



EMBASSY OF SWEDEN

*Embassy of Sweden in Addis Ababa, Ethiopia*

## **PROCUREMENT DOCUMENT**

**Procurement:** *Framework Agreement for Audit Services*

**Procedure:** *Open Procedure*

**Reference number:** *UM2020/02913/ADDI*

### **Important information**

Tenders must be delivered to the Embassy of Sweden, Lideta Sub-City, Woreda 09, House No. 891, Addis Ababa, Ethiopia no later than Tuesday, 14.04.2020, 3pm. Embassy opening hours for receiving tenders are 9am to 3pm Monday to Thursday and 9am to 12pm Friday except for official holidays at the Embassy. The Embassy is closed for lunch between 12:00-13:00.

The Embassy of Sweden in Addis Ababa recommends that the tenderer, as soon as possible after receipt of this invitation, take note of the requirements in this dossier. Some of the requested documentation may have to be obtained from designated authorities, which can result in long lead times. Note that requirements defined as “must” or “shall” are mandatory and must be fulfilled in order to qualify for evaluation.

Requests for clarification or additions to the procurement document shall be submitted in writing via [bekelech.wgiorgis@gov.se](mailto:bekelech.wgiorgis@gov.se) with mandatory copy to [rkousek@charleskendall.com](mailto:rkousek@charleskendall.com) and marked with UM2020/02913/ADDI. The deadline for submitting questions is: 31.03.2020 at 23:59 Addis Ababa local time.

Response (QA) to questions will be posted at the Embassy’s website at:  
<https://www.swedenabroad.se/en/embassies/ethiopia-addis-abeba/about-us/list-of-tenders/>

## **1. General orientation**

### **1.1. Overall description of the procurement**

The Swedish Embassy in Addis Ababa seeks to procure qualified firms to provide audit services, for which the contracts will be issued by the Embassy; the competition is open to single tenderers and consortia of firms are not foreseen; it is the intention that up to three (3) qualified firms will receive a framework contract; the required services are detailed in the attached Terms of Reference (ToR).

### **1.2. Information on the contracting authority**

The Embassy of Sweden in Addis Ababa  
Lideta Sub-City, Woreda 09, House No. 891, Addis Ababa, Ethiopia

Sweden, through the Swedish Embassy in Addis Ababa, is implementing development cooperation in Ethiopia with the key objective being contribution to the reduction of poverty in the country by helping to remove factors that create or perpetuate poverty, with specific focus on (i) environment and climate, resilience, (ii) democracy, human rights and gender equality, and (iii) food security, employment and access to market.

For further details, please refer to the attached ToR.

### **1.3. Eligible to call-off**

Only the Swedish Embassy in Sweden in Addis Ababa will be entitled to make call-offs from the resulting framework agreements.

### **1.4. Purpose and background of the procurement**

The framework contracts will enable the Swedish Embassy in Addis Ababa to contract a variety of audit services

For further details, please refer to the attached ToR.

### **1.5. Description of the services to be procured**

The services to be procured comprise of a variety of audit services.

For further details, please refer to the attached ToR.

### **1.6. Framework agreement period**

The framework agreement period runs for 24 calendar months. The Embassy is entitled (though not obligated) to extend the framework agreement twice with 12 calendar months, with unaltered terms and conditions. The total framework agreement period shall not exceed 48 calendar months.

The framework agreement start date is estimated at: 01.06.2020.

### **1.7. Volumes**

No guarantee of obtaining a certain volume is provided.

### **1.8. Options**

Not applicable.

### **1.9. The opportunity to submit a tender on all or part of the procurement**

Tenders shall cover the entire procurement.

## **1.10. Reasons relating to the decision not to divide the framework agreement**

*For technical reasons (audit services) it is deemed beneficial not to divide the contract into lots.*

## **1.11. Attachments**

The procurement document relating to the procurement includes the following attachments:

Attachment 1.1	Contact Information
Attachment 1.2	Ratio for Liquidity and Solvency
Attachment 1.3	Declaration of Honour
Attachment 1.4	Self Declaration by Tenderers (European Single Procurement Document, ESPD)
Attachment 1.5	Self Declaration by Subcontractors (European Single Procurement Document, ESPD)
Attachment 1.6	Reference for Assignments Performed by a Tenderer (Template)
Attachment 1.7	Personal Data Processing
Attachment 2	Terms of Reference
Attachment 3	Draft Framework Agreement
Attachment 3.1	Sida's General Conditions for Framework Agreements (2002)
Attachment 3.2	Sida's General Terms and Conditions for Consulting Services (2015)
Attachment 3.3	Call-off Inquiry (Template)
Attachment 4	List of Mandatory Content (Technical Proposal)
Attachment 4.1	Technical Proposal Submission Form
Attachment 4.2	CV Template
Attachment 4.3	The Embassy's Language Level Definition
Attachment 4.4	List of Consultants
Attachment 5	List of Mandatory Content (Financial Proposal)
Attachment 5.1	Financial Proposal Submission Form
Attachment 5.2	Price Annex

Throughout this procurement document, including its Appendices, the words 'Annex', 'Appendix' and 'Attachment' shall have the same meaning, both, for their singular and plural form.

## **2. Administrative terms and conditions**

### **2.1. Procurement procedure**

The procurement is carried out through an open procedure, in accordance with the Swedish Public Procurement Act (2016:1145), also known as LOU. The procedure does not allow negotiation. Therefore, it is of great importance that the best possible terms and conditions are submitted in the tender.

### **2.2. Prerequisites for tender submission**

#### **2.2.1. Submission of the tender**

The technical proposal must be provided as one original, three copies and one softcopy, and must be in the English language, and in a separate envelope clearly marked "*Framework Agreement for Audit Services, Technical Proposal*".

The financial proposal must be provided as one original, one copy, and one softcopy, and must be in the English language, and in a separate envelope clearly marked "*Framework Agreement for Audit Services, Financial Proposal*".

Both envelopes, containing the technical and financial proposals in their respective envelopes, must be sealed in an outer envelope clearly marked "*Framework Agreement for Audit Services, Do Not Open before 14.04.2020, 3:05pm local time*".

Tenders must be delivered to the Embassy of Sweden, Kebele 07/14 Lideta Sub-City House No. 891, Addis Ababa, Ethiopia, no later than Tuesday, 14.04.2020, 3pm local time; any tender received after the deadline will be considered late and will not be accepted, and will be returned unopened to the respective tenderer. Embassy opening hours for receiving tenders are 9am to 3pm Monday to Thursday and 9am to 12pm Friday except for official holidays at the Embassy.

The tenderer is not entitled to claim compensation for work or other costs associated with participating in the procurement.

#### **2.2.2. The form of the tender**

All electronic documents, i.e. the required softcopies, in the tender shall be saved in .pdf format only; the softcopies must be a true copy of the original tender, must be in colour, and must be clearly legible (downsizing resulting in loss of readability must be avoided).

References to information in the form of links to web pages and unsolicited attachments will not be considered to constitute part of the tender and will not be taken into account in the review and evaluation of the tender.

In order to facilitate examination and evaluation of the tender, it is the Embassy's strong desire that the submitted tender be formatted in accordance with the procurement document's headings/disposition, that any templates belonging to the procurement document be used and filled in, and that references to any attachments be presented in a clear manner.

#### **2.2.3. The language of the tender**

The tender shall be written in English. However, the following may be drafted in [specify language]:

Any documents issued in another language must be provided together with a translation.

#### **2.2.4. Tender submission deadline**

The deadline to submit a tender is 14.04.2020 at 3pm local time. Embassy opening hours for receiving tenders are 9am to 3pm Monday to Thursday and 9am to 12pm Friday except for official

### holidays at the Embassy.**2.2.5. Period of validity of the tender**

The tender shall be valid until 14.10.2020.

### **2.2.6. Variant tenders or alternative tenders**

Variant tenders or alternative tenders are not permitted. If the tenderer submits provisions or reservations pertaining to the conditions in the procurement document, the tender may be rejected. The tenderer is therefore asked to avoid providing information and attachments that have not been requested.

## **2.3. Clarification, additions, or questions on the procurement document**

If the procurement document is considered to be unclear, or if some of the requirements set forth are unreasonable, abnormally costly or restrictive of competition in any respect, it is important that the Embassy be contacted as soon as possible so that misunderstandings can be avoided.

The Embassy is under no obligation to request additions or clarifications by the tenderers, and the opportunities for correcting shortcomings in submitted tenders are limited and depend on the nature of the deficiency. It is therefore important that the tenderer ensure that all requested information and documents are provided in the tender.

Requests for clarification or additions to the procurement document shall be submitted in writing via [bekelch.wgiorgis@gov.se](mailto:bekelch.wgiorgis@gov.se) with mandatory copy to [rkousek@charleskendall.com](mailto:rkousek@charleskendall.com) and marked with UM2020/02913/ADDI. The deadline for submitting questions is: 31.03.2020 at 23:59 Addis Ababa local time. The Embassy cannot guarantee that questions received later than this day will be answered. Answers to questions will be published no later than six (6) days before the closing date (tender submission deadline).

Responses to questions will be posted on the Embassy's website at:

<https://www.swedenabroad.se/en/embassies/ethiopia-addis-abeba/about-us/list-of-tenders/>.

Published questions and answers, as well as any clarifications and additions submitted during the tender period, constitute part of the procurement document. It is the sole responsibility of prospective tenderers to regularly check the aforementioned website for responses to questions and potential additions.

## **2.4. Notification of award decision**

Notification of award decisions will be sent out to the Tenderers contact person's address stated its tender (Attachment 1.1, Contact Information).

The reception of a notification regarding the award decision does not mean that a binding framework agreement has been signed between the Embassy and the winning tenderer(s). A framework agreement only becomes legally binding when it has been signed by both parties.

A Framework agreement will be signed no sooner than ten (10) days after the date on which the notification of the award decision is sent to the tenderers.

## **2.5. Confidentiality**

As soon as the award decision has been sent to all tenderers, all documents relating to the procurement, including tenders, become subject to the principle of public access to official documents. If a tenderer considers that it may suffer damages if information provided in the tender should become public, the tenderer shall submit a written request for confidentiality containing a)

the information to which the request for confidentiality pertains and b) what economic damages the tenderer would be suffered if the information should be disclosed.

Upon request for disclosure of tender documents, the Embassy will in each case review any request for confidentiality submitted by a tenderer. The Embassy's assessment regarding confidentiality may be appealed to the administrative court. The Embassy can therefore not guarantee that the information in the tender will not be revealed to the public.

## **2.6. Examination and evaluation**

The framework agreements will be awarded to the most economically advantageous tender, as determined according to the following basis:

### **Best price-quality ratio**

The examination and evaluation of submitted tenders will be carried out in steps (described below), on the basis of the information provided by the tenderer in its tender, together with the supplementary documents.

#### **Step 1 – Examination of tenders (preliminary evaluation/qualification)**

In the first step, the Embassy will examine whether the submitted tender is complete and whether the requirements outlined in the section "Administrative terms and conditions" and in the section "Requirements for tenderers" have been met. The tenders that meet these requirements (summarised in Attachment 4) advance to Step 2; all other tenders will be rejected.

#### **Step 2 – Examination of the object of the procurement (technical evaluation)**

In Step 2, the Embassy will examine whether the tender meets the requirements associated with the object of the procurement, which are outlined in the section "Requirements for services." The tenders that meet these requirements advance to Step 3; all other tenders will be rejected.

#### **Step 3 – Evaluation (financial/final evaluation)**

In Step 3, the tender is evaluated in accordance with the evaluation methodology, as set forth in the section "Evaluation of tenders."

#### **Step 4 – Qualification of tenderers**

Prior to offering to sign the framework agreements, the Embassy will verify whether the requirements set forth in the section "Requirements of tenderers" is fulfilled by requesting information or evidence according to section "Qualification of tenderers", if required.

## **2.7. Call-off procedure**

### **Assignments of ≤200 working hours**

For assignments of maximum 200 working hours the ranking order from the procurement evaluation is valid, where the tenderer that is ranked number one will be called off first. The respective tenderer shall always inform the Embassy if they do not have the possibility to offer the requested service or resource.

The assignment will be specified in the ToR specific for that particular assignment including competence level as well as start and end time for the assignment.

If the number one tenderer cannot offer the requested services; the Embassy will contact the second in the ranked order, and so on.

### **Assignments of >200 working hours**

For assignments exceeding 200 hours, the call-off can be viewed as a “mini procurement”. The Embassy will send a call-off request to all firms under the framework agreement. The request is based on the template in Attachment 3.3 (call-off renewed competitive tender), stating background of assignment, its objective, content, consultant qualifications sought, timetable, form of reporting etc. The Firm undertakes to answer the request within the time limits specified in the request. The Firm should inform the Embassy could there be a possible conflict of interest with other assignments.

The Embassy shall award the assignment to the tender with the most suited combination according to the specified criteria. An example is shown in template Appendix 3.3 (call-off renewed competitive tender). The Firm will be awarded the assignment provided there is no conflict of interest.

Contracts will be awarded to the tenderer who has submitted the most economically advantageous tender in the renewed competition, according to the following basis:

## **2.8. Contract terms and conditions**

The tenderer shall accept Attachment 3 (framework agreement draft), including appendices (including the standard conditions and the terms of reference).

## **3. Requirements for tenderers**

### **3.1. Information about the ESPD**

The European Single Procurement Document (ESPD) is a self-declaration of the businesses' financial status, abilities and suitability for a public procurement procedure. It is available in all EU languages and used as a preliminary evidence of fulfilment of the conditions required in public procurement procedures across the EU. Thanks to the ESPD, the tenderers no longer have to provide full documentary evidence and different forms previously used in the EU procurement, which means a significant simplification of access to cross-border tendering opportunities.

The European Commission provides a free web service for the buyers, bidders and other parties interested in filling in the ESPD electronically. The online form can be filled in, printed and then sent to the buyer together with the rest of the tender. If the procedure is run electronically, the ESPD can be exported, stored and submitted electronically. The ESPD provided in a previous public procurement procedure can be reused as long as the information remains correct. Tenderers may be excluded from the procedure or be subject to prosecution if the information in the ESPD is seriously misrepresented, withheld or cannot be complemented with supplementary documents.

For more information about the ESPD, please see <http://ec.europa.eu/growth/single-market/public-procurement/e-procurement/espd/>.

### **3.2. Self-declaration by tenderers**

The tenderer must complete a self-declaration (Attachment 1.4), and submit the original duly completed and signed document with the tender.

The tenderer is advised to have all requested documentation at hand, as it shall be able to provide the information mentioned in section 3.4 "Qualification of tenderers" without delay.

### **3.3. Self-declaration of subcontractors on which the tenderer relies and consortium parties**

Tenderers who partially rely on the capacity of other suppliers (in accordance with the section "Subcontractors on which the tenderer relies" in this procurement document) shall provide an original self-declaration (Attachment 1.5) duly completed and signed by the Subcontractor.

Scenarios for the inclusion of a subcontractor could be either an international tenderer using a national subcontractor or vice versa a national tenderer using an international subcontractor; not more than one subcontractor may be included.

Consortia are not foreseen for this tender.

### **3.4. Qualification of tenderers**

Attachment 4 summarises the mandatory requirements for the completion of the technical proposal, including qualification requirements, as described and listed below. In the spirit of a speedy evaluation process, the submission of all below listed documents and requirements is mandatory (unless stated otherwise for a specific document or requirement).

In addition to the mandatory documents listed in this Section 3.4 and summarised in Attachment 4, the Technical Proposal Submission Form (Attachment 4.1) must be duly completed, signed and submitted.



Whenever it is deemed necessary for the further processing of the tender, the Embassy may request additional information or evidence to verify fulfilment of the requirements set forth in the section “Requirements for tenderers” in general and in this Section 3.4 in particular.

The below listed documents must be part of the technical proposal:

- Tenderers must provide documentation attesting to compliance with respect to registration in a register that is equivalent to the Swedish Register of Companies or trade register, or a similar register; *applies to the tenderer.*
- Tenderers must provide an **original** power-of-attorney for the person signing the tender, unless the person is named in the company registration of the tenderer as authorised to sign on behalf of the company; *applies to the tenderer.*
- If a subcontractor is included in the tender, a simple letter from the subcontractor with the agreement to be included as subcontractor is required; *applies to the subcontractor (if any).*
- Tenderers must provide documentation issued by a competent government authority attesting to compliance with respect to the payment of taxes and social security contributions in the home country of the tenderer; the documentation may not be older than six months; national tenderers must in addition provide tax registration certification (TIN, VAT); *applies to the tenderer.*
- Tenderers must provide contact information (Annex 1.1) duly completed by the tenderer; must be provided as **original**; *applies to the tenderer.*
- Tenders must provide key ratios (Annex 1.2) duly completed and signed by the tenderer; must be provided as **original**, and must be supported with the financial statements of the three last available years; *applies to the tenderer.*
- Tenderers must provide a declaration of honour (Annex 1.3) duly signed, confirming that the tenderer is not to be excluded according to Chapter 13, Section 1 of the LOU (i.e. “grounds relating to criminal convictions”) and to Chapter 13, Section 2 of the LOU (i.e. “grounds relating to insolvency, conflicts of interest or professional misconduct”); the Embassy reserves the right to request complementary documentation to verify the declaration made; must be provided as **original**; *applies to the tenderer.*
- Tenderers must provide a self-declaration (Annex 1.4) duly completed and signed by the tenderer; the Embassy reserves the right to request complementary documentation to verify the declaration made; must be provided as **original**; *applies to the tenderer.*
- Tenderers must provide a self-declaration (Annex 1.5) duly completed and signed by the subcontractor; the Embassy reserves the right to request complementary documentation to verify the declaration made; must be provided as **original**; *applies to the subcontractor (if any)*
- Tenderers must provide the duly signed data processing document (Annex 1.7) acknowledging its content and compliance; must be provided as **original**; *applies to the tenderer.*
- Tenderers must provide a description of the quality assurance system in place for its operations, and contain at minimum (i) routines for the professional development of affected staff, (ii) routines for the handling deviations and complaints, and (iii) routines for audits of the quality assurance system; the description shall be sufficiently detailed to demonstrate that (i) to (iii) above are fulfilled; the tenderer may also demonstrate that the requirement is fulfilled by submitting relevant certification in accordance with EN ISO 9001, or an equivalent standard, that includes the above-mentioned procedures (such a certificate must clearly refer to ‘quality assurance system’); *applies to the tenderer.*

- A confirmation that the attached Draft Framework Agreement, including the General Terms and Conditions for Framework Agreement and the General Terms and Conditions for Consulting Services are accepted, and that the proposed experts are available if the contract is awarded within the tender validity period (part of the mandatory Annex 4.1).
- Tenderers must provide the duly completed and signed technical proposal submission form (Annex 4.1); must be provided as **original**; *applies to the tenderer*.
- Tenderers must provide the required number of CVs, using the provided CV template (Annex 4.2); required are 9 to 15 CVs, with 3 to 5 CVs each for Level 1 (senior consultant), Level 2 (midlevel consultant) and Level 3 (junior consultant), and at least 1 each CV for Levels 1 to 3 must include Amharic language skills in addition to the required English language skills, and at least 2 CVs for Levels 1 to 3 must include relevant working experience in Ethiopia – please refer to the ToR and Section 4 of this procurement document.
- Tenderers must provide a list of consultants(Annex 4.4), available to work on potential assignments, including those for whom CVs are provided; must be provided as **original**; *applies to the tenderer*.
- Tenderers must provide a brief description of the tenderer (facts about the company, competence and capacity, as well as the company’s market position); limited to 3 pages per company; *applies to the tenderer*.
- Tenderers must provide the required references (tenderer) in the format of Annex 1.6 and as required in Section 4 (“Requirements for services”); *applies to the tenderer*.
- Any other document stated in Annex 4 and not listed above or elsewhere in this procurement document; Annex 4 shall serve as both, a list of mandatory requirements summarising Section 3.4 and a checklist for tenderers to submit all required documents.

The Embassy may verify all submitted documents. The Embassy also reserves the right to contact the reference persons/projects to verify the submitted information.

If the tenderer submits information/evidence in a language other than English, the tenderer must submit a translation of the original document into English.

If the tenderer cannot submit information/evidence in accordance with the above, an explanation must be attached to this. If the explanation is considered insufficient by the Embassy, this could mean that the tenderer will be excluded from the procurement, which may have consequences for the tender as a whole.

The above only describes requirements for the technical proposal; the requirements for the financial proposal are separately described in Section 6 (“Tender prices”).

### **3.5. Consultant conflicts of interest**

If the Embassy is using an external consultant for the formulation of this procurement document (or for other preparatory work prior to this procurement) and the consultant also plans to submit a tender in the procurement, improper competitive advantages may arise. A consultant who has been engaged for the formulation of this procurement document or other preparatory work may therefore be excluded from submitting a tender in this part of the procurement. It is irrelevant if the consultant was hired by the Embassy or if the consultant participated as a subconsultant.

## 4. Requirements for services

### 4.1. Subcontractors for the implementation of the assignment

The term “subcontractor” refers to any contractor that acts in the framework agreement supplier’s stead to provide parts of the contract. The subcontractor provides services that are *directly related to the object of the procurement*, and the delivery of which are absolutely necessary in order for the framework agreement supplier to uphold its end of the contract. Such contractors which supply various goods and services to the framework agreement supplier are not to be considered as subcontractors.

If subcontractors are to be hired by the tenderer, then the complete name and company registration number of the subcontractor(s) must be provided. Furthermore, it should be clear which duties the subcontractor will perform, as well as how the tenderer will make use of the resources of the subcontractor that are necessary to the accomplishment of the contract.

Subcontractors must not have a direct contractual relationship with the Embassy, nor with parties that are eligible to issue call-offs. The framework agreement supplier has the same responsibility for the work of the subcontractor as it does for its own work. The framework agreement supplier is also responsible for ensuring that the subcontractor adheres to the requirements, criteria, and conditions set forth in the framework agreement.

At the request of the Embassy, a tenderer that hires a subcontractor must (by providing a certificate or a copy of the signed cooperation agreement) demonstrate a cooperative working relationship with the subcontractor that applies throughout the framework agreement period, including any extensions. If the tenderer is not able to demonstrate a cooperative working relationship with the subcontractor, the subcontractor may be excluded from the tender, which may have consequences for the tender in its entirety.

### 4.2. Terms of reference

The terms of reference define the conditions for the implementation of the assignment. See Attachment 2 – Terms of Reference.

The tenderer shall accept the prerequisites for the implementation of the assignment, which are presented in Attachment 2 – Terms of Reference.

### 4.3. Organisation of call-off assignments

The tenderer shall submit a description of staffing for future call-off assignments. The description must include the following:

- Process of staffing for future call-off assignments.
- The tenderer's network and co-operations (both in Ethiopia, and internationally) that will facilitate the implementation of future assignments.

The tenderer **shall** have the capacity to carry out in rare circumstances more than one call-off order for the Embassy in parallel.

### 4.4. Quality assurance routines

Tenderers shall provide a description of quality assurance routines that demonstrates how the quality of the service that is requested in this procurement will be quality assured. The description must include the following:

- How future assignments will be quality assured; and
- How the tenderer shall prevent and manage any deviations from the agreed-upon level of quality.

The quality assurance routines must ensure that audits are implemented according to their respective ToR (call-off) and are of high quality, as well as of international standards.

## **4.5. Qualifications and competence**

### **Firm (tenderer):**

The tenderer must be an auditing firm providing authorized public accountants or chartered accountants with competence to perform audits in accordance with international standards issued by IAASB.

The tenderer (the firm) must have documented resources, knowledge and experience to perform assignment/s within the requested area/s of competence/s.

The tenderer must have extensive experience of auditing foreign funded development co-operation projects and international experience.

The tenderer must have very good knowledge regarding local procedures (within Ethiopia), rules and regulations.

The assessment of the tenderer's technical capacity and capability shall include the combined experience.

Please, also refer to the attached ToR.

### **Staff:**

The consultants who fulfill the requirements below will be listed as "approved consultants" – see summary of consultants (Appendix 4.4), that are allowed to be used within the framework – Appendix 4.4 will be corrected by the Embassy, if required, and attached to the Framework Agreement.

Additional consultants that the organization wants to engage for assignments in specific call-offs must fulfill requirements as specified below.

When carrying out an individual assignment, the loss of an individual must not affect the tenderer's ability to supply the agreed competence or resources. The tenderer shall be able to supply persons with similar competence and experience when carrying out the assignment.

A consultant (individual) must not be part of more than one tender related to this procurement.

A general description of how this requirement will be met must be enclosed with the tender.

### **Level 1 (Senior Consultant)**

The person(s) responsible for the performance of each specific audit assignment must be Senior Consultant(s) and have a very high level of competence within his/her area. The Senior consultant(s) must be able to work as a team leader. A very high level of competence is defined as the consultant (individual) meets all of the requirements below:

- Must have at least fifteen years relevant working experience in a senior position to assignments in the auditing sector.
- Must have a degree from a college/university with relevance to performing assignments in the Auditing Sector or alternatively equivalent substantiated knowledge acquired through fifteen years of relevant working experience.

- Must have been responsible for and/or carried out at least ten assignments (to be listed in the CV) in the last three years with relevance to auditing donor funded projects or programmes in development cooperation.
- Must have a very good knowledge of English (written and spoken) at least as per Language Level 2 (Full Professional Proficiency, Annex 4.3, Language Level Definition).

Three to five CVs must be provided for this Level, with at least 1 having, in additiona to English, also very good knowledge of Amharic (written and spoken) at least as per Language Level 2 (Full Professional Proficiency, Annex 4.3, Language Level Definition), and at least 2 having working experience in Ethiopia.

### **Level 2 (Midlevel Consultant)**

In certain circumstances, e.g. for less complex audits, the Embassy may accept the lead consultant responsible for the performance of that specific audit assignment to be a Midlevel Consultant with a high level of competence within his/her area. The Midlevel consultant(s) may be required be to work as a team leader. A high level of competence is defined as the consultant (individual) meeting all of the requirements below:

- Must have between five and fifteen years relevant working experience in positions to assignments in the auditing sector, preferably including some senior positions.
- Must have a degree from a college/university with relevance to performing assignments in the Auditing Sector or alternatively equivalent substantiated knowledge acquired through fifteen years of relevant working experience.
- Must have been part of at least five assignments (to be listed in the CV) in the last three years with relevance to auditing donor funded projects or programmes in development cooperation.
- Must have a very good knowledge of English (written and spoken) at least as per Language Level 2 (Full Professional Proficiency, Annex 4.3, Language Level Definition).

Three to five CVs must be provided for this Level, with at least 1 having, in additiona to English, also very good knowledge of Amharic (written and spoken) at least as per Language Level 2 (Full Professional Proficiency, Annex 4.3, Language Level Definition), and at least 2 having working experience in Ethiopia.

### **Level 3 (Junior/Assistant Consultant)**

The Junior/Assistant Consultant must have a good level of competence within his/her area and be able to work independently. A good level of competence is defined as the consultant (individual) meeting all of the requirements below:

- Must have at least five years working experience with assignments with relevance for performing assignments in the Auditing Sector.
- Must have a degree from a college/university with relevance for performing assignments in the Auditing Sector or acquired similar competence through experience working within the sector.
- Must have participated in at least five assignments during the last three years within the Auditing Sector.
- Must have a very good knowledge of English (written and spoken) at least as per Language Level 2 (Full Professional Proficiency, Annex 4.3, Language Level Definition).

Three to five CVs must be provided for this Level, with at least 1 having, in additiona to English, also very good knowledge of Amharic (written and spoken) at least as per Language Level 2

(Full Professional Proficiency, Annex 4.3, Language Level Definition), and at least 2 having working experience in Ethiopia.

**Documents that must be enclosed with the tender for all 3 levels of consultants listed above:**

- a) Information stating which persons the tenderer intends to use to carry out the assignments. The persons must be introduced in an enclosed Curriculum Vitae (CV) set out according to Appendix 4.2 (Template for CV) and contain name, theoretical competence, experience and assignments carried out that show that the requirements regarding Consultant of Levels 1 to 3 have been met. The presentation of the assignments carried out must also detail the type of assignments that have been carried out, showing experience in relation to the sector (Auditing). The CV must also show which consultant level the person belongs to.
- b) A brief description of two assignments per person that meet the requirements of the consultant level in question, including contact details for verification purposes (free format, preferably added to the CVs). The assignments must have been performed within the Auditing Sector. The Contracting Authority may verify information given in the tender by contacting the client for those previously performed assignments.
- c) The template for List of consultants in Appendix 4.4 must be used by the tenderer to list all consultants, and only consultants with provided CVs may be listed.

## **4.6. Previously completed assignments**

The tenderer must submit fifteen (15) reference assignments, using the template provided as Attachment 1.6; the template shall not be amended, but simply filled in.

All provided references must be from the last seven years (2013 to 2019).

The provided references shall be limited to those areas of engagement as stated in Section 6 (Scope of Work) of the ToR, and shall preferably cover as many audits listed in the aforementioned section of the ToR as possible (multiple types of audits can be covered by the same reference, if applicable).

The reference assignments shall include the following:

- a short description of the reference assignment (scope of work);
- the implementation time (start date and completion date);
- number of staff months/days/hours provided by the tenderer;
- value of the assignment; and
- name of client, including contact information for the reference (the company/organisation, contact person's first name and surname, telephone number, e-mail address).

The Embassy will contact the reference person for the respective assignment, in order to assess and score the assignments in accordance with the section "Evaluation of tenders."

Please, also refer to the attached ToR.

## **4.7. Measures to limit travel**

Tenderers shall provide a description regarding the measures that will be taken to limit the number of trips (especially air travel) while implementing future call-off orders. The description must include the following:

- Alternative measures to limit the number of trips, especially air travel, in implementing the assignment. Examples of such alternative measures may include that the tenderer hires local

consultants and uses resources in the immediate area, for example by travelling to a neighbouring country, using ICT resources, or similar measures.

#### **4.8. Reporting and documentation**

All required reports will be stated in the call-off enquiries and call-off contracts.

For further details, please refer to the attached ToR.

## **5. Terms of reference**

The Terms of Reference (ToR) specify the fundamental and the specific requirements for the implementation of the resulting assignments (call-off).

The tenderer must prepare his/her tender based on the given prerequisites, included in the ToR and in this Procurement Document. The ToR and this Procurement Document complement each other, and must both be carefully considered.



## 6. Evaluation criteria

### 6.1. Implementation and method (tenderer) [max. 24 points]

Based on the requirements, in the ToR, the tender shall present the methodology the tenderer intends to use for carrying out assignment and in particular specify how the method will comply with the requested objectives. The presentation shall show that the tender is able to conduct the audit services according to the ToR and cover the following:

- the understanding of the services – the proposal should show that the tenderer has a good grasp of the services and its role and task (max. 6 points);
- the proposal should show that the tenderer has experience and knowledge of this type of services (references) (max. 6 points);
- how the tenderer describes the tenderer's methods used to carry out the different types of audits, reviews and investigations (methodology) (max. 6 points);
- the tenderer's experiences in carrying out training activities and methods used (max.6 point).

### 6.2. Organisation and availability (tenderer) [max. 24 points]

The relevant evaluation of criteria related to organization and availability may, at the discretion of the Embassy, partly be assessed through presentation to an evaluation group at the Embassy.

#### Organization (max. 16 points)

The tenderer shall specify the organizational set up for the performance of the services. The specification shall meet the requirements set up in the ToR and cover the following:

- the organization should be designed to secure that personnel with adequate qualifications and experience are designated for the services (max. 4 points);
- the interface between the client and the Consultants should, on the Consultants side, consist of as few contact persons as possible and the distribution of responsibilities should be as clear and transparent as possible (max. 4 points);
- the organization should be clear, transparent and well suited to the purpose and objectives of the services (max. 4 points);
- description of availability for meetings on short notice for planning and/or follow-up of assignments (max. 4 points).

#### Availability (max. 8 points)

The tenderer must state the time needed for preparation before a specific audit service under the Framework Agreement can be commenced.

The tenderer must confirm that less complicated advice can be given by telephone or e-mail within a day.

In the Terms of Reference assignments are categorized according to their length in the following manner:

- Short-term assignments up to and including 200 hours; for such short term assignments of maximum 200 working hours the ranking order from the procurement evaluation is valid, where the tenderer that is ranked number one will be called off first.
- Long-term assignments exceeding 200 hours; for such long-term assignments renewed competition will be made based on template in Appendix 3.3, where an e-mail will be sent to all three frame-work agreement holders, with requirements sought for the specific service requested.

For the two assignment categories the tenderer should state the availability to perform the assignment after request and Terms of Reference have been received and if applicable, after reward of contract for the particular assignment. The tenderer should motivate how the availability level will be adhered to.

Short-term assignments ( $\leq 200$ hours)		Long-term assignments ( $> 200$ hours)	
(a)	1-5 days (4 points)	(a)	1-2 weeks (4 points)
(b)	6-9 days (3 points)	(b)	3-4 weeks (3 points)
(c)	10-15 days (1 point)	(c)	5-6 weeks (2 points)
	-	(d)	7-8 weeks (1 point)

### **6.3. Qualification and competence (proposed staff) [max. 52 points]**

The submitted information (CVs) will be evaluated and compared to the following requirements:

#### **Senior Consultants (Level 1) and Midlevel Consultants (Level 2) [max. 38 points]:**

The evaluation will be done on a 'team' basis considering all CVs submitted for Level 1 and Level 2 consultants.

Considering the requirements broadly described in Section 4 of this Procurement document and the ToR, the evaluation of Senior Consultants and Midlevel Consultants will be done as follows:

- have extensive professional experience from reviews of internal management and control and efficiency audits (max. 5 points)
- have extensive experience in auditing of donor-funded projects or programmes in East Africa (max. 5 points)
- have extensive experience in accounting and financial management rules, procedures and practices in Ethiopia (max. 8 points)
- be acquainted with polices for procurement applied by the different sectors in Ethiopia or other countries with comparable setup (max. 5 points)
- have experience in carrying out training activities (max. 5 points)
- have experience from working with Sida and/or other development agencies in East Africa (max. 5 points)
- have requested language skills in English according to language definition Appendix 4.3. (max. 5 points)

**Junior/Assistant Consultants (Level 3) [max. 14 points]:**

The evaluation will be done on a 'team' basis considering all CVs submitted for Level 1 and Level 2 consultants.

Considering the requirements broadly described in Section 4 of this Procurement document and the ToR, the evaluation of Junior/Assistant Consultants will be done as follows:

- have professional experience from reviews of internal management and control and efficiency audits (max. 2 points)
- have experience in auditing in a wide variety of donor-funded projects or programmes in East Africa (max. 2 points)
- have experience in accounting and financial management rules, procedures and practices in Ethiopia (max. 2 points)
- be acquainted with policies for procurement applied by the different sectors in Ethiopia or other countries with comparable setup (max. 2 points)
- have experience in carrying out training activities (max. 2 points)
- have experience from working with Sida and/or other development agencies in East Africa (max. 2 points)
- have requested language skills in English according to language definition Appendix 4.3. (max. 2 points)

## **7. Tender prices**

### **7.1. Price attachments**

The hourly rates in Swedish Krona (SEK) per consultant level and audit type must be specified in Attachment 5.2; only one hourly rate may be stated per consultant level and audit category. The stated rates shall exclude any applicable VAT, but include all other levies, rates and taxes. For invoicing purposes, the Embassy will accept invoices in accordance with legislation of the supplier's country of registration.

The following formula to calculate the tender price (for the purpose of financial evaluation) shall apply:

Level 1 consultant (a + b + c + d + e) x 2 + Level 2 consultant (a + b + c + d + e) x 2 + Level 2 consultant (a + b + c + d + e) x 1

Appendix 5.2, Price Schedule, requires tenderers to insert the hourly rates in SEK for the different consultant levels and types of audits, and automatically calculates the total tender price.

### **7.2. Reimbursable costs**

Place of delivery is considered to be Addis Ababa, Ethiopia.

Reimbursable costs will be determined during call-off enquiries, and must be stated accordingly by each supplier responding to a call-off enquiry.

It is noted that air travel, if required, will only be reimbursed in economy class, and per diems (excluding accommodation) is capped at the rates published annually by the Swedish Government (for 2020 the per diem rate for Ethiopia is SEK 266)

### **7.3. Abnormally low tenders**

If a tender appears to be abnormally low, The Embassy is obligated to request that the tenderer explain the low price or cost. If the tenderer has failed to explain the low price or cost in a satisfactory manner, The Embassy will reject the tender.

## 8. Evaluation of tenders

The evaluation of tenders will be carried out on the following basis:

Best price-quality ratio

### 8.1. Evaluation method

Award criteria	Sub-score	Max. score
Implementation and method (tenderer) (Section 6.1)		<b>24</b>
Understanding of the services	6	
References	6	
Methodology	6	
Experience with training activities and methods used	6	
Organisation and availability (tenderer) (Section 6.2)		<b>24</b>
Organisation		
Personnel with adequate qualifications and experience	4	
Interface between client and supplier	4	
Clear, transparent and well suited organization	4	
Availability for meetings	4	
Availability <sup>1)</sup>		
Assignments ≤200 hours	4	
Assignments >200 hours	4	
Qualification and competence (proposed staff) (Section 6.3)		<b>52</b>
Senior and midlevel consultants		
Experience with internal management/control/efficiency audits	5	
Experience with audits of donor-funded projects	5	
Experience with accounting rules in Ethiopia	8	
Procurement policies in Ethiopia or other similar countries	5	
Experience with training activities	5	
Working with Sida/other development agencies in East Africa	5	
Language skills <sup>2)</sup>	5	
Junior/assistant consultants		
Experience with internal management/control/efficiency audits	2	
Experience with audits of donor-funded projects in East Africa	2	
Experience with accounting rules in Ethiopia	2	
Procurement policies in Ethiopia or other similar countries	2	
Experience with training activities	2	
Working with Sida/other development agencies in East Africa	2	
Language skills <sup>2)</sup>	2	
<b>Total</b>		<b>100</b>

<sup>1)</sup> The availability will be evaluated differently from the below scoring scale; please refer to the separate table.

<sup>2)</sup> The language skills will be evaluated differently from the below scoring scale; please refer to the separate table.

A tender must receive at least 70 points to be eligible for further evaluation.

The assessment and scoring of the award criteria, except for language skills, will be carried out according to the following scoring scale:

Description	Definition	Percentage
The score for each criterion generates a weighted score. For example, a criterion score of 20 points that is deemed to be "Good" is assigned $0.9 \times 20 = 18$ points. (In the evaluation, the levels (in %) will be fixed. This means that no intermediate levels will be used).	Rejected	0%
	Inadequate	40%
	Acceptable	70%
	Good	90%
	Very good	100%

**Definition of the scoring scale:**

Definition	Narrative Explanation
Rejected	The description or equivalent element are missing or has major shortcomings
Inadequate	The description or equivalent element are included but has certain shortcomings
Acceptable	The description or equivalent element are sufficiently good but lacks substantial benefits or is of uneven quality
Good	The description or equivalent element are adequate and well suited for the purpose
Very good	The description or equivalent element provides value and are of high quality overall

The assessment of availability will in deviation of the above table be carried out according to the following scoring scale:

Short-term assignments ( $\leq 200$ hours)		Long-term assignments ( $> 200$ hours)	
(a)	1-5 days (4 points)	(a)	1-2 weeks (4 points)
(b)	6-9 days (3 points)	(b)	3-4 weeks (3 points)
(c)	10-15 days (1 point)	(c)	5-6 weeks (2 points)
	-	(d)	7-8 weeks (1 point)

The assessment of the language skills will in deviation of the above table be carried out according to the following scoring scale:

Team of Senior/Midlevel Consultants		Team of Junior/Assistant Consultants	
Points	Narrative Explanation	Points	Narrative Explanation
5	Additional Ethiopian language(s)	2	Additional Ethiopian language(s)
4	English and Amharic, Level 2	1.5	English and Amharic, Level 2
3	English, Level 2	1	English, Level 2

The quality score is used to reward provided quality by awarding tenders a percentage mark-up on the price, wherein the mark-up is a function of how much lower the quality of the tender is judged to be in relation to the maximum quality. This method makes it possible to determine a comparative value for each tender. The winning tender is the one with the lowest comparative figure.

**The following formula is used:**

Comparison value is: Tendered price  $\times$  (1 + Percentage surcharge).

Percentage surcharge is:  $[(\text{maximum quality score} - \text{quality score assigned}) / \text{maximum quality score}] \times$  upward adjustment factor.

The upward adjustment factor reflects the effect the quality offered should have when added to the price in an evaluation. The higher the upward adjustment factor is, the greater the importance

accorded to qualitative criteria in relation to the price. For this procurement, the weighting factor is set at 10.

**Evaluation example:**

The upward adjustment factor is set at 10.

Tender A: Price of 480,000 SEK; the total quality score obtained is 90 out of 100 points.

Tender B: Price of 400,000 SEK; the total quality score obtained is 75 out of 100 points.

Evaluation, Tender A

Percentage surcharge is:  $(100 - 90) / 100 \times 10$ ; Percentage increase is: 1;

Comparative figure is:  $480,000 \times (1 + 1)$ , i.e. 960,000.

Evaluation, Tender B

Percentage surcharge is:  $(100 - 75) / 100 \times 10$ ; Percentage increase is: 2.5;

Comparative figure is:  $400,000 \times (1 + 2.5)$ , i.e. 1,400,000.

The winning tender is A, since it has the lowest comparison value.

## **9. Contract**

### **9.1. Framework agreement(s)**

The Embassy of Sweden in Addis Abeba will sign one framework agreement (draft in Appendix 3) with each of the winning tenderers with the Embassy, provided that these tenderers meet the requirements set up in the procurement document (incl. Attachments).

### **9.2. Term of contract**

The goal is to have the contract entered into force no later than 2020-05-01 and that the contract shall continue in force until 2022-04-31. The contract period is 24 months with an option to extend twice with unaltered conditions for a period of twelve (12) months for each extension (see ToR and Draft Framework Agreement).

## **10. Openess and confidentiality**

Confidentiality covers information in a procurement matter until an award decision has been taken or the procurement is completed in other ways.

If a tenderer is of the opinion that information given in a tender should be covered by confidentiality, the tenderer should state in the tender which information is concerned and specify the damage that publicity of the information would entail for the tenderer. The Embassy will, however, perform an independent assessment in the matter.