



**African Forum  
for Agricultural  
Advisory Services**  
Knowledge & Novelty  
for Africa's Livelihoods

AFAAS Secretariat  
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## **REQUEST FOR EXPRESSIONS OF INTEREST (REOI) CONSULTANCY TO OFFER EXTERNAL FINANCIAL AUDIT SERVICES FOR AFAAS SECRETARIAT**

**Country:** Uganda

**Organisation:** African Forum for Agricultural Advisory Services (AFAAS)

**Sector:** Agriculture and Rural Development

**Project Name:** Second AFAAS Multi-Donor Trust Fund Project

**Grant No.** TF015730

**Procurement Reference:** AFAAS/ICS-2017/010

**Consultancy Assignment:** Consultancy to offer External Financial Audit Services to AFAAS Secretariat

**Reference No.** (As per Procurement Plan): Item 3.1.11(a)

**Date Issued:** 7<sup>th</sup> July, 2017

- 1) African Forum for Agricultural Advisory Services (AFAAS) received financing from the European Union (EU) under the World Bank towards the implementation of the Second AFAAS Multi Donor Trust Fund Project, and it intends to apply part of the proceeds to payments under the contract for - **Consultancy to offer External Financial Audit Services to AFAAS Secretariat.**

The objective of the audit of the project financial statements is to enable the auditor to express a professional opinion on the financial position of the project **from January 2017 to December 2019** and ensure that the resources made available to the Project are used for the purposes for which they were granted in order to achieve the Project development objective.

- a) *The 1<sup>st</sup> audit will be for the FY ended 2017 (Jan - Dec 2017) to be conducted April - May 2018;*
- b) *The 2<sup>nd</sup> audit will be for the FY ended 2018 (Jan - Dec 2018) to be conducted April - May 2019.*
- c) *The 3<sup>rd</sup> audit will be for the FY ended 2019 (Jan - Dec 2019) to be conducted April - May 2020.*

In conducting the project audit, special attention shall be paid to the following: Assure that the WB and other counterpart funds have been used in accordance with the conditions of the relevant general conditions, grant agreements and disbursement letter; Goods and services financed have been procured in accordance with the relevant general conditions, grant agreements and disbursement letter; supporting documents, records, and accounts have been kept in respect of all Project ventures; Designated Account has been, maintained in accordance with the provisions of the relevant general conditions, grant agreement and disbursement letter; PFS have been prepared in accordance with GAAP; Review compliance on the financial covenants and accuracy and reliability of the interim financial reports submitted to the Bank. The assignment is expected to be accomplished within 5 months after every end of Financial Year.

- 2) AFAAS now invites eligible consulting firms ("*Consultants*") to express their interest in providing the audit of project financial statements of the AFAAS for three fiscal years 2017, 2018 and 2019. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short listing criteria are:

- a) Audit firm is registered with the Institute of Internal Auditors (IIA) of Uganda.
- b) Consultant must possess at least 10 (ten) years of experience related to the scope of work defined in the Terms of Reference (TOR)
- c) The Consulting firm should have an average annual turnover of at least UGX 500 Million or US\$14,000 in last 3 years.
- d) Proven experience with audit of at least 3 donor-funded projects.

**Expression of Interest (EOI) must include:**

- a) General information on letter head of the firm explaining how the firm is best suited to deliver the task with the following details:
    - Name of the firm
    - Head office / Registered office address
    - Telephone
    - Contact person
    - Place of incorporation/ registration
    - Year of incorporation/ registration
    - Registration No. of the firm
    - Tax Identification Number (TIN) of the firm
  - b) Organization Structure
  - c) Annual audited financial statements for the last 3 years (FY 2014, FY 2015, FY 2016)
  - d) Short note on the similar projects undertaken (completed/ongoing) by the Consultant pertaining to the short listing criteria.
  - e) Short note on World Bank/ADB/any other multilateral agency funded projects undertaken (completed/ongoing) by the Consultant pertaining to the short listing criteria.
- 3) The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants (under IBRD Loans and IDA Credits & Grants) by World Bank Borrowers* (January 2011 edition) ("Consultants Guidelines"), setting forth the World Bank's policy on Conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment - **Relationship with Borrower's staff**: Consultants that have a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of (i) the preparation of the TOR for the assignment, (ii) the selection process of the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner accepted to the Bank throughout the selection process and the execution of the contract.

- 4) The consultancy firm will be selected in accordance with the **Least Cost Selection (LCS)** method procedures set out in the World Bank's Guidelines: [Selection and Employment of Consultants by World Bank Borrowers \(January 2011\)](#). The Terms of Reference are accessible on the AFAAS website at: [www.afaas-africa.org](http://www.afaas-africa.org) or [Networking.afaas-africa.org/opportunities](http://Networking.afaas-africa.org/opportunities).
- 5) "Request for Proposal (RFP)" - Request for Technical and Financial proposals will be issued only to the shortlisted Firms.
- 6) The Consultant shall acknowledge receipt of this Request for Expression of interest (REOI) by email to Grace Paddy Wanzala, [pwanzala@afaas-africa.org](mailto:pwanzala@afaas-africa.org) no later than **13<sup>th</sup> July, 2017**, and indicate whether

the EOI shall be submitted. *Acknowledgement shall provide the consultant name, telephone # and email.*

- 7) Further information can be obtained at the address below during office hours (8.30 to 1700 hours). Expression of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by email) by **31<sup>st</sup> July, 2017. Time of deadline: 10.00 hrs (10.00 a.m.).**

**Address:**

Dr. Silim Nahdy - Executive Director at Email: [msnahdy@afaas-africa.org](mailto:msnahdy@afaas-africa.org)

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