



## RESPONSES TO REQUESTS FOR CLARIFICATION

### Request for Proposals N° ARAA/PAE/2022/PI/05

#### « Audits of the financial, internal control systems and procurement procedures of national and regional stakeholders involved in the implementation of the Agroecology Program in the 15 ECOWAS Member States »

Please consider the following responses to the requests for clarification raised:

N°	Requests for clarification	Procurement PAE/ARAA responses
1	For the composition of the team, can you please provide clarification on the number of key personnel required in the establishment of the proposal?	<p>As indicated in the Request for Proposals at article 12 of the consultation document as well as in section 3.2.3 of the Terms of Reference, the composition of the Key Personnel required is described as follows:</p> <ul style="list-style-type: none"><li>• Key Experts:<ul style="list-style-type: none"><li>○ K-1 Expert: one (1) Signatory partner</li><li>○ K-2 ExpertS: Experienced auditors/heads of mission: taking into account the use of the plural, it is a question of presenting several.</li></ul></li><li>• Optional: Non-key Experts / N-1 ExpertS (assistant auditors) and support staff: idem.</li></ul> <p>In other words, the plural formulations for the K-2 experts, particularly, offer the possibility for each bidder to propose several profiles/CVs, without any limit. The bidder's capacity to size his team in accordance with the mission ToR will be assessed.</p>
2	How the overall financial proposal will be breakdowned between the audit of the structures in each country for the preparation of each audit purchase order?	<p>Each audit will be subject of a specific purchase order. If, for a given period, only one structure/entity is "ready" to be audited, i.e. it declares to the Program Coordination Unit (PCU) of the Program that it has met the conditions to trigger the audit (see first paragraph of section 1.1. 7 of the ToRs), then a dedicated purchase order will be launched to carry out an audit mission. If, for the same period, the 2 or 3 structures are ready, the audit firm will make a single trip to the country to audit the 2 or 3 structures at the same time. Ultimately, the audit of each structure is independent of the audit of other structures in the same country because it is not clear that all structures will be ready at the same time or will reach the 70% consumption of the first advance in the same month. It is therefore to be provided that the number of audits per year in a country equal to the number of plane tickets and per diem. When the opportunity arises, if 2 or 3 structures are ready at the same time, we will appreciate when establishing the specific purchase order.</p> <p>Thus, it is requested that bidders specify in appendix the estimated</p>

<p>3 Can the same visit for one country cover the audit of all structures for each year?</p>	<p>breakdown of the overall cost of their financial proposal by country and by audit.</p> <p>As explained above, this situation could occur, although it must be said that it is only a possibility. It is therefore necessary to plan the audit of each structure independently. Indeed, if the modality chosen was that of annual audits of the accounts, this would be obvious. In this case, the modality chosen here is different: the achievement by each structure of the threshold of 70% of consumption of the previous instalment.</p>
<p>4 Is any travel within the country for the visit of the structures covered by the structures in the absence of information on the location of the different structures?</p>	<p>All the entities to be audited are located in the capital cities of the 15 ECOWAS countries. The auditor will therefore not have to travel within the countries. But if this happens, the travel costs will be covered by the audited structure and charged to the Agroecology Programme's expenses.</p>