

COMISSÃO DA CEDEAO

ECOWAS COMMISSION



COMMISSION DE LA CEDEAO

Département Agriculture, Environnement et Ressources en Eau

Department of Agriculture, Environment and Water Resources

ARAA / RAAF

Agence Régionale pour l'Agriculture et l'Alimentation

Regional Agency for Agriculture and Food

MULTI-COUNTRIES ECOWAS

Burkina Faso, Côte d'Ivoire, Mali, Senegal, Togo

Call for expressions of interest

Recruitment of an accounting firm to carry out audit assignments as part of the instalment payments to field projects and revolving advances to ARAA as part of the Support for Agro-ecological Transition in West Africa Project (PATAE)

AMI : ARAA/PATAE/2019/PI/N°01

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1. The Economic Community of West African States (ECOWAS) Commission has received financial support from the French Development Agency (AFD) to implement a programme to support the agro-ecological transition in West Africa in 5 ECOWAS countries (Burkina Faso, Côte d'Ivoire, Mali, Senegal and Togo). This programme is intended to be extended to all Member States of the Community through additional funding from the European Union, which will be allocated to AFD.
2. The ECOWAS Commission, through the Regional Agency for Agriculture and Food (RAAF), intends to use the services of an accounting firm to carry out audit assignments relating to:
 - disbursement of funds in instalment to field projects selected following a call for proposals; and
 - revolving advances paid into the project accounts of ARAA in connection with this Project.
3. ECOWAS wishes to have annual audits of the special accounts opened by ARAA and audits by instalment of the accounts of field projects throughout the duration of their use by the latter. The audit will have to verify, in particular, that the funds paid into the Project Accounts have been used in accordance with the provisions of the Financing Agreements between ECOWAS and AFD and the Grant Agreements between ECOWAS and field projects, and the principles of ECOWAS Financial Regulations..
4. To this end, the audit will focus on the following four areas :
 - verification of the conformity of the procurement process with AFD Directives (competitive bidding, untying, transparency, equity) and local regulations applicable to the Contracting Authority ;
 - verification of due diligence carried out by the Project Owner and field projects in the field of anti-money laundering (AML) and anti-terrorism ;

- verification of due diligence carried out in terms of social and environmental responsibility, both by the Project Owner and field projects as well as by companies holding contracts or their subcontractors, as the case may be ;
 - verification of the use of expenditure, with regard to the provisions of the financing agreements between ECOWAS and AFD and the Grant Agreements between ECOWAS and field projects, as well as the progress of works/equipment, supplies and services..
5. The auditor's assignment will take place in the 5 countries covered by the field projects and at ARAA headquarters: Burkina Faso, Côte d'Ivoire, Mali, Senegal and Togo (ARAA being based in Lomé)..
 6. The ECOWAS Commission invites consultants to express their interest in providing the Services described above.
 7. The eligibility criteria for AFD financing are specified in Article 1.3 of the "Guidelines for the Procurement of Contracts Financed by AFD in Foreign States", available online on AFD's website www.afd.fr.
 8. For the purpose of assessing the qualifications and capacities of firms for the establishment of the short list, the following minimum criteria will be considered :
 - Be an independent Audit and Public Accountancy Firm in the usual profession of auditing the accounts, a member of a recognized professional accounting body and having proven experience in financial auditing of development project accounts ;
 - Demonstrate ability to operate in the 5 countries covered by the project; and
 - Have experience in audits of projects financed by French or European public donors ;
 - Have a local branch or correspondent in the following 5 countries: Burkina Faso, Côte d'Ivoire, Mali, Senegal and Togo.
 9. The similarity of the experiences will be analysed according to::
 - the size of the contracts ;
 - *the nature of the Services: audit; and*
 - the geographical context: ECOWAS region.
 10. ARAA will establish a list of a maximum of six (06) firms, pre-selected on the basis of the expressions received, to which it will issue a request for proposal for the provision of the required services.s.
 11. The interested firms must provide information demonstrating that they are qualified and experienced to perform the present services, and will justify that they have references to recent and/or similar services. As such, they are invited to submit their expressions of interest to the address below :

Agence Régionale pour l'Agriculture et l'Alimentation
 Boulevard de la Paix, 83 rue de la Pâture, Lomé, Super Taco, Togo
 Téléphone : +228 22 21 40 03,
 Email : procurement@araa.org

Subject : Recruitment of an accounting firm to carry out audit assignments as part of the instalment payments to field projects and revolving advances to ARAA as part of the Support for Agro-ecological Transition in West Africa Project (PATAE)

**ANNEX TO THE EXPRESSION OF INTEREST
(DO NOT MODIFY THE TEXT)**

Declaration of integrity, eligibility and environmental and social commitment

Title of the call for proposals : **Recruitment of an accounting firm to carry out audit assignments as part of the instalment payments to field projects and revolving advances to ARAA as part of the Support for Agro-ecological Transition in West Africa Project (PATAE)**

_____ (The "Contract")

TO : **Mr. Executive Director of ARAA**, _____ (The "Contracting Authority")

1. We acknowledge and accept that the French Development Agency ("AFD") only finances the Owner's projects on its own terms and conditions, which are determined by the financing agreement with the Owner. Consequently, there can be no legal relationship between AFD and our company, our Consortium and our subcontractors. The Contracting Authority retains sole responsibility for the preparation and implementation of the procurement process and their subsequent execution..
2. We certify that we are not, and that none of the members of our Consortium and our subcontractors are, in any of the following cases :
 - 2.1) be in a state of or have been the subject of bankruptcy, liquidation, judicial settlement, safeguard, cessation of activity or be in any analogous situation resulting from proceedings of the same nature ;
 - 2.2) have been convicted of any act referred to in Articles 6.1 to 6.4 below or of any offence committed in the course of the award or performance of a contract for less than five years by a judgment which has the force of res judicata in the country in which the project is carried out¹ ;
 - 2.3) appear on the lists of financial sanctions adopted by the United Nations, the European Union and/or France, in particular in the fight against the financing of terrorism and violations of international peace and security ;
 - 2.4) in the case of professional matters, have been guilty of serious misconduct during the last five years in connection with the award or performance of a contract ;
 - 2.5) not having fulfilled our obligations relating to the payment of social security contributions or our obligations relating to the payment of our taxes in accordance with the legal provisions of the country where we are established or those of the project owner's country ;
 - 2.6) have been convicted for less than five years by a final judgment of one of the acts referred to in Articles 6.1 to 6.4 below or for any offence committed in connection with the award or performance of a contract financed by AFD ;
 - 2.7) be subject to an exclusion decision by the World Bank, effective 30 May 2012, and

¹ In the event of such a conviction, you may attach to this Declaration of Integrity additional information that will allow you to consider that this conviction is not relevant in the context of the contract financed by AFD.

be included as such on the list published at <http://www.worldbank.org/debarr2> ;

2.8) be guilty of misrepresentation in providing the information required as part of the procurement process.

3. We certify that we are not, and that none of the members of our Consortium and our subcontractors are, in any of the following conflict of interest situations:

3.1) shareholder controlling the Contracting Authority or subsidiary controlled by the Contracting Authority, unless the resulting conflict has been brought to the attention of AFD and resolved to its satisfaction..

3.2) have business or family relations with a member of the Contracting Authority's services involved in the selection process or the resulting contract control, unless the resulting conflict has been brought to the attention of AFD and resolved to its satisfaction ;

3.3) control or be controlled by another bidder, be placed under the control of the same company as another bidder, receive subsidies directly or indirectly from another bidder or award subsidies to another bidder, have the same legal representative as another bidder, maintain direct or indirect contacts with another bidder allowing us to have and give access to, influence or influence the information contained in our respective offers, or influence the decisions of the Contracting Authority;

3.4) be committed to an advisory assignment which, by its nature, may prove incompatible with our assignments on behalf of the Contracting Authority ;

3.5) in the case of a procedure for the award of a contract for works or supplies :

i. have prepared ourselves or been associated with a consultant who has prepared specifications, plans, calculations and other documents used in the competitive process under consideration ;

ii. be ourselves, or one of the firms to which we are affiliated, recruited, or to be recruited, by the Contracting Authority to carry out the supervision or control of the works within the framework of the Contract.

4. If we are a public institution or public company, we certify that we are legally and financially independent and that we are managed in accordance with the rules of commercial law..

5. We undertake to inform the Contracting Authority without delay, who will inform AFD, of any change in the situation with regard to points 2 to 4 above.

² In the event of such an exclusion decision, you may attach to this Declaration of Integrity additional information that will allow you to consider that this exclusion decision is not relevant in the context of the contract financed by AFD..

6. In the context of the award and performance of the Contract :

6.1) We have not and will not commit any unfair practice (act or omission) intended to deliberately deceive others, intentionally conceal elements from them, surprise or vitiate their consent or cause them to circumvent legal or regulatory obligations and/or violate their internal rules in order to obtain an improper profit.

6.2) We have not and will not engage in any unfair practice (act or omission) contrary to our legal or regulatory obligations and/or internal rules in order to obtain an illegitimate profit.

6.3) We have not promised, offered or granted and we will not promise, offer or grant, directly or indirectly, to (i) any person holding a legislative, executive, administrative or judicial office in the Contracting Authority's State, whether permanently appointed or elected or not, whether remunerated or not and regardless of his hierarchical level, (ii) any other person who performs a public function, including for a public body or public enterprise, or who provides a public service, or (iii) any other person defined as a public official in the Contracting Authority's State, an undue advantage of any kind, for himself or for another person or entity, to perform or refrain from performing an act in the exercise of his official functions.

6.4) We have not promised, offered or granted and will not promise, offer or grant, directly or indirectly, to any person who directs or works for a private sector entity in any capacity whatsoever, any undue advantage of any kind, for himself or herself or for another person or entity, to do or refrain from doing anything in violation of his or her legal, contractual or professional obligations..

6.5) We have not and will not commit any act likely to influence the procurement process to the detriment of the Contracting Authority and, in particular, any anti-competitive practice having as its object or effect the prevention, restriction or distortion of competition, in particular by tending to limit access to the Contract or the free exercise of competition by other companies.

6.6) We, or one of the members of our Consortium, or one of the subcontractors will not acquire or supply equipment or operate in sectors under embargo from the United Nations, the European Union or France..

6.7) We undertake to respect and ensure that all our subcontractors comply with the environmental and social standards recognised by the international community, including the fundamental conventions of the International Labour Organisation (ILO) and the international conventions for the protection of the environment, in accordance with the laws and regulations applicable in the country where the Contract is being performed. In addition, we also undertake to implement environmental and social risk mitigation measures as defined in the environmental and social management plan or, where applicable, in the environmental and social impact notice provided by the Contracting Authority.

7. We, the members of our Consortium and our subcontractors authorize AFD to examine the accounting documents and documents relating to the award and performance of the

Contract and to submit them for verification to auditors appointed by AFD.

Name _____ as _____

Signature _____

Duly authorized to sign the bid for and on behalf of³ _____

As of _____ day of _____

³ In case of a Consortium, enter the name of the Consortium. The person signing the bid on behalf of the Bidder shall attach to the Bid the Authority entrusted by the Bidder.



Expressions of Interest Evaluation Grid

The table below may be used to establish the short list of Respondents. One table must be completed by each Respondent. For each reference, the evaluator will check the boxes corresponding to the criteria it meets.

Name of Respondent: _____

	<i>[Criteria 1]⁴</i>	<i>[Criteria 2]</i>	<i>[Criteria 3]</i>	<i>[Criteria 4]</i>	<i>[Criteria 5]</i>	<i>[Etc.]</i>
<i>[Reference A]⁵</i>						
<i>[Reference B]</i>						
<i>[Reference C]</i>						
<i>[Etc.]</i>						
Total⁶						

The selection of Respondents to be included in the Restricted List must comply with the rules defined as follows:

- The Respondent must have at least one reference for each criteria; otherwise, its application will be rejected. ;
- The ranking of Respondents is based on the greatest number of criteria met (ticked boxes) ;
- In the case of a Consortium, the references of all members will be added together

⁴ Each column of criteria corresponds to a characteristic of similar experiences listed in the AMI in terms of (i) the nature of the Services, (ii) the technical field, and (iii) the geographical context.

⁵ Each line in the table corresponds to a reference described by the Respondent in its application.

⁶ The "total" for each column indicates the number of references that meet the criteria.

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12. Expressions of interest will be received no later than.....**03 MAI 2019**.....at 17:00 GMT, Togo time.
13. Interested consultants can obtain additional information at the following address: procurement@araa.org, at the following times: from 9:00 am to 5:00 pm..
14. The expression of interest dossier shall include :
- A letter of expression of interest; ;
 - A copy of the administrative documents ;
 - Evidence of similar experiences and references ;
 - Proof of membership in a recognized professional accounting body; and
 - *-If the consultant is constituted as a consortium:* a copy of the consortium agreement concluded by all its members or a letter of intent to form a consortium in the event that its proposal is accepted..

Lomé**04 AVR 2019**.....

ARAA's Executive Director



SALIFOU Ousseini

