENA will assume no responsibility for the misplacement or premature opening of the Proposal.

19.2 Proposers may always submit their Proposals by mail/courier or by hand delivery. When so specified in the **Data Sheet**, Proposers shall have the option of submitting their Proposals electronically. When the Proposals are expected to be in transit for over 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with IRENA's deadline for submission. Under such circumstances, the Proposer must inform IRENA of the exact date and time of their dispatch, through the submission of the official receipt and supporting documents (airway bill, etc.) issued by the forwarding/courier company that will deliver the Proposal to IRENA.

19.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking the envelopes as "Original Proposal" and "Copy of Proposal" as appropriate. The number of copies required shall be as specified in the **Data Sheet**. In the event of any discrepancy between them, the original shall govern. The original and copies of the Proposal shall be signed by the Proposer or person(s) duly authorized to commit the Proposer. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the Proposer, or a Power of Attorney, accompanying the Proposal. The Proposer shall submit the original and copies of the Proposal in separate envelopes, marked "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.

20. Deadline for Submission of Proposals and Late Proposals

20.1 Proposals must be received by IRENA at the address and no later than the date and time specified in the **Data Sheet**.

20.2 IRENA shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by IRENA after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

21. Withdrawal, Substitution, and Modification of Proposals

21.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in details the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies providing information requested by IRENA, or clarity in the description of services to be provided, may result in the rejection of the Proposal. IRENA shall not assume any responsibility regarding erroneous interpretations or conclusions made by the Proposer in the course of understanding the RFP out of the data furnished by IRENA.

21.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 19 of the RFP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by IRENA prior to the deadline for submission. The respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION".

21.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.

21.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal

validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

22. Proposal Opening

22.1 IRENA will open the Proposals in the presence of an ad-hoc committee formed by IRENA. Electronic proposal opening procedures shall be as specified in the **Data Sheet**.

22.2 The Proposers' names, modifications, withdrawals, the presence or absence of documents, and such other details as IRENA may consider appropriate, will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

E. EVALUATION AND COMPARISON OF PROPOSALS

23. Confidentiality

23.1 Information relating to the examination, evaluation, and comparison of Proposals, and recommendation of contract award, shall not be disclosed to Proposers or any other persons not officially concerned with such process, even until publication of the contract award.

23.2 Any effort by a Proposer to influence IRENA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at IRENA 's decision, result in the rejection of its Proposal.

23.3 In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with IRENA for debriefing, but said debriefing shall be limited to the discussions of the strengths and weaknesses of the Proposal of said Proposer, and no information relating to the Proposal or rating of other Proposers may be discussed.

24. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, IRENA may, at its discretion, ask any Proposer for a clarification of its Proposal.

IRENA's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by IRENA in the evaluation of the Proposals, in accordance with Clause 28 of the RFP.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by IRENA, shall not be considered during the review and evaluation of the Proposals.

25. Preliminary Examination of Proposals

IRENA shall examine the Proposals to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. IRENA reserves the right to reject any Proposal after preliminary examination of Proposal, if IRENA finds justifiable reason for such rejection, including but not limited to the discovery of significant or material deviation, conflict of interest, fraud, among others.

26. Evaluation of Proposals

- 26.1 IRENA shall examine the Proposal to confirm that all terms and conditions under the IRENA General Terms and Conditions for Professional Services and Special Conditions have been accepted by the Proposer without any deviation or reservation.
- 26.2 The evaluation committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. Each responsive Proposal will be given a technical score. A Proposal shall be rendered non-responsive at this stage if it does not substantially respond to the RFP, and particularly the Terms of Reference, or if it fails to achieve the minimum technical score indicated in the **Data Sheet**. Absolutely no changes may be made by IRENA in the criteria, sub-criteria and point system indicated in the **Data Sheet** after all Proposals have been received.
- 26.3 In the second stage, only the Financial Proposal of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will either be based either on a combination of the technical score and the financial offer, or the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet**,
- 26.4 IRENA shall reserve the right to determine to its satisfaction the validity of information provided by the Proposer, through verification and reference checking, among other means that it deems appropriate, at any stage within the selection process.

27. Responsiveness of Proposal

- 27.1 IRENA's determination of a Proposal's responsiveness is to be based on the contents of the Proposal itself.
- 27.2 A substantially responsive Proposal is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation, reservation, or omission.
- 27.3 If a Proposal is not substantially responsive, it shall be rejected by IRENA and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

28. Nonconformities, Errors and Omissions

- 28.1 Provided that a Proposal is substantially responsive, IRENA may waive any non-conformities or omissions in the Proposal that do not constitute a material deviation.
- 28.2 Provided that a Proposal is substantially responsive, IRENA may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.
- 28.3 Provided that the Proposal is substantially responsive, IRENA shall correct arithmetical errors on the following basis:

- 28.3.1 if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IRENA there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- 28.3.2 if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- 28.3.3 if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.

28.4 If the Proposer does not accept the correction of errors made by IRENA, its Proposal shall be rejected.

29. Fraud and Corruption

IRENA implements a policy of zero tolerance on fraud and corrupt practices and is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against IRENA as well as third parties involved in IRENA activities.

F. AWARD OF CONTRACT

30. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer, or any obligation to inform the affected Proposer(s) of the grounds for IRENA 's action. IRENA shall neither be obliged to award the contract to the lowest price offer.

31. Award Criteria

Prior to expiration of the period of proposal validity, IRENA shall award the contract to the qualified Proposer with the highest evaluated score based on the evaluation method indicated in the **Data Sheet**.

32. Right to Vary Requirements at the Time of Award

At the time of award of Contract, IRENA reserves the right to vary the quantity of services and/or goods, by up to a maximum 15% of the total price offer, without any change in the unit price or other terms and conditions.

33. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract, the successful Proposer shall sign and date the Contract and return it to IRENA.

34. Performance Security

- 34.1 A performance security, if required, shall be provided in the amount and form provided by the deadline indicated in the **Data Sheet**, as applicable.
- 34.2 Failure of the successful Proposer to comply with the requirement of Clause 33 or 34 of the RFP shall constitute sufficient grounds for the annulment of the award and

forfeiture of the performance security if any, on which event IRENA may award the Contract to the Proposer with the second highest rated Proposal, or call for new Proposals.

35. Bidder protest

In the event that you believe you have not been fairly treated, please contact awardreview@irena.org

Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instruction to Proposers and the Data Sheet, the provisions in the Data Sheet shall prevail.

Project Context :	IRENA Request for Proposals
Title of Services/Work:	The External Audit of The Financial Statements of IRENA And its Staff Provident Fund for the Four Year Period From 2021 To 2024
Country:	Abu Dhabi, UAE
Language of the Proposal:	English
Conditions for Submitting Proposals for Parts or sub-parts of the TOR	Not allowed
Conditions for Submitting Alternative Proposals	shall not be considered
A pre-proposal conference will be held:	No
Period of Proposal Validity commencing on the submission deadline date	120 days
Proposal Security	Not Required
Acceptable forms of Proposal Security	Not required
Validity of Proposal Security	Not applicable
Proposal Prices shall be subject to Taxation	Kindly indicate Taxes if applicable
Advanced Payment upon signing of contract	Not allowed
Performance Security	Not Required
Currency of Proposal	Single Currency: USD

Deadline for submitting requests for clarifications / questions	5 days before the submission deadline date
Contact Details for submitting clarifications/questions	Focal Person in IRENA : Mr. Luay N. Shalkhoub, Chief, Procurement Officer; E-mail address dedicated for this purpose: Lshalkhoub@irena.org or procurement@irena.org
No. of copies of Proposal that must be submitted	Two electronic files as follows: File1_Technical Proposal_Audit Services IRENA File 2 _Financial Proposal_Audit Services IRNEA The financial proposal must be separated from the technical proposal, otherwise your proposal will be disregarded.
Proposal submission address	bids@irena.org International Renewable Energy Agency IRENA Secretariat, IRENA Headquarters, Masdar City, Abu Dhabi, United Arab Emirates Tel: 00971 2 417 9000
Deadline of Submission	Date: 5 October 2020 Time: 14:00 hrs Abu Dhabi Time.
Procedures and condition for submitting Proposals by electronic means	allowed to bids@irena.org
Evaluation method to be used in selecting the most responsive Proposal	<input type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively The formula for the combined scoring method shall be : $p = y (x/z)$ <u>Where:</u> p = points for the financial proposal being evaluated y = maximum number of points for the financial proposal x = price of the lowest priced proposal z = price of proposal being evaluated
Required Documents that must be Submitted to Establish Qualification of Proposers.	1. Full submission including Proposer profile, which should <u>not</u> exceed thirty (30) pages including the cover letter and CVs. 2. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation

	3. Trade name registration papers, if applicable Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any
Other documents that may be Submitted to Establish Eligibility	CVs of proposed key personnel to conduct the audit
Expected date for commencement of Contract	1 February 2021
Criteria for the Evaluation of Proposals	In accordance with the below criteria . The passing score will be 70%. those who attain 70% and above in the technical proposal shall have their financial proposals open.

Technical Evaluation:

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1.	General Information on Audit Expertise of the Proposer	15%	15
2.	Management Structure and Qualification of Key Personnel proposed to conduct the Audit CV of Audit Manager (min 7 years' experience / or Senior Manager (min 7 years' experience) / or Director (min 12 years' experience) / or Partner (min 12 years' experience), all to be provided	25%	25
3	Previous audit experience with International Organisations	20%	20
4.	Training and expertise , on application of IPSAS, and IAS	20%	20
5.	Audit approach and strategy Proposed Methodology, Approach and Implementation Plan	10%	10
6.	Outputs, including Audit Reports and Management Letters	10%	10
Total			100

Section 3: Terms of Reference (TOR)

A. Background

The International Renewable Energy Agency (IRENA) is an inter-governmental organisation founded in 2009 and established in 2011. The Agency has 161 Members (160 States and the European Union), and 22 additional countries are in the accession process and actively engaged. IRENA supports countries in their transition to a sustainable energy future, and serves as the principal platform for international co-operation, a centre of excellence, and a repository of policy, technology, resource and financial knowledge on renewable energy. IRENA promotes the widespread adoption and sustainable use of all forms of renewable energy – bioenergy, geothermal energy, hydropower, ocean energy, solar energy and wind energy – in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity. More information about IRENA can be found at: <http://www.irena.org>

IRENA Secretariat is headed by Mr. Francesco La Camera, who has been IRENA's Director General since April 2019, as elected by the IRENA Assembly.

IRENA's Secretariat consists of six Divisions:

- 1) Office of the Director General (ODG)
- 2) Knowledge, Policy and Finance Centre (KPFC)
- 3) IRENA Innovation and Technology Centre (IITC)
- 4) Country Engagement and Partnerships (CEP)
- 5) Project Facilitation and Support (PFS)
- 6) Administration and Management Services (AMS)

Accounting and financial management practices of IRENA are governed by its Financial Regulations and Financial Procedures. Financial Statements of IRENA are prepared in accordance with the International Public Sector Accounting Standards (IPSAS) or, where no such standards have yet been formulated, International Financial Reporting Standards (IFRS).

The accounts and financial management of all IRENA funds are subject to an annual audit. In accordance with the IRENA Statute, the auditor shall examine the accounts of the Agency and shall make such observations and recommendations as deemed necessary with respect to the efficiency of the management and the internal financial controls.

Personnel responsible for accounting, financial management and administration are:

- Mr. Bruce Neese, Director of Administration and Management Services (+971 2 414 7151)
- Mr. Ziyaad Asvat, Chief Finance Officer (+971 2 414 7146)

IRENA Headquarters is based in Masdar City, Abu Dhabi, United Arab Emirates with its Innovation and Technology Centre based in Bonn, Germany at the following addresses:

IRENA Headquarters
Masdar City
PO Box 236
Abu Dhabi (UAE)

IRENA Innovation and Technology Centre
Willy-Brandt-Allee 20
53113 Bonn
Germany

IRENA - Office of the Permanent Observer to the United Nations
Uganda House
336 East 45th Street, 11th Floor
New York, NY 10017
United States of America

In addition to the Agency's financial operations, a Staff Provident Fund (SPF) of IRENA is established for the exclusive purpose of providing participating staff members in the SPF, upon separation from their service, with a benefit in the form of a lump sum. The SPF is established as a segregated entity with a distinct governance structure. The assets of the SPF are segregated from all other assets of the Agency, and are received, invested and disbursed wholly and exclusively for the purpose of the SPF. The operations of the SPF are managed by the SPF Management Board. The SPF financial statements are separate from IRENA financial statements and are to be audited by the external auditors of the Agency.

B. Audit Scope

These terms of reference address the requirement for external audit of financial statements of IRENA and SPF for the four calendar years from 2021 to 2024, each lasting from 1 January to 31 December.

A draft audit report should be submitted by 30 April and a final signed audit report with certified statements by 15 May and a management letter by 31 May of the year following the end of the period under audit. The financial statements for the financial year will be made available by the Secretariat no later than 31 March following the end of the financial year.

If requested, the External Auditor will have to present the annual audit report to the IRENA governing bodies (comprising of the IRENA Assembly and Council) and any

of their committees during the sessions following the finalization of the annual audits. The External Auditor is expected to provide any clarifications as required by IRENA Members.

The audits should be carried out in accordance with either ISAs¹ or INTOSAI² auditing standards . The audits are also conducted in accordance with the Financial Regulations and Rules of IRENA .

Sufficient audit evidence should be gathered to substantiate in all material respects the accuracy of financial statement.

The audit report of the auditors should state if the audit was not in conformity with any of the above and indicate the alternative standards or procedures followed.

C. Audit Report and Management Letter

i. The Audit Report

The audit report should clearly indicate the auditor's opinion. This would include at least the following:

- The title, addressees, and an opening or introductory paragraph containing
 - a) identification of the financial information audited including the period covered; and
 - b) statement of the responsibility of the entity's management and the responsibility of the auditor.
- A scope and methodology paragraph describing the nature of the audit referencing
 - a) the accounting standards that have been applied and indicate the effect of any deviations from those standards;
 - b) the audit standards that were applied (INTOSAI standards, ISAs, or national standards that comply with one of these in all material respects); and
 - c) the work the auditor performed.
- An opinion paragraph disclosing
 - a) whether the financial statements and supporting schedules fairly present the cash receipts and expenditure in all material respects and that the funds were used for the purposes defined by the work programme;
 - b) whether the financial transactions reflected in the statements are in accordance with financial regulations and procedures, budgetary provisions and other applicable directives; and
 - c) summary assessment of the efficiency of the management and internal control system.

¹ International Standards of Auditing (ISA) published by the International Auditing Practices Committee of the International Federation of Accountants

² International Organization of Supreme Audit Institutions

The auditor may expand the report to include other information and explanations not intended as a reservation. Audit reports will be provided English.

ii. The Management Letter

The auditor should submit a letter to the management at the completion of the audit. The topics/issues to be covered in the letter should include:

- An assessment of the efficiency of the administration, management and internal control system of IRENA.
- A description of any specific internal control weaknesses noted in the financial management. Recommendations to resolve/eliminate the internal control weaknesses noted should be included.
- Management comments/response to audit findings and recommendations.

D. Auditor Independence and Qualification

The auditor must be completely impartial and independent from all aspects of management or financial interests in IRENA or the SPF. The auditor should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of IRENA or the SPF. The auditor should disclose any relationship that might possibly compromise his/her independence.

The auditor should be experienced in applying either ISA or INTOSAI audit standards, whichever is applicable for the audit. The auditor must employ adequate staff with appropriate professional qualifications and suitable experience with ISA or INTOSAI standards, including experience in auditing the accounts of entities comparable in size and complexity to IRENA.

Curriculum vitae (CVs) should be provided to IRENA by the principal of the audit institution who would be responsible for signing the opinion, together with the CVs of managers of the proposed audit team. CVs should include details on audits carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit and experience in auditing financial statements compliant with the International Public Sector Accounting Standards.

E. Access to Facilities and Documents

The financial systems are automated using Oracle Fusion ERP.

The auditor will have full and complete access at any time to all records and documents (including books of account, legal agreements, minutes of committee meetings, bank records, invoices and contracts etc.) and all IRENA personnel. The auditor will have a right of access to banks and depositories, consultants, contractors and other persons or entities engaged by IRENA over the period under the audit review

Section 4: Proposal Submission Form

(must be signed, completed and submitted with the Proposals)

To: IRENA, Chief Procurement Officer

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for audit services for a four year period (2021-2024) in accordance with your Request for Proposal dated 14 September 2020 and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the IRENA General Terms and Conditions for Professional Services.

We agree to abide by this Proposal for 120 days as from the submission deadline date.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that IRENA is not bound to accept this Proposal, that we shall bear all costs associated with its preparation and submission, and that IRENA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Proposer: _____

Contact Details: _____

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form

[The Proposer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date of Proposal Submission]*

1. Proposer's Legal Name:
2. In case of Joint Venture (JV), legal name of each party:
3. Proposer's actual or intended Country of Registration:
4. Proposer's Year of Registration:
5. Proposer's Legal Address in Country of Registration:
6. Proposer's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of the Proposer. In case of JV, letter of intent to form JV or JV agreement. <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with applicable law.

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL FORMAT

Audit Services (2021-2024)

The Proposal shall indicate all information in accordance with the evaluation criteria listed in the Data Sheet, and shall include, but not limited to, the following information:

1. Proposal Submission Form as furnished in Section 4
2. Profile of the Proposer:

The Proposal should include a description of the Proposer's profile and provide the following information:

- a) Total number of audit professionals employed which should be distinguished by designation - audit partners, audit managers, audit seniors and audit assistants;
- b) a brief description of the Proposer's standards;
- c) Five major audit clients that are serviced by the Proposer, with a brief description of the nature and extent of the audit services rendered; and
- d) A description of the Proposer's experience in providing audit services to international development agencies or organizations, and the nature of the audit services rendered. A specific listing and description of engagements, current or prior.

3. Auditing standards, approach and methodology:

The Proposal should describe the auditing standards adopted by the Proposer, including the audit approach and methodology that will be applied by the Proposer to meet the objectives and scope of the audit services required by IRENA. This description should be accompanied with an indication of the level of personnel who will be involved in implementing each phase of the audit approach and, as applicable, a description of the statistical sampling techniques that will be used for that purpose.

4. Proposed audit team and time-effort:

The technical proposal should include a description of the proposed audit team and a breakdown by audit team member of the corresponding time-effort to be allocated for the services, expressed in number of working days. The proposed audit team should be detailed by designation, i.e., as applicable, audit partner, audit manager, audit senior and audit assistant. This information should be presented in accordance with the table in the financial proposal.

5. Audit Reports and Management Letters:

Describe the proposed structure and format of reports and management letters by which the results of audit work will be communicated to IRENA management.

Section 7: Financial Proposal Form

1. Financial Proposal: The Proposer is required to prepare the Financial Proposal in a separate envelope from the rest of the RFP response as indicated in the RFP Instruction to Proposers. Any cost-reimbursable items, such as travel and out-of-pocket expenses, should be included in the financial proposal, if applicable.
2. Cost Breakdown: Cost of external audit of financial statements of IRENA and its Staff Provident Fund (SPF) for the four calendar years from 2021 to 2024, each lasting from 1 January to 31 December.

For 2021 Audit			
Designation of staff proposed	No of working days.	Cost per /day	Total USD
1.			
2.			
3.			
Total cost			

For 2022 Audit			
Designation of staff proposed	No of working days.	Cost per /day	Total USD
1.			
2.			
3.			
Total cost			

For 2023 Audit			
Designation of staff proposed	No of working days.	Cost per /day	Total USD
1.			
2.			
3.			
Total cost			

For 2024 Audit			
Designation of staff proposed	No of working days.	Cost per /day	Total USD
1.			
2.			
3.			
Total cost			

<i>travel and out-of-pocket expenses, if applicable in USD</i>	
Grand Total fees for four years in USD	

****Please use only this format to fill in the Financial Proposal
Signature and Stamp of Authorized person to sign the financial proposal***

Date: