



Reference: FPEC/25/2020

Date: April 15th, 2020

Subject: TOR for the selection of a Project Auditor

Project: Promoting UPcycling in Circular Economy through INNnovation and Education for creative industries in MEDiterranean cities (INNOMED-UP)

Funding Source: EU under ENICBCMed to the support of the EU/Programme

General Conditions

1. The applier shall fully commit to the conditions in Annex 1
2. The applier shall commit to the code of ethics and professionalism
 - The auditor should perform his duties carefully and responsibly
 - The auditor is committed to perform the work with high standards of professional and ethical competences and integrity in accordance to the applicable laws
 - The auditor shall seek to achieve the organization's interests professionally and independency
 - The auditor should disclose on any conflict of interests that might occur during his work with the organization
 - The auditor should respect the organization's legitimate objectives and seek to achieve those objectives
 - The auditor shall maintain confidentiality of the data and information related to the service provided, except some cases according to the law
3. The auditor should be responsible for the quality and results of the auditing data
4. The Organization has the right to call the price offer provider to conduct a meeting.
5. The Organization can cancel the tender at any time without disclosing the reasons, also without having any cost responsibilities to the price offer providers
6. The organization is not obliged to accept the lowest prices

Penalty Causes

- In case of not delivering the auditor the required reports, according to the call's documents before the deadline period according to the contract, financial penalty should be imposed with a range of 100 Euro on each day late, if the number of days late exceeds 20% from the contract's amount, the



organization can directly cancel the contract and force the auditing company to afford any costs and loses occurred because of the cancellation of the contract.

- In the case of the auditor has a lack of commitment to the call's documents conditions, the organization has the right to cancel the contract, and force the auditor to afford any expenses and loses of the cancellation of the contract, and the expenses of entering the arbitration proceedings if they had to, and also the expenses of the contract with a new auditor.

To apply, the following conditions should be applied

- The auditing company should have a membership, registered and licensed to practice the auditing services from a legal entitiy
- Have a file and registered in the income and value added taxes authorities
- Have the experience in auditing Non- Governmental Institutions and Non-for Profit Organizations
- Have the experience in implementing international auditing standards and implementing international standards of financial disclosures
- Have the experience in issuing reports and financial data in Arabic and in English.
- Have the ability to issue tax bills for each service done



Annex I: Background

Future Pioneers for Empowering Communities' Members in the Environmental and Educational Fields (FPEC) is a non-profit organization established on March 20, 2012 specialized in empowering community members to overcome poverty through building their capacities, raising their public awareness, and promoting SMEs in the educational, environmental, health and social fields with special focus on women, youth and marginalized groups.

FPEC has been awarded on Sep 1, 2019 a project titled "Promoting UPcycling in Circular Economy through INNnovation and Education for creative industries in MEDiterranean cities (INNOMED-UP). The INNOMED-UP project is implemented under the 2014 - 2020 ENI CBC "Mediterranean Sea Basin Programme". It is financed by the European Union through the European Neighbourhood Instrument. The lead beneficiary (LB) is the National Technical University of Athens NTUA.

The project overall objective is to propose a strategy for Med-cities, where Cultural and Creative Industries (CCI) SMEs create circular economy clusters locally and participate at cross border innovation networks thus promoting urban and social inclusion.

Objectives and scope of Consultant assignment

Future Pioneers is looking for an Auditor to audit the project expenses according to the EU regulation and forms (expenditure verification templates). The following are expected results but not limited to

- Follow the expenditure verification procedure set by EU.
- Report Control check-list template provided by EU.
- Report individual report template provided by EU.
- Report consolidated report template provided by EU.
- Report list of findings template provided by EU.
- Report suspected fraud template provided by EU.
- Report of contracts template provided by EU.
- Report any findings and suggestion needed during the audit work.

Responsibilities

- To verify that the expenditure declared by the Lead Beneficiary relates to the eligible period or previous ones and it has been paid
- To verify the compliance with applicable rules (including eligibility rules), also including procurement and visibility requirements
- To verify the compliance of the expenditures with the approved project and the signed Grant Contract (GC)



- To verify the adequacy of supporting documents
- To check the registration of the expenditure in the accounting records of the beneficiary and that the expenditure is determined according to the accounting standards and the usual cost accounting practices applicable to the Lead Beneficiary
- To check the record-keeping and archiving rules for the documentary evidence related to the implementation of the project
- to notify irregularities and suspicions of fraud or corruption, as the case may be

Standards and Ethics

The Auditor shall undertake this engagement in accordance with:

- The International Standard on Related Services ('ISRS') 4400 Engagements to perform Agreed-upon Procedures regarding Financial Information as promulgated by the IFAC;
- The IFAC Code of Ethics for Professional Accountants, developed and issued by IFAC's International Ethics Standards Board for Accountants (IESBA), which establishes fundamental ethical principles for Auditors with regard to integrity, objectivity, independence, professional competence and due care, confidentiality, professional behaviour and technical standards. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the ENI CBC Implementing Rules requires that the Auditor is independent from the Beneficiary(ies) and complies with the independence requirements of the IFAC Code of Ethics for Professional Accountants.

Reporting

The project duration is for three years from Sep 1, 2019 to August 31, 2022. The Auditor should perform and submit two interim audit reports by end of year 1 and year 2 of the project and one final report by end of the project duration. The interim reports should be submitted within two months after the end of the reporting period and the final audit report should be submitted within three months from the project end date on August 31, 2022.

The report on this expenditure and revenue verification shall describe the purpose, the agreed-upon procedures and the factual findings of the engagement in sufficient detail to enable the Beneficiary and the Managing Authority to understand the nature and extent of the procedures performed by the Auditor and the factual findings reported by the Auditor



1. Technical and Financial Offers

Interested Auditors are requested to provide technical and financial offers including all eligible taxes for the above assignment by April 29th, 2020 at 23:59 by the latest to be sent to the following email address: info@future-pioneers.org

2. Evaluation

Competence and relevant qualifications of the Consultant	35 scores
Proposed Methodology	35 scores
Financial Offer	30 scores