



United Nations Children's Fund
UNICEF- Ethiopia
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Ethiopia

Telephone
Facsimile
Email

REQUEST FOR PROPOSAL FOR SERVICES

LRPS-2020-9162250

13 October 2020

UNITED NATIONS CHILDREN'S FUND (UNICEF)

Wishes to invite you to submit a proposal for

2020 HACT Audit for selected CSOs
Due Date: 04 November 2020 at 2:00PM Local Time
This bid is open for Local Vendors Only

XXXXXXXX FAX/LETTER NOT SPECIFIED IN 'PREPARE ITB (ZMRQ)' XXXXXXXX

THIS REQUEST FOR PROPOSAL FOR SERVICES HAS BEEN:

REQUEST FOR PROPOSAL FOR SERVICES FORM

This FORM must be completed, signed and returned to UNICEF.
Proposal must be made in accordance with the instructions contained in this Request for Proposal for Services (RFPS).

TERMS AND CONDITIONS OF CONTRACT

Any Contract resulting from this RFPS shall contain UNICEF General Terms and Conditions for Institutional and Corporate Contracts and any other Specific Terms and Conditions detailed in this RFPS.

INFORMATION

Any request for information regarding this RFPS must be forwarded by email to the person who prepared this document, with specific reference to the RFPS number.

The Undersigned, having read the Terms and Conditions of RFPS No. **LRPS-2020-9162250** set out in the attached document, hereby offers to execute the services specified in this document.

Signature: _____

Date: _____

Name & Title: _____

Company: _____

Postal Address: _____

Tel No: _____

Fax No: _____

E-mail Address: _____

Currency of Proposal: _____

Validity of Proposal: _____

Please indicate which of the following Payment Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____ Other _____

Item	Service Description	Quantity	Unit	Unit Price	Price
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10 2020 HACT Audit for selected CSOs

Summary

2020 HACT Audit for selected CSOs

Purpose - Conduct HACT Audit on two selected CSOs

Location - Addis Ababa and Jigjiga

Duration - 30 Days

Reporting to - UNICEF HACT Team @ PMU and Operations

Background

UNICEF Ethiopia uses a Harmonized Approach to Cash Transfers (HACT) as a framework for transferring cash to government and non-government Implementing Partners (IPs). HACT calls for adaption of a risk management approach and selection of specific procedures for transferring cash based on the assessment of the Financial Management capacity of IPs. Cash transfers are made to IPs responsible and accountable for proper use of agency provided resources, implementation and management of the intended programme(s) as defined in the work plan or programme document.

The assessment and assurance activities within the interagency HACT Framework are key components of effective programme monitoring. Scheduled audit is one of the assurance activities with a primary objective of providing the UNICEF country office with a reasonable assurance on the appropriate use of funds provided to the IP in accordance with the work plan or programme document and corresponding FACE forms and itemized cost estimates.

IPs to be audited are determined annually by UNICEF headquarters based on UNICEF's risk-based audit methodology and timelines. Scheduled audits are undertaken by external service providers or the SAI in accordance with the Terms of Reference (TOR) for HACT Audit (Annex 1).

NGO/CSO IPs scheduled audit, which are directly accountable to UNICEF through programme documents signed under the Program Cooperation Agreement (PCA) or Small-Scale Funding Agreement (SSFA).

Purpose

The overall objective of a scheduled audit is to provide the UNICEF country office with a reasonable assurance on the appropriate use of funds provided to the implementing partner in accordance with reporting requirements of the UN Agency, the IP agreement, the work plan or programme document, budget and corresponding FACE forms and itemized cost estimates.

Justification

Under the auspices of UNICEF Ethiopia HACT focal Point and in close collaboration with the management of the IP the audit is performed by a qualified third-party service provider, to ensure independence and the required technical expertise is applied.

TOR (Annex 1)

Detailed information is provided under the TOR (Annex 1) concerning:

- Audit standards,
- Engagement context,
- Qualification and team composition,
- Documents to be provided,
- Audit procedures,
- Reporting requirements, and
- Other requirements.

The TOR has three annexes for Programme specific information, Suggested reporting template and HACT Micro Assessment key internal control questions to be carried out as part of the HACT audit.

General Conditions: Procedures and Logistics

Item	Service Description	Quantity	Unit	Unit Price	Price
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- § The service provider will work from his/ her own location.
- § The service provider will use his own / her own materials and equipment, i.e. computer, vehicles, telephone, office supplies, etc. to provide the service.
- § Payment is effected as per the agreed-on rate for service, and upon successful completion of required reports and deliverables.
- § In addition, UNICEF general terms and conditions shall apply to the contractual agreement.

Annexes: - Annex 1: HACT Audit TOR
 Annex 2: Evaluation Criteria

	2020 HACT Audit for selected CSOs	1	PU		
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SPECIAL NOTES

PART I - PURPOSE OF THIS REQUEST FOR PROPOSALS FOR SERVICES

1. Background

1.1 UNICEF promotes the rights and wellbeing of every child, in everything we do. Together with our partners, we work in 190 countries and territories to translate that commitment into practical action, focusing special effort on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere.

2. Solicitation

2.1 The purpose of this Request for Proposals for Services ("RFPS") is to invite proposals for Institutional contract to conduct 2020 HACT Audit for selected CSOs [as fully detailed in the Terms of Reference/Statement of Work attached at Annex B]

2.2 This RFPS document is comprised of the following:

- This document
- General Terms and Conditions Annex A
- The full Terms of Reference/Statement of Work attached at Annex B
- Declaration form Annex C
- Evaluation criteria - Annex D
- Technical proposal recommended content & Format - Annex E
- Contractor's experience recommended format - Annex F
- Check list - Annex G

2.3 This RFPS is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. No binding contract, including a process contract or other understanding or arrangement, will exist between the Proposer and UNICEF and nothing in or in connection with this RFPS shall give rise to any liability on the part of UNICEF unless and until a contract is signed by UNICEF and the successful Proposer.

PART II - PROPOSAL SUBMISSION PROCESS

1. Proposal Submission Schedule

1.1 Acknowledgement of receipt of RFPS. Proposers are requested to inform UNICEF as soon as possible by Email ETH-Addis Ababa Supply at supplyaddisababa@unicef.org that they have received this RFPS.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED.

1.2 Questions from Proposers. Proposers are required to submit any questions in respect of this RFPS by Email to Supplyaddisababa@unicef.org. The deadline for receipt of any questions is 28 October 2020 at 11:00am.

IMPORTANT: PROPOSALS ARE NOT TO BE SENT TO THE INDIVIDUAL STATED ABOVE - ANY PROPOSALS SENT TO THE ABOVE NAMED INDIVIDUAL WILL BE DISQUALIFIED.

Proposers are required to keep all questions as clear and concise as possible.

Proposers are also expected to immediately notify UNICEF in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFPS, providing full details. Proposers will not benefit from such ambiguities, errors, omissions, discrepancies,