

**To be completed by the tenderer**

Please provide the following information:

**1. RATIONALE**

- *Any comments you have on the terms of reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Your opinion on the key issues related to the achievement of the contract objectives and expected results.*

The Auditor will carry out the specific procedures listed in Annex 2 to the Terms of Reference and will submit to the Beneficiary a report of factual findings with regard to the specific verification procedures performed for each verified period. Verification means that the Auditor will examine the factual information in the Financial Report of the Beneficiary and will compare it with the terms and conditions of the Grant Contract. As this engagement is not an assurance engagement the Auditor will not provide an audit opinion and expresses no assurance.

- *An explanation of the risks and assumptions affecting the execution of the contract.*

N/A

**2. STRATEGY**

- *An outline of the approach proposed for contract implementation.*

The verification of expenditures and revenues shall be realized in accordance with Grant Contract and in accordance with the Terms of Reference.

This verification is operated at the Customer's request and will be realized in conformity with ISRS 4400.

Besides general technologies of execution of verification, mission and subject of the verification will include also the requirements stipulated by the Customer in the Specifications.

- *A list of the proposed tasks you consider necessary to achieve the contract objectives.*

We shall carry out the agreed-upon procedures listed in ToR, and conduct revenue and expenditure verifications in accordance with the Grant Contract. Eligibility of expenditure, including the checks to be performed by the Contractor, are listed in Annex 2 Guidelines for risk and verification procedures.

We shall prepare 3 Expenditure Verification Reports for 3 distinctive periods: 01/02/2022-31.01.2023, 01/02/2023-31/01/2024, 01/02/2024-31/01/2025.

- *Inputs and outputs.*

Inputs – human resources (key-experts and non-key experts)

Outputs - Expenditure Verification Reports of a Grant Contract;

## Organisation & methodology

### 3. BACKSTOPPING, SUBCONTRACTING AND CAPACITY PROVIDING ENTITIES

- *A description of the support facilities (back-stopping) that the contractor will provide to the team of experts during execution of the contract. The back-up function will be assessed in the evaluation and should be carefully explained in the organisation and methodology, including the list of staff, units, capacity of permanent staff regularly intervening as experts on similar projects, provision of expertise in the region/country or origin as well as partner countries, organisational structure, etc. which are supposed to ensure that function, as well as the available quality systems and knowledge capitalisation methods and tools, within the respective members of the consortium.*

“Audit-Concret” SA has a highly qualified personnel. Our employees possess seniority and experience in the field of audit and bookkeeping.

In the period between 1996-2022 the employees of “Audit-Concret” Company have registered a series of achievements in the field of audit, being among the first holders of audit certificates issued by the Ministry of Finances, as well as the right to carry out the activity on the market of movable assets of the Republic of Moldova, to carry out the audit of insuring companies, property evaluation, right to carry out the activity as a manager of bankruptcy and reorganization procedure of economic agents, insolvability and liquidation procedure.

Being good specialists, having vast experience in the operated field, all Company’s employees aspire to continuous self-perfection and education, passing trainings and different courses of bookkeeping, taxation, civil law, financial analysis, audit, both in the country and overseas.

Several employees have participated at the Second Project of Private Sector Development, in conformity with the Credit Agreement for development between the Republic of Moldova and Association for International Development being ratified by the Parliament of the Republic of Moldova by Decision No.1533-XIII of February 25, 1998, within which achievement our specialists had trainings at international auditing companies, namely International BDO In the countries of Central and Western Europe in domestic auditing companies, namely: ACTA s.r.o., PRIMASCA AUDIT s.r.o.

Always tending to perfection of knowledge, our employees have participated at the contest of “Community Connections” project completely financed by the American party, in result of which two specialist have won that competition in 2001 and 2003, being delegated to America for training in auditing, insurance and evaluation companies.

Company disposes of the most modern performance information programs and computers. Thus, all specialists of the Company have passed the courses of application of programs used in the Company. As result, the Company keeps accounting records of a number of enterprises with different forms of property and kinds of activity.

All Company employees are members of the Association of Certified Accountants and Auditors of the Republic of Moldova, which at its turn is a member of IFAC, permanently increasing its level of qualification in the given field.

Also, two of our employees are included in the list of trained auditors for carrying out expenditure verification missions within Danube Transnational Programme and within Black Sea Basin Programme (<https://www.mf.gov.md/ro/content/lista-auditorilor-instrui%C8%9Bi>) and four of our employees are included in the list of trained auditors for carrying out expenditure verification missions in the ENI-CROSS Border Cooperation Programme Romania-Republic of Moldova.

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- *A description of any subcontracting arrangements and arrangements with capacity providers (if such were identified during the shortlisting stage) with a clear indication of the tasks that will be entrusted to subcontractors and to capacity providers and a statement by the tenderer guaranteeing the eligibility of subcontractors and capacity providers.*

N/A

#### 4. INVOLVEMENT OF ALL MEMBERS OF THE CONSORTIUM AND OF CAPACITY PROVIDING ENTITIES

- *If a tender is submitted by a consortium, a description of the input from each member of the consortium and the distribution and interaction of tasks and responsibilities between them. Furthermore, the involvement of all members of the consortium will be considered added value in the tender evaluation. If the tender is submitted by a single company, the total of available points for this part in the evaluation grid will be allocated.*

N/A

- *If the tenderer relied on the capacity of other entities to fulfil the technical and professional criteria, evidence of the written commitment provided by those entities for performing the services for which their technical and professional capacities are required must be provided.*

N/A

- *If the tenderer relied on the capacity of other entities to fulfil the economic and financial criteria, evidence of the written commitment provided by those entities establishing their joint liability for the performance of the contract must be provided.*

N/A

#### 5. TIMETABLE OF WORK

- *The timing, sequence and duration of the proposed tasks, taking into account travel time.*

The verification procedures will be performed during 60 days after the Financial report will be presented for verification to the controller.

- *The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the terms of reference.*

The report on this expenditure verification will describe the purpose, the agreed-upon procedures and the factual findings of the engagement in sufficient detail to enable the Contracting Authority to understand the nature and extent of the procedures performed by the Auditor and the factual findings reported by the Auditor. The auditor will use the Revenue and Expenditure Verification Report as specified in the ToR.

- *The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised.*

In case we are accepted, we will commence the verification in the terms established by the Customer in the Specifications. At commencement of verification we hope to get complete support from your personnel and that we will have at our disposal any records, documents and other information necessary for verification performance.