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## PART A Terms of Reference (ToR)

### SUMMARY OF SERVICE REQUESTED

<b>Title of this service A</b>	<b>Call for External Audit Expert for the need of the project GET YES</b>
<b>Expected Start and End date</b>	10 – 30 June 2017
<b>Project name (Global Exchange and Training for Youth Employment Services Agreement Nr - 2015 - 1910 / 001 - 001)</b>	Awarded within the Erasmus+ Programme Key Action 2: Cooperation for innovation and the exchange of good practices

### 1. BRIEF BACKGROUND RELEVANT FOR THE SERVICE

CEFE Macedonia [www.cefe.mk](http://www.cefe.mk) is an organization formed in 2008 in Skopje, Macedonia. The organization is formed by CEFE trainers which met and participated in Training of Trainers in 1997 in Macedonia. Our main activities are trainings, consultancy and workshops.

We work in the fields of promoting and raising entrepreneurship and self-employability skills. Our members of experts have organized over 100 business trainings according to the CEFE methodology, we are offering business knowledge for expansion of already existing companies and we are devoted to reduction of unemployment through regional and international cooperation and exchange.

CEFE Macedonia, as a coordinator, and its partners, are implementing a capacity building project named "Global Exchange and Training for Youth Employment Services" [www.getyesproject.com](http://www.getyesproject.com) which aims to foster cooperation, exchanges, upgrade and roll out of good practices between the participating organizations specialized in employment generation. Thus enhancing their capacities for reduction of youth unemployment, professionalization of youth workers and support of entrepreneurship.

Project is co-funded by the European Union Erasmus + Program under the Key Action 2: Cooperation for innovation and the exchange of good practices.

Partners in the project: CEFE International GmbH, Germany; Business Works Limited, Jamaica; Plataforma Áurea, Chile; Philippine CEFE Network Foundation, Philippines.



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## 2. OBJECTIVE AND EXPECTED RESULTS OF THE SERVICES A

Through this ToR, CEFE Macedonia intends to conclude a contract for service A according to the activities of the project “Global Exchange and Training for Youth Employment Services”.

Due to the nature of the services required, CEFE Macedonia is seeking External Audit Expert, which will ensure a strong output.

The successful deliver of the intended services will achieve projects objectives as:

- Ensuring financial control of the project, thus securing the best financial management.

### SERVICE A: Call for External Audit Expert for the need of the project GET YES

To ensure the quality of the financial management of the project CEFE Macedonia is now looking for External Audit Expert who can independently ensure the financial management of the project is one a high level. ***Below are the shortened and general conditions of activities to be covered, for more detailed information the “GUIDANCE NOTES Report of Factual Findings on the Final Financial Report Type I” must be read and all additional activities implemented by the Auditor and Contractor (CEFE Macedonia).***

#### 1. Audit of project

**Goal: Project Financial Monitoring is one aspect of project management involving Checking, regulating and controlling the performance of finances. Project Monitoring is conducted independently:**

The Audit Expert will be expected to check:

- The balance of inflows and outflows for the duration of the project
- All costs as well as all receipts (including other sources of financing) declared in the Final Financial Report are justified by the relevant
- All costs are incurred in the eligibility period in accordance with Article of the Grant Agreement/Decision.
- Expenses incurred in a currency other than Euro have been converted in accordance with the provisions
- The beneficiary has complied with the rules for accounting and record keeping in accordance with the General Conditions of the Grant Agreement/Decision;
- Sub-contracting and procurement costs comply with the related provisions set by the General Conditions of the Grant Agreement/Decision;
- To check the supporting documentation
- To give the final report

### 2.1 Requested External Audit profile (SERVICE A)

- At least 5 years’ experience in accounting, financial, taxation and auditing, preferably for NGO’s, or for companies;
- Be able to give the final report in English;
- A level of education which corresponds to completed university studies of at least 4 years attested by a diploma in the accounting, finance and/or auditing field, or professional training/a professional qualification of an equivalent level relevant to these fields;
- To be certified Auditor;



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- Experience in international audit of companies or NGO's will be a plus;

### 3. SPECIFIC ACTIVITIES

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#### 3.1 Activities of the Contractor related to SERVICE A

The main task is to implement External Audit. The other activities include:

- One preparatory meeting: (TBD together with contractor)
- See the concept of the methodology;
- Deliver the documentation needed for audit taking into account their specific needs as per the ToR and in all cases ensuring that all logistics are organised to a high standard and in a timely manner to allow for smooth implementation and ideal working conditions;
- Final delivery of the report.
- The Report of Factual Findings on the Final Financial Report - Type I is composed of two separate documents:
  - The auditor's Report of Factual Findings to be issued on the auditor's letterhead and dated, stamped and signed by the auditor;
  - The list of invoices relating to the Action (The Excel Final Financial Report), compiled, dated and signed the beneficiary and countersigned by the auditor;
- The Report of Factual Findings on the Final Financial Report - Type I must be written in English,
- **The “GUIDANCE NOTES Report of Factual Findings on the Final Financial Report Type I” document is an integral part of this ToR and all other activities that are not covered in this ToR must be read and implemented by the Auditor and Contractor (CEFE Macedonia).**

#### 3.2 The work includes:

- preparation (preparatory meeting and essential preparation)
- implementation of the audit
- evaluation of documentation
- final report

### 4. HOW SERVICES WILL BE CONTRACTED UNDER THE CONTRACT FRAMEWORK

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A contract is a legal agreement between two parties - in this case, CEFE Macedonia and 'the Contractor'. It acts as the basis for possible future purchase of services A by CEFE Macedonia. The contract contains, among others, the scope of services that can be purchased by CEFE Macedonia, contractor's activities, methodology, timing and fees to be respected by the Contractor.

At no stage in the process is CEFE Macedonia legally bound to issue payment. Therefore CEFE Macedonia has no legal commitment to the contractor in case the agreement is not reached on the budget, or an activity is cancelled, etc.



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No legal commitment exists on behalf of either party until the contract is counter-signed by the contractor and has been received by CEFE Macedonia.

In the course of contract implementation, the contractor should bear in mind that any changes in the nominated staff and/or changes in the methodology described in the contractor's technical proposal, must be communicated to CEFE Macedonia for approval.

The Contractor shall also ensure that any member of his personnel working in the context of this Contract, including the personnel at the local office, fulfils all legal obligations with respect to social security contributions, insurance and fiscal regulations.

## **5. MONITORING PROGRESS**

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The contractor will maintain regular communication with CEFE Macedonia, to ensure clarity on the progress of the service.

Upon request, during the life of the contract, the contractor will provide to CEFE Macedonia brief ad-hoc progress reports as requested by CEFE Macedonia.

## **6. PAYMENT PLAN**

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Payment will be made upon successful completion of the service A in accordance with the ToR and specific contract signed between CEFE Macedonia and the Contractor for final approved documents provided to CEFE Macedonia.



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## Part B Preparing for ToR: required documents

### 1. Selection and supporting documentation SERVICE A

The applicants must have the following technical and professional capacity to perform the contract:

- At least 5 years' experience in accounting, financial, taxation and auditing, preferably for NGO's, or for companies;
- Be able to give the final report in English;
- A level of education which corresponds to completed university studies of at least 4 years attested by a diploma in the accounting, finance and/or auditing field, or professional training/a professional qualification of an equivalent level relevant to these fields;
- To be certified Auditor;
- Experience in international audit of companies or NGO's will be a plus;

All interested Applicants must submit

- a company CV or reference list of similar undertook projects;
- Cover letter, indicating the expert area applied for and outlining how the applicant's skills, experience and background match the requirements of the call;
- Work methodology and duration in days;
- Financial offer for service A;

All applicants must provide a full set of documents for the following service, which the evaluation committee of CEFE Macedonia and GET YES project will assess.



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## 2. Evaluation criteria

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The following criteria will be used for evaluation of tenders received for service A:

	Criteria	Points
1	Relevant experience	20
2	Methodology & Duration	30
3	Referent list of previous projects	20
4	Price	30
	<b>TOTAL</b>	<b>100</b>



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## Part C: Application

### 1. How and where to apply

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All documents must be submitted to CEFE Macedonia evaluation committee according to the Deadline for submission of applications in the time table at

**To:** info@cefe.mk

**Cc:** e.stojanovska@cefe.mk

**Subject:** External Audit Expert for GET YES (*your name and surname*) (for Service A)

### 2. Timetable

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The timetable for this ToR procedure and signature of the resulting contract(s) is as follows:

Activity	Date	Comments
ToR launch date	23.05.2017	
<b>Deadline for submission of applications</b>	<b>29.05.2017</b>	
Evaluation of applications	30.05.2017	
Notification of award	31.05.2017	All applicants will receive information on their status
Contract signature	31.05.2017	

### 3. Information

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We encourage you to contact us for any required information to: info@cefe.mk or +389 78 201 854



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