



Hashemite Kingdom of Jordan
Ministry of Water and Irrigation



Water Authority of Jordan

The Hashemite Kingdom of Jordan
Ministry of Water and Irrigation
Water Authority of Jordan
Ramtha and Sahel Houran Wastewater Project
Procurement of Audit Services to conduct
External Financial and Compliance Audit
Request for Quotation

Tender n° 2/AFD/2024

January , 2024

A project financed by :



Co-funded by
the European Union

PROCUREMENT OF AUDIT SERVICES

Ramtha and Sahel Houran Wastewater Project

AFD project reference CJO 1105 / Jordan

Financing Agreement number(s):	CJO1105-01P, CJO1105-02R, CJO 1105-04T, CJO 1105-05U
Entity subject to the audit:	The Water Authority of Jordan (WAJ)
Country:	Hashemite Kingdom of Jordan
Contracting Authority:	The Water Authority of Jordan (WAJ)
Provisional audit contract conclusion date:	< contract signature date >
Period covered:	2023, 2024, 2025, 2026 and 2027 2028 optional

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List of acronyms

ACF	Action Against Hunger (Action Contre La Faim)
AFD	Agence française de développement
AML	Anti-Money Laundering
CFT	Combating the Financing of Terrorism
DR	Draft Report
EU	European Union
EUD	European Union Delegation (in Jordan)
HKJ	Hashemite Kingdom of Jordan
ISA	International Standards on Auditing
ISAE	International Standard on Assurance Engagements
NGO	Non-governmental organization
NIP	Neighborhood Investment Platform
NRC	Norwegian Refugee Council
PEA	Project Executing Agency
TOR	Terms Of Reference
WAJ	Water Authority of Jordan
WASH	Water, sanitation and hygiene
WWTP	Wastewater Treatment Plant
YWC	Yarmouk Water Company

1 Invitation for Request for Quotation

1. Ministry of Water and Irrigation/Water Authority of Jordan (WAJ), hereinafter called “the Client”, has received funds from the Agence Française de Développement (AFD) and from the European Union Neighbourhood Investment Platform (EU-NIP) toward the cost of the Ramtha and Sahel Houran Wastewater Project, hereinafter called “the Project”.
2. The Client now invites Quotations from properly certified and independent national and international audit firms (hereinafter referred to as “Consultant”) to assign the following consulting Services:
 - (a) Conducting the Financial and Technical Audit of the Project for the fiscal years 2023, 2024, 2025, 2026 and 2027.Details on the required Services are provided in the Terms of Reference (TOR), Appendix A of this Request for Quotations (RFQ) document.
3. The selection of the Consultant shall be based on quality, technical proposal, and lowest price. Evaluation of quality shall be based on bidders’ qualifications, which must demonstrate experience in similar contracts in nature and size, experience in the Client’s country, knowledge/skills in technical expertise, language command, and knowledge and experience in international development programmes.
4. Evaluation of technical proposals shall be based on Methodology and CVs of the proposed experts as specified in the RFQ document. The lower price will result from the financial offers.
5. This RFQ document includes the following:
 - a) This Invitation;
 - b) Letter of Submission of the Proposal;
 - c) Technical Proposal;
 - d) Financial Proposal;
 - e) ANNEX A. Terms of Reference and Scope of Services;
 - f) ANNEX B. Standard Form of Contract;
 - g) ANNEX C. Statement of Integrity, Eligibility and Social and Environmental Responsibility.
 - h) ANNEX D. Form TECH-1 (CV Form).
6. The Quotation shall comprise the following documentation:
 - a) Letter of Submission of the Proposal,
 - b) Technical Proposal,
 - c) Financial Proposal, and
 - d) Statement of Integrity, Eligibility and Social and Environmental Responsibility.

The outer envelope should indicate the reference and the title as below:

- ❖ Improved Access to Water, Water Distribution Performance and Related Sewerage Disposal in Irbid Governorate for Host Communities and Syrian Refugees
- ❖ Request for Quotation/ For the Selection of Consultant for conducting the Financial and Technical Audit of for the fiscal years 2019 and 2020
- ❖ Ref.# [1/AFD/2024]

Technical proposal and financial proposal shall be put in two separate and closed envelopes. The public opening of the submitted Technical Proposals will take place **on 4th March 2024**.

The Financial proposals will remain closed until the evaluation of the technical proposals is completed. The Financial proposals of only those bidders who have passed the technical evaluation phase will be opened.

7. Period of Validity of Quotations shall not be less than **90 days** starting from the deadline of Submission Date.
8. A complete set of bidding documents is available available for free download from WAJ website: (<https://www.mwi.gov.jo/AR/Modules/tenders>) and AFD's website (<https://tenders-afd.dgmarket.com/>) from **30th January 2024**.
9. If necessary, clarifications can be requested by sending an email to the following addresses: rua_alsoub@mwi.gov.jo, no later than 3:00 p.m. (Jordan Local Time) of **18th February 2024**.
10. Quotation's envelopes must be submitted in Five (5) hard copies - one (1) of which shall be the Original- and Electronic Versions on USB Keys, to the address below no later than **4th March 2024, at 12:00 p.m.** (Jordan Local Time). Late application will be rejected.
Water Authority of Jordan /WAJ Tender Department, 6th Floor
Attn: Eng. Rua Al-Soub
Shemisani PO Box 5012
Amman 11181, Jordan
Email: rua_alsoub@mwi.gov.jo
11. The Client has the right to cancel the tender procedure without giving any reasons and without any financial or legal commitments due to the cancelation.
12. Performance Security amounting to 10% of the contract price is requested upon contract signing.
13. The cost of the Newspaper advertisement shall be charged to the Consultant who will be awarded this contract.

2 Letter of Submission of the Proposal

[Location, Date]

To: *[Name and address of Client]*

Dear Sir/ Madam,

I, the undersigned, offer to provide the consulting Services for *[Insert title of the Services]* as an Auditor in accordance with your Request for Quotations dated *[Insert Date]* and my attached documentation as following:

- (1) Consultant's certifications;
- (2) Technical Proposal;
- (3) Financial Proposal; and
- (4) Statement of Integrity, Eligibility and Social and Environmental Responsibility

I understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Name of the Consultant: _____

Signature of the Consultant: _____

Address: _____

3 Technical Proposal

The Technical Proposal shall include: (a) the Methodology, and (b) the Curriculum Vitae (CVs) of the Consultant's experts, accompanied by respective certificates.

3.1 Methodology

The Methodology shall not exceed five (5) pages inclusive of any charts, diagrams, etc., and shall specify the following:

- 1) Your understanding of the objectives of the Services.
- 2) Your methodology for carrying out the activities and meeting the expected outputs that shall be detailed.
- 3) Highlighting issues to be addressed and their consequences, and the methodology to tackle them.
- 4) A Work Plan to specify the duration of each activity (specified under point 2 above), phasing and interrelations, including interim actions by the Client (such as Management Responses), milestones, and delivery dates of the reports. The proposed work plan should evidence clear understanding of the TORs and ability to apply them into a realistic working plan. A list of the final documents of the Consultant, including reports to be delivered as final output, should be included here.

3.2 Curriculum Vitae of the Consultant's Experts

Detailed and up-to-date CVs of the experts proposed by the Consultant to carry out the Services, and relevant certificates, shall be provided here. Form TECH-1, attached in ANNEX E, may be used for that purpose.

4 Financial proposal

[The Contract is a lump-sum contract. Candidates will make their bid based on the Auditor activities' time duration estimated in §4 of the TOR, and taking into account that any other costs such as per diem, flight tickets, hotel, etc., should be included in the Price bid, and that no other costs will be charged extra to the customer.]

	Total Excluding VAT (JOD)	VAT (JOD)	Total including VAT (JOD)
Price for the Services for the year 2023			
Price for the Services for the year 2024			
Price for the Services for the year 2025			
Price for the Services for the year 2026			
Price for the Services for the year 2027			
Total Price for the Services for the years 2023- 2027			

Optional

	Total Excluding VAT (JOD)	VAT (JOD)	Total including VAT (JOD)
Price for the Services for the year 2028			

Consultant's signature: _____

Address: _____

Annex A: Terms of Reference

1 Audit Context, Objectives and Scope

1.1 Context

1.1.1 Presentation of AFD

AFD is a central actor in France’s development policy and supports States, companies, local authorities and NGOs. It builds synergies with them to catalyze, feed into and disseminate innovative solutions that benefit people. Through its network of 85 agencies, AFD operates in 108 countries, where it is currently financing, monitoring and supporting over 2,500 development projects.

1.1.2 Presentation of the Project

WAJ is carrying out a major programme for extending the wastewater system in the region of Ramtha and Sahel Houran (the “Project”). This Project is funded by different sources (loan and grants) from AFD (two concessional loans under a framework loan agreement and one MINKA grant) and an EU - NIP grant.

The Project aims at strengthening and extending the wastewater system in the district of Ramtha, including the Municipality and Sahel Houran, close to the border with Syria, with the collection and treatment of wastewater of an estimated beneficiary population of 200,000 inhabitants by 2030, i.e. a connection rate of 63% against 25% today (71,000 inhabitants).

A new wastewater treatment plant with a final capacity of 22,000 m³/day will be built in 2 phases alongside the existing plant, which has a capacity of 5,400 m³/day. The treated effluent from the new WWTP will be pumped through an 8 km-long pipeline to the existing Shallalah WWTP and then transferred by gravity towards the King Abdullah Canal, which serves the irrigated areas of the Jordan Valley.

- The Program components are as follows:

- **Component 1: Major Infrastructures**

This component is financed by AFD loan and EU contribution and involves the extension of the sanitation system in the area of Ramtha and Sahel Houran. This Component is divided into the following 3 sub-components:

- *Sub-component 1.1:* Extension of the wastewater collection network
- *Sub-component 1.2:* Extension of Ramtha WWTP
- *Sub-component 1.3:* Transfer of treated wastewater to Shallalah WWTP

- **Component 2: Social Component**

This component is financed by AFD grant (MINKA initiative for Middle East and EU contribution). The Social Component of the Program, targeting the most vulnerable population (local and refugees) of the Program area, will finance household connections to the sewerage network and the rehabilitation of in-house WASH facilities. More than 3,000 households and a selection of public users (schools, health centers) would benefit from this component and get access to a quality sanitation service. For this purpose, the AFD has mobilized its MINKA fund to finance this component, which is complemented by a NIP grant from the European Union. This component is divided into the following 3 sub-components:

- *Sub-component 2.1:* connecting to the collective wastewater network of the most vulnerable population of the Program area, and if relevant adjoining tertiary mains. This

sub-component is implemented by WAJ in close coordination with Yarmouk Water Company (YWC).

- *Sub-component 2.2:* rehabilitating of sanitation (WASH) facilities in households and public institutions (e.g. schools, health centers, etc.). This sub-component is being implemented by ACF/NRC consortium.
 - *Sub-component 2.3:* social engineering services to carry out the whole Social Component. This sub-component is being implemented by ACF/NRC consortium.
- The program is financed as follows:
 - *With GOJ as Beneficiary and WAJ as Final Beneficiary*
 - Two AFD loan for 50M€ and 20M€ each (CJO 1105-01 and 02).
 - One EU grant for 18.6M€ (CJO 1105-05).
 - One AFD (Minka) grant for 5.3M€ (CJO 1105-04).
 - *With ACF as Beneficiary and NRC as Final Beneficiary*
 - One AFD (Minka) grant for 4.7M€ (CJO 1105-03).

Additional information about the Project is available in Annex 4.1.

AFD as the lead financier of the Project supervises the compliance of the Project implementation with the provisions of the financing agreements.

The Water Authority of Jordan is the Project Executing Agency (PEA) of the Financing Agreement CJO1105-01,02,04 & 05 and has opened for that purpose dedicated Project Accounts in the Central Bank of Jordan to manage the Projects' financial transactions.

The Water Authority of Jordan as the PEA is in charge of the procurement of the consultancy services and the construction services for the purpose of the implementation of the different components of the Project.

1.1.3 Context of the Audit

The Financing agreements foresee that AFD make disbursements to WAJ in form of renewable advances to facilitate both execution and payment of specific expenses related to the Project. These advances are disbursed on a total of 4 WAJ accounts exclusively dedicated to the Project:

- Two bank accounts dedicated for each AFD loan (CJO1105-01P and CJO1105-02R)
- One bank account for AFD grant MINKA (CJO 1105-04T)
- One bank account for EU grant NIP (CJO 1105-05U)

In accordance with the provisions of the different Financing Agreements:

- The project accounts shall each be audited on an annual basis over the period 2023-2027, 2027 being the year of the Deadline for the use of funds (i.e 31/07/2027) defined by the financing agreements CJO1105-01 and CJO1105-02.
- These audits shall be carried out by an independent and reputable audit firm appointed by the Beneficiary, and which selection is validated by an AFD no-objection. The audits aim to verify that all Disbursements/Advances paid into the Project Accounts have been used in accordance to the Financing Agreement on the period.
- A final audit report covering the full period of the project shall be carried out after the delivery by the Final Beneficiary of the final certificate of expenditures.

Audit reports shall be made available no later than three (3) months after the last day of each fiscal year for the yearly audits and no later than three (3) months after delivery of the final certificate of expenditures for the final audit.

These TOR will form an integral part of the contract between the WAJ and the auditor.

1.2 Audit Objectives

The objectives of this audit are to enable the auditor to express a professional opinion on whether:

- **the financial statements¹** of the Project present fairly, in all material aspects, the expenditure actually incurred and revenue actually received for the Project for the period covered by the audit;
- the funds allocated to the Project have, in all material aspects, been used in conformity with the applicable **contractual conditions** (as defined by the financing agreements and credit approvals signed between AFD and the HKJ, but also key related documents such as the on-granting Agreements between the HKJ and WAJ,.
- the expenditure is compliant with **the rules of sound financial management, assessed notably in the light of eligibility criteria** (see Annex 4.2 – Nomenclature of Findings and Misstatements);
- **the internal control system** set up and operated by the Entity (i.e. WAJ) for the purpose of managing risks to the achievement of the objectives of the Project, was suitably designed and operated effectively in the period covered by the audit;
- **contracts** have been awarded in accordance with applicable rules and in accordance with the principles of economy, efficiency, transparency and fairness, **and in compliance with AML/CFT due diligence requirements**;

The auditor should also provide recommendations on the various aspects of the audit.

1.3 Scope (or Extent) of the Audit

1.3.1 Contractual Conditions

The key documents governing the Project management:

¹ The generic term “financial statements” is used regardless of the format used by the Entity: balance sheet and operations / income statement, situation of budget execution, supply and use table, etc.

- Financing and/or delegation (of funds or of project management) agreement, on-lending agreements, addenda:
 - The Framework Agreement N°CJO 1105 01P and 1105 02 R signed between AFD and the Hashemite Kingdom of Jordan together with its addenda
 - Credit approval 1 (CJO 1105 01P) and Credit approval 2 (CJO 1105 02 R) between AFD and the Hashemite Kingdom of Jordan, together with their addenda
- Grant Financing Agreement for MINKA grant signed between AFD and the Hashemite Kingdom of Jordan n° CJO 1105 04T
- Grant Financing Agreement for NIP grant signed between AFD and the Hashemite Kingdom of Jordan n° CJO 1105 05U
- On-granting Agreements between the HKJ and WAJ associated to CJO 1105 01P and CJO 1105 02R, for CJO 1105 04T and CJO 1105 05U
- Memorandum of Understanding (MoU) between WAJ and YWC for CJO 1105 04T
- AFD's Procurement Guidelines
- All approved procurement plans which received AFD non objection
- Jordanian regulations governing public contracts;

1.3.2 Period(s) Covered

The audit should cover the total period of the Project on an annual basis up to the Deadline for the Use of Funds (set by the Financing Agreements at the date of 31/08/2027).

- The first audit should cover the year 2023. It has to be noted that the signing date by WAJ of the first consultancy services contracts dates back to end of year 2022 with first invoicing and payments done in 2023. A first disbursement of funds of 1M€ on CJO1105-01 was done for that purpose end of year 2022.
- The next 4 audits shall be conducted on an annual basis, covering calendar years from 1 January to 31 December, for each of the years, 2024, 2025, 2026 and 2027 (i.e. until Deadline for the Use of Funds defined by financing agreements CJO1105 01 & 02)
- The Final Audit Report of the Project (Art 3.2.5 (ii) of the Framework Agreement) shall cover the full Project implementation period. It may be completed together with Year 2027 audit report provided respected deadlines defined in Financing Agreement for reports submission are respected (i.e. before 31/12/2027).

The total number of audit reports should therefore be 5, as follows:

- Signing date – 31/03/ 2024
- 1/1 2024 – 31/12/2024
- 1/1/2025 – 31/12/2025
- 1/1/2026 – 31/12/2026
- 1/1/2027 – 31/12/2027 / Final Audit Report covering the whole project implementation period (ie. until 31/08/2027 at the latest).

If the project is extended for a further period (year 2028), option to be activated on WAJ request, the audit shall also cover this additional period up to the revised Deadline for Use of Funds.

1.3.3 Financial and Volume Data

Financial and volume data for the period covered by the financial component of the audit is provided below:

- Maximum loan amount made available to WAJ for the Project over the whole Project implementation period: EUR 70,000,000 which breaks down into two parts
 - EUR 50,000,000 under CJO1105 01P (AFD loan)
 - EUR 20,000,000 under CJO 1105 02R (AFD loan)
- Maximum grant amount made available to WAJ for the Project over the whole Project implementation period: 23,900,000 EUR which breaks down into two parts:
 - EUR 5,300,000 under CJO1105 04T (AFD MINKA grant)
 - EUR 18,600,000 under CJO1105 05U (EU NIP grant)
- The following four bank accounts opened for the Project and operated by WAJ:
 - CJO1105 01P
 - CJO 1105 02R
 - CJO 1105 04T
 - CJO 1105 05U
- Project financial statements of WAJ:
 - Annual Financial Reports
 - List of transactions
 - Support documents
 - Project narrative document
 - Organizational chart

Data for each Procurement audit:

- Updated list of and copy of each of the contracts signed during the reference period (procurement procedure carried out/completed prior to or during the reference period), specifying the amount and location by contract nature (works, services) and by type of tender procedure (e.g. by negotiated procedure, national or international call for tender, etc.). Full copy of these contracts will be provided to the selected auditor at the start of its mission.
- The different Procurement Plans of each component of the Project (Version having received AFD no-objection) are provided in Appendix 4.6 to these ToRs. It includes a list of the existing and planned contracts with related budgets. Revised versions of these Procurement Plans will be provided to the auditor on a yearly basis.

A detailed list of contracts is attached to these TOR (as Annex 4.6).

2 Audit Methodology and Reference Framework

2.1 Conduct of the Audit

2.1.1 Audit Stages

a) Engagement preparation

The auditor should contact the Entity as soon as possible after the audit has been formally announced to the Entity by the Contracting Authority, to prepare the engagement and agree on its timetable, notably for field work.

For the first audit of the series, the audit kickoff date (Opening meeting date) shall be set no later than 10 working days after auditor contract signature.

He /she should ensure the availability:

- Of the final financial statements and of the original supporting documents or photocopies of the originals certified by the Entity and shall address the Entity a first request for documents (elements relating to the financial audit and to the audit of the internal control system);
- Of the contracts documentation (both for procurement and technical aspects) and their location. Based on the list of contracts annexed to the TOR, he / she will address the Entity a first request for documents.

b) Preparatory meeting with the Contracting Authority

The purpose of this meeting is to exchange views on audit planning and field work, as well as on the timetable for preparing the audit report and to clarify the points still outstanding (in particular actions to be taken following the first request for documents).

c) Opening meeting with the Project

An opening meeting with the Entity is organized to address the following topics: planning of the audit fieldwork, logistics and security (premises, vehicles, equipment, etc.), documents availability, key staff availability and initial meetings set up and, if applicable, designation of a focal point at the Entity level.

The auditor should inform the Contracting Authority of this meeting, in which its representatives may take part.

d) Execution of the audit engagement

The auditor performs the procedures detailed in section 2.3 of these TOR. He uses a working method as participatory as possible, to obtain as much evidence items and supporting documentation as possible during the engagement and prior to the production of the draft report.

e) Aide-mémoire and restitution meeting

At the end of the engagement, the auditor prepares an aide-mémoire and is required to organise a closing meeting with the Entity. Representatives of the Contracting Authority may take part in this meeting,

aimed at reviewing the aide-mémoire and obtaining from the Entity its observations on the auditor’s findings and recommendations. If necessary, the Entity is invited to provide additional documents and/or information to be taken into consideration in the draft report.

f) Draft Report to be sent to the Contracting Authority

The draft report must be prepared within a period of 10 working days after the closing meeting. Submission follows the following stages:

DR sent to AFD and then to the Entity
The Draft Report (DR) is sent to AFD for comments
The auditor incorporates AFD comments and then revises his/her recommendations/findings, where appropriate
The DR is sent to the Entity for comments
The auditor integrates the Entity’s comments and prepares the final report

g) Comments on the draft report by WAJ and AFD

AFD has 10 working days to communicate its comments to the auditor, who integrates them into the draft report and communicates the new version to the Entity.

The Entity has 10 working days to communicate additional supporting documentation (scanned) to the auditor. If, at the end of that period, the comments and supporting documentation have not been sent, the auditor then informs AFD, which contacts the Entity to agree on a solution. Any additional period granted by AFD is confirmed in writing to the auditor and the Entity.

h) Final report

The final report must be submitted by the auditor within 5 working days following receipt of comments and observations, and of any additional supporting documentation.

2.1.2 Audit Timetable

a) Annual Audits

The indicative start date for the mission is <1st February 2024>. Start-up must occur within 10 working days after official notification.

For years 2024, 2025, 2026 and 2027, audits will start within 10 days after receiving notification from the Contracting Authority.

The period between the audit-closing meeting and submission of the final audit report to the Contracting Authority must not exceed 35 working days.

The maximum duration of the mission is set at 65 working days, including all required time for feedback from the Entities and AFD.

Example of a detailed timetable to be completed by the auditor for a mission of a maximum 3-month duration:

	M1				M2				M3			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Engagement preparation	X											
Preparatory meeting with the Contracting Authority		X										
Opening meeting with the Entity			X									
Fieldwork				X	X	X						
Aide-mémoire and restitution meeting							X					
Draft report submission (<10> days after mission)								X	X			
[AFD] Contracting Authority and Entity observations on Draft Report (<10> days after report is received)										X	X	
Submission of final report to Contracting Authority [AFD] and the Entity (<5> days after receiving comments and possible additional supporting documentation)												X

2.1.3 Engagement Logistics

Information location and physical verification/control requests for physical and financial audits will be made available to the auditor.

- The audit should take a place in WAJ offices located in Amman, Jordan. Visit to project offices might be required.
- Secured offices, Internet connection, badges and office equipment will be available for the auditors.

Any other logistics shall be provided by the auditor.

2.1.4 Volume of Services

The estimated overall volume of services in man-days for the entire audit team (Partner, Team Leader, Supervisor; Senior Auditor, Assistant Auditor) is <28-36> days per annual audit.

2.1.5 Report Structure and Content

The use of the audit report template, provided to the auditor, is mandatory. It should be presented in English. Findings and misstatements will be presented in the audit report according to the nomenclature provided in Annex 4.2. and financial findings should be summarized based on the following typology: eligible expenditure, eligible with misstatements, ineligible, unaudited.

The auditor will send the draft report electronically, in Word and Excel for the annexes, to AFD, then to WAJ.

He /she will then send to WAJ and AFD two original paper versions on the auditor's letterhead and an electronic version (in Word and Excel for the annexes) of the final report along with a cover note. In the cover note, he / she should confirm that two original paper versions of the final audit report have been sent to the Entity. The word "draft" or "final" should appear clearly on each version. The final report will be signed by the partner in charge of the engagement and its execution.

The auditor must also send an electronic version (in PDF format) of the signed and dated final report to WAJ focal point.

Specific case of a verification of supporting documentation for renewal of advances:

The auditor is not required to issue a report with opinion, since one will be later prepared, at the time of the annual audit. However, the auditor should report on his / her work, using the following sections of the audit report template (see Annex 4.4 of the TOR):

- Section 3.1: Summary of financial findings table, with the only modification consisting in replacing "Draft Report" and "Final Report" with "Result of the audit";
- Section 4.1: financial findings, presented one by one;
- Annex 4.3 of the TOR: an Excel file documenting the auditor's verifications, which will be adapted by removing columns for received observations and final findings.

2.2 Audit Methodology

2.2.1 Sample Determination

The auditor may use sampling based on his / her risk assessment.

Sample determination may be reviewed for each financial year audited.

a) Financial audit relating to the use of allocated funds

To ensure that the tests results are representative, the auditor audits at least 65% (in amount) of the total expenditure stated in the financial report. In case of financial findings greater than 10% of the total amount of audited expenditure, the testing rate should be increased to 85%. 50% of each budget line, and 10% of each sub-line, should be audited.

Regarding the audit of the use of funds and based on potential fiduciary risks (e.g. internal control environment considered weak), the auditors may request an audit of all expenditure or of one or more of the expenditure categories (or budget lines).

b) Audit of the internal control system

The various financial and administrative management processes of the Project assessed as part of the internal control system audit should be subject to compliance testing.

The auditor defines the extent of compliance testing based on the risks identified during the mission preparation and then, while evaluating the internal control system (see section 2.3.1).

c) Procurement Audit

100% of contracts will be audited.

2.2.2 Eligibility Conditions

The auditor performs tests and controls of expenditure eligibility by ensuring:

- Its compliance:
 - with the financing and/or delegation (of funds or of project management) agreement, and with the procedures manual and contracts,
 - with procurement legislation, AFD procurement guidelines and other local regulations;
 - with technical standards and standards of professional practice for the performance of contracts;
- The existence:
 - of supporting documents by type of expenditure provided for by the procedures manual / in compliance with sound management practices in the absence of requirements in the procedures manual / in compliance with sound management practices in the absence of a procedures manual,
 - of the required documentation for procurement procedures and contracts' technical execution;
- The probative value of supporting documentation (original supporting documentation, compliance with the chronology of dates, compliance with mandatory information requirements, affixing of stamps and signatures);
- That the Project has ensured to obtain the most satisfactory quality/price ratio;
- That the expenditure/contracts have been incurred/executed by the Entity during the Project implementation period defined in the financing and/or delegation agreement;
- That expenditure is adequately recorded in the Entity's accounts;
- That expenditure does not include any ineligible costs (e.g. certain taxes or VAT).

2.2.3 Determination of the Opinion

The possible audit opinions for financial audits are an unqualified opinion, a qualified opinion, an adverse opinion and a disclaimer of opinion. The report template provided to the auditor contains guidance for the formulation of the opinions.

Auditors are now required, when expressing an opinion on the current year's financial statements, to consider the possible effect of a modified opinion (qualified opinion, adverse opinion and disclaimer of opinion) from a previous year that did not result in an appropriate amendment or solution (ISA standard 710). This avoids the accumulation of unresolved findings.

2.2.4 Documentation of Identified Misstatements and Weaknesses

The Excel file attached in Annex 4.3 should be used by the auditor to document procedures performed on audited expenditure and contracts and summarize identified misstatements. Other Excel files [may be sent to auditors upon request] [are available on the AFD website] to facilitate the application of audit procedures. Annex 4.3 should be attached to the auditor's report.

Material misstatements detailed in the report must be documented in the auditor's work file electronically or in hard copy and kept for a period of 5 years after approval of the final report.

2.3 Audit Procedures

2.3.1 Audit of the Internal Control System

The auditor adapts the scope of his review of the design and operation of the internal control system based upon his prior knowledge of the Entity (for multiannual audits).

a) Documents analysis

The auditor should particularly examine:

- The financing agreements(s), agreements and protocols with partners, contracts, technical and financial implementation reports, activity programs and budget procedures manual and any other existing document;
- The organizational set up for administrative, technical and financial management, and its reliability and adequacy in terms of procedures and available human and material resources.

b) Review of the internal control system

The auditor should verify the reliability and adequacy of the internal control system's organization, its actual design and operating effectiveness, in particular with regard to:

The organization:

- Definition of tasks and distribution of responsibilities, in particular for commitment and authorization of expenditure, certification of services rendered and payment;
- Separation of incompatible or conflicting tasks;

The procedures in place:

- Existence of accurate and documented procedures for expenditure justification;
- Opening of separate cash accounts based on the origin of funds, as well as implementation of cash control procedures;
- Compliance with applicable procedures for supplier selection, and consultant and service provider recruitment (tender documents, tender or candidate evaluation records and selection minutes);

Archiving, accountability and, as such:

- Organization, filing and securing of financial papers and documents;
- Regular and timely production of financial statements and financial and technical implementation reports, etc.

Specific controls, including:

- Setup and effective operation of control methods to comply with agreements on anti-money laundering and combatting the financing of terrorism, including completion of due diligence to ensure compliance with economic and financial sanctions regulations;
- Detection of double financing of expenditure by multiple donors;
- Existence of operational monitoring and control structures.

The auditor may use the *ICS Review Module* file, as a framework to perform such work.

c) Risk assessment

The previous stage allows the auditor to assess the risks distinctly for each source of information and based on **7 criteria: completeness, effectiveness, evaluation, allocation, rights, obligations and information.**

The auditor should assess the main risks to the achievement of the objectives of the Project, including risks financing provided to the Project not being used in conformity with the applicable Contractual Conditions and the risk of error, irregularities and fraud with regard to Project financing.

The auditor should also assess whether the design of the internal control system sufficiently mitigates those risks and whether it operates effectively.

d) Obtaining evidence and control testing

The auditor uses his understanding of the internal control system and risks to assess the robustness of controls and test their operational effectiveness, depending on the objective of the audit.

Tests of controls should concentrate on internal control areas and key controls that:

- Are appropriate within the context of the Project, and
- Prevent and/or allow to detect and correct individual errors or undesired events, such as:
 - The total or partial non-achievement of the Project objectives,
 - The non-reliability of the Project financial and technical implementation reports and/or financial statements,
 - The fact that funds allocated to the Project have not been used in accordance with the financing agreement conditions,
 - The occurrence of fraud and/or irregularities.

Detailed controls are proposed in the *ICS Review Module* file.

2.3.2 Financial Statements Review and Verification of the Use of Allocated Funds

a) Verification of financial statements

The auditor performs the necessary procedures to verify that resources received and used by the Project are effectively reflected in complete, sincere and correctly drawn up financial statements. As such, he/she:

- Ensures that the Project financial statements have been prepared in accordance with the requirements set out in the financing and/or delegation agreement as well as in the Project procedures manual (e.g. accrual or cash-based accounting);
- Ensures that the financial statements presents fairly, in all material aspects, the actual expenditure incurred and revenue received for the Project for the period subject to the audit, in conformity with the applicable contractual conditions;
- Ensures that the financial statements are consistent with other accounting documents including the trial balance and books of accounts;

- Ensures that the financial statements are consistent with the technical and financial implementation reports submitted to AFD and any other financial or statutory reports prepared within the context of the Project;
- Reviews adjusting entries made during the financial statements closing process;
- Reconciles the financial statements with the cash situation and/or bank accounts, including by obtaining direct confirmation from the banks managing the accounts;
- Verifies, if applicable, the accuracy of exchange rates used for monetary conversions, as well as their compliance with the financing agreement conditions;
- Verifies, if applicable, the procedures used to control funds sent to other entities involved in activities implementation.

The auditor may elect to request written statements in a letter of representation (A template, from ISA 580, is provided in Annex 4.4; the auditor will verify that ISA 580 has not altered this template) signed by member(s) of the Management who are primarily responsible for the Entity's management (ISA 580). The purpose of this approach is to obtain evidence that the Management acknowledges its responsibility for: the financial report's reliability, adherence to the financing agreement conditions, compliance with regulations and best practices for procurement and execution of contracts, and the organization of an appropriate internal control system.

b) Verification of the use of funds

The objective of these procedures is to ensure that:

- The funds allocated to the Project by AFD for the period subject to the audit have, in all material aspects, been used in conformity with the applicable contractual conditions;
- The statement of assets presents adequately (number, description and value of assets) and exhaustively the assets acquired for the Project for the period subject to the audit, in conformity with the contractual conditions and information contained in the financial report.

The auditor's work covers in particular:

- The compliance verification with accounting principles and specific rules;
- The verification of expenditure's compliance with activities agreed upon in the financing and/or delegation agreement, activity programme and procedures manual, as well as their consistency with technical and financial performance reports;
- The verification that expenditure has been implemented during the implementation period of the audited Project and is supported by accurate, regular and sincere supporting documentation;
- The verification of statements of expenditure: expenditure authorizations, documentation of expenditure statements, compliance and validity of such statements.

Detailed controls are proposed in the *Financial Module* file.

c) Analytical and budgetary procedures

The auditor performs an analytical review of expenditure to verify whether:

- The budget presented in the technical and financial performance reports corresponds to the budget in the financing and/or delegation agreement and/or having received a non-objection notification from AFD (authenticity and approval of the initial budget by lines and sub-lines);
- The expenditure reported in the technical and financial performance reports were foreseen in the budget lines and sub-lines;
- Budgetary amendments have been validated and/or have received a non-objection notification from AFD and/or have been formalized in an addendum to the financing agreement;
- The Project absorption rate is consistent with the activities implementation schedule. The auditor examines discrepancies and obtains explanations about over- or under-execution in the budget.

2.3.3 Procurement Audit

The auditor examines and assesses the following aspects:

a) Review of the procurement system (actors, regulation and procedures)

- The functioning of procurement bodies and actors;
- The mechanisms for preventing and detecting irregularities and fraud (collusion, cover bidding and agreements between undertakings);
- Deadlines compliance with applicable rules and the Project's specific provisions;
- The compliance and reliability of the documentation filing and archiving system.

b) Requirement definition

- Contracts compliance with the procurement plan and budgets (implementation calendar and budget envelopes);
- For mutual agreement contracts or direct agreement contracts, that the grounds invoked are in compliance with the regulations and that there is no abuse of law in such circumstances.

c) Competitive tender process (tender dossier phase, call for tenders)

- The advertising methods, deadlines for presentation of bids and organisation for bids submission;
- The choice of type of consultation/selection procedure;

d) Evaluation and award

- The evaluation methods used, their consistency and compliance with the criteria defined in the tender dossier, as well as their relevance: this assessment will be made on administrative, technical and financial aspects;
- The consistency between tender analysis reports, tender award minutes, award notifications and awarded contracts;
- The cases of leniency towards companies during bid evaluations and respect of the principle of fairness;
- The award of the contract according to the best or lowest bidder rule;
- The obtaining of reasonable economic conditions, by comparing unit prices with those of similar contracts;
- Cases of breach of the tender process, characterized by agreements between undertakings;
- Cases of contract splitting.

e) Contract management

- The compliance of clauses in the initial contract;
- The existence of guarantees and their probative value;
- The consistency between technical requirements in the tender dossiers and those attached to the signed contracts;
- Changes over the course of contracts, ensuring that they are supported by service orders issued by authorized persons (project management, supervision missions, etc.);
- The legality of addenda to initial contracts in terms of value, technical appropriateness and compliance with ceilings provided for in the regulations.
- The presence of the signed integrity statement.

f) Contracts subject to an AFD No Objection (NO)

For contracts subject to an AFD No Objection (NO), the auditor is asked to verify that the necessary NON have been requested and delivered. If not, the same audit procedures should be performed as for contracts not subject to an AFD No Objection (NO).

g) AML/CFT due diligence

- the performance of AML/CFT (Anti-Money Laundering And Combating The Financing Of Terrorism) due diligence by the Entity prior to contract(s) award, in particular verification of the absence of contracts beneficiary(ies) or subcontractors from the financial sanctions lists adopted by the United Nations, European Union and France. Furthermore, the auditor should ensure that the results and ensuing consequences of the search carried out by the Entity have been given due consideration.

h) SER due diligence

- The actual implementation of the Social and Environmental Responsibility due diligence requirements and of the commitments made by the counterparty to AFD. In particular:
 - the correct allocation of ear-marked budgets for SER measures (including an audit of displaced populations resettlement when such resettlement took place);
 - inclusion in tender dossiers of the Environmental and Social Management Plan commitments.

2.3.4 Follow-up of the Recommendations of Previous Audits

The auditor should review the recommendations contained in previous audit reports, assess their degree of implementation and re-assess their priority level, if required. If it is found that these recommendations have not been applied, the auditor tries to identify the underlying causes and proposes solutions for adjustment purposes.

3 Professional obligations

3.1 Standards and ethics

3.1.1 Professional Standards to be Used

The auditor should take into consideration the various guidelines applicable to the production of financial audit reports. With regard to the application of ISA Standards, special attention should be given to the following:

- **Fraud and Corruption:** in accordance with **ISA 240** (Consideration of the risk of fraud and error in an audit of financial statements), it is important to identify and assess the risks of fraud, obtain or provide sufficient audit evidence for the analysis of these risks, and deal with identified or suspected fraud appropriately.
- **Laws and Regulations:** when developing the audit approach and executing the audit procedures, the Project compliance with laws and regulations that may significantly affect financial statements should be assessed, as required by **ISA 250** (Consideration of the risk of misstatement in an audit of financial statements resulting from non-compliance with legal and regulatory texts).
- **Governance:** communication with the Project Management members in charge of governance on major audit matters in compliance with **ISA 260** (Communication on the mission with those charged with Governance).
- **Risks:** to reduce audit risks to a relatively low level, appropriate audit procedures in response to the risks of misstatements identified after the assessment of the internal control system should be implemented, in accordance with **ISA 330** (Audit procedures implemented by the auditor after his risk assessment).

In accordance with **ISAE 3000**, the auditor should prepare audit documentation that provides:

- Sufficient and appropriate evidence of the work serving as a basis for his audit report; and
- Evidence that the audit has been planned and performed according to ISA standards and in compliance with applicable legislative and regulatory requirements.

Audit documentation is defined as the presentation of the audit procedures performed, relevant evidence collected and conclusions that the auditor has reached.

Audit files consist in one or more folders or other means of archiving, in a physical or electronic form, containing documentation relating to a specific mission.

3.1.2 Ethics and Independence

The auditor should comply with the IFAC Code of Ethics for Professional Accountants, developed and issued by IFAC's International Ethics Standards Board for Accountants (IESBA).

This Code establishes fundamental ethical principles for auditors with regard to integrity, objectivity, independence, professional competence and due care, confidentiality, professional behaviour and technical standards.

3.2 Requirements for the Auditor

3.2.1 Auditor's Professional Affiliation

By agreeing these TOR, the auditor confirms that he/she meets at least one of the following conditions:

- The auditor is a member of a national accounting or auditing body or institution which in turn is a member of the International Federation of Accountants (IFAC); or
- The auditor is a member of a national accounting or auditing body or institution; although this organization is not a member of IFAC, the auditor commits him/herself to undertake this engagement in accordance with the IFAC standards and ethics set out in these TOR.

3.2.2 Audit Team Qualifications and Experience

The Auditor will employ staff with appropriate professional qualifications and suitable experience with IFAC standards, in particular International Standards on Auditing and with experience in auditing financial information of entities comparable in size and complexity to the Entity. In addition the audit team as whole should have:

- Experience with audits of development aid projects and programmes funded by national and/or international institutions and/or donors;
- Experience with procurement audits and technical audits;
- Sufficient knowledge of relevant laws, regulations and rules in the country would be an asset; this includes, but is not limited to taxation, social security and labour regulations, accounting and accounting information systems, procurement;
- Excellent knowledge of English
- Audit experience in the Programme sector.

3.2.3 Team Profiles

3.2.3.1 Key Experts

Experts who are to perform an important role in the mission are referred to as “Key Experts”.

Category 1 – (Audit partner)

A Category 1 expert (Audit partner) should be a partner or other person in a position similar to that of a partner and be a highly qualified expert with relevant professional qualifications, and assuming or having assumed team leader and supervisor responsibilities in financial audit practice.

He should be a member of a national or international accounting or auditing body or institution. He must have at least 10 years of experience as a professional auditor or accountant, in the field of donor-funded projects audit.

The audit partner is the person responsible for the specific contract and its performance as well as for the report that is issued on behalf of the firm.

Category 2 – (e.g. Team Leader)

Team Leader(s) should be qualified expert(s) with a relevant university degree or professional qualification in accounting and/or auditing, procurement, works auditing and/or supervision. They must have at least 8 years of experience as a professional auditor in the field of donor-funded projects audit. They must demonstrate successful experience in managing audit teams.

Category 3 – (e.g. Supervisor)

Supervisors should be qualified experts with a university degree or relevant professional qualification in accounting and/or auditing, procurement, works auditing and/or supervision and have at least 5 years of experience as a professional auditor in the field of donor-funded projects audit.

Category 4 – (e.g. Senior Auditor)

Senior auditors should be qualified experts with a university degree or relevant professional qualification in accounting and/or auditing, procurement, works auditing and/or supervision and have at least 3 years of experience as a professional auditor in the field of donor-funded projects audit.

3.2.3.2 Non-Key Experts

Category 5 – (e.g. assistant auditor)

Assistant auditors must have a university degree in accounting and/or auditing, procurement, works auditing and/or supervision of work and have at least 1 year of professional experience as a professional auditor in the field of donor-funded projects audit.

3.2.3.3 Support Staff and Technical Support

The auditor is free to propose additional support (administrative and/or technical) in his/her bid, the cost of which should then be incorporated in the expert fees.

3.2.4 Curriculum Vitae (CVs)

The auditor provides the CVs of all experts (key and non-key) proposed as team members. The CVs include information on the types of audits performed by the team members, demonstrating their abilities and capacity to perform the audit, as well as detailed information regarding any relevant experience.

3.2.5 Composition of the Audit Team

	Cat 1: Partner	Cat 2: Team Leader	Cat 3: Supervisor	Cat 4: Senior Auditor	Cat 5: Assistant Auditor	TOTAL
Min. No. of auditors	1	1	1	1	1	5
Other personnel (technical or PM)	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL						

4 Appendices

4.1 Key Project Information

1- Introduction

The Water Authority of Jordan (WAJ) intends to carry out a major proje for extending the wastewater system in the region of Ramtha and Sahel Houran (the “Programme”). This Programme is financed by different sources (grants and loan). It includes two main components: 1) the construction of major infrastructures (networks, wastewater treatment plat) (“Component 1”) and 2) a social component (the “Social Component” or “Component 2”) aiming at 2.1) connecting part of the vulnerable population (both Syrian refugees and Jordanians) of the area to the collective network (“sub-component 2.1”), 2.2) rehabilitating sanitary facilities inside households (“sub-component 2.2”), and 2.3) some social facilities in addition to providing social engineering services to carry out the whole social component (“sub-component 2.3”)

The sub-components 1.1, 1.2 and 2.1 taken together, are managed by WAJ and are being referred to as “the Project” in this Request for Quotation.

2- Programme Description

2.1- Programme context and strategic issues

Water stress, which is exacerbated by climate change and demographic pressure caused by the massive influx of Syrian refugees, is a major barrier to Jordan’s development.

Major investments are required to strengthen wastewater collection and treatment in the large cities in the country’s northern highlands and its gravity transfer to the Jordan Valley where this resource is used for agricultural irrigation to replace the overexploited ground and surface water, which needs to be reserved for domestic consumption.

In the border town of Ramtha, which already had a high poverty rate before the Syrian crisis, the population has increased by 30 to 40% in recent years with the arrival of refugees. This has put further pressure on public services, including water and sanitation, and poses problems for access to these services.

2.2 - Programme Objective

The Programme will strengthen and extend the sanitation system in the area of Ramtha and Sahel Houran, close to the border with Syria, with the collection and treatment of the wastewater of a beneficiary population of 200,000 inhabitants by 2030, i.e. a connection rate of 63% against 25% today (71,000 inhabitants).

2.3- Programme Content

The Programme will include the following activities:

1- Component 1: Major infrastructure Component:

Sub-component 1.1. Installation of some additional 160 km of networks and 4 pumping stations that will extend the existing collection sewer system from 140 km to 300 km;

Sub-component 1.2. Construction of the first phase of a new wastewater treatment plant with a final capacity of 22,000 m³/day (sized at horizon year 2045) will be built in 2 phases of equal size alongside the existing plant;

Sub-component 1.3. Building of a 8 km-long pressurized conveyance main that will transfer the treated water to the Shallalah wastewater treatment plant from where the effluents will be transferred toward the King Abdullah Canal through the existing reuse system of the northern region, in order to serve the irrigated areas of the Jordan Valley.

2- Component 2: Social Component:

Sub-component 2.1. Connection to the collective network (called social connections): around [3,186] beneficiary households

Sub-component 2.2. Rehabilitation of sanitary facilities inside households for part of the most vulnerable host communities and Syrian refugees (an estimate of around [3,186] beneficiary households / [1,828] shelters and for certain public users (schools, health centres); vulnerability assessment will include gender based criterias (part of the “Project”)

Sub-component 2.3. “Social engineering” Technical assistance accompanying the definition/implementation of the whole Social Component (excluding associated networks) including the vulnerability assessment (part of the “Project”)

2.4 - Phases of the Programme

The financing of this Programme has been structured into 2 phases, the content of each one representing a Programme Component:

- **Phase 1** is dimensioned to (i) install around 2/3 of the network extensions, (ii) connect 2/3 of the targeted inhabitants, (iii) to build the plant (treatment of 11,000 m³/day, sized by 2030) and (iv) up to [1,426] social connections & [3,186] household WaSH rehabilitations ;
- **Phase 2** is dimensioned to (i) continue and complete the network extensions and connections, (ii) to complete the treatment plant process by adding the treatment and energy recovery from the sludge produced (bio-digestion/gas line/ CHP unit), (iii) construction of the treated water conveyance system and (iv) up to [402] social connections.

This sequencing of the Programme into 2 phases responds to a budgetary constraint of the counterpart which earmarked a loan financing of 50M EUR for the Programme on its year 2019 budget followed by another one of 20M EUR on its year 2020 budget. The first “phase” (“Phase 1”) of the Programme is therefore financed by the first tranche of 50M EUR of a multi-tranche AFD loan facility (MTF) governed by a framework agreement, complemented by a 10M EUR subsidy from the AFD Minka facility. The second “phase” (“Phase 2”) of the Programme is financed by the second tranche of 20M EUR of the MTF, complemented by a 18,6M EUR subsidy from the EU-NIP facility. These 2 phases of a single Programme are nevertheless to be financed and implemented on a parallel basis, phase 2 being inseparable from phase 1 of the Programme.

Phasing and financing of the Programme is summarized in the following indicative financing plan, followed by a special focus on its Component 2 (“Social Component”) and its dimensioning physical /economical hypothesis.

2.5- Operating mode

- The sub-component 1.1 & 1.2 (Component 1 - Major infrastructures) above described will be implemented by the Water Authority of Jordan through international tenders for :
 - a. Implementing the treatment plant under a design built operate (DBO) contract;
 - b. Construction of the network extension and of the treated water conveyance system.
- The component 2 (Social component) will be implemented in a complementary way by:
 - a. WAJ and its Yarmouk Water Company (YWC), public operator of water & wastewater services in the northern governorates (Irbid, Mafraq, Jerash, Ajlun). YWC will be responsible for carrying out the house connections to the sewerage network and the decommissioning of HHs-septic tanks (**sub-component 2.1**), WAJ keeping control on the implementation of the associated networks, downstream these connections, in order to keep coherence with sub-component 1.1.
 - b. Action Contre la Faim & the Norwegian Refugee Council (NRC) consortium, which will be responsible for the rehabilitation of the WaSH facilities of households and of a selection of public facilities (schools/health centres) (**sub-component 2.2**) and the social engineering of the full social component (ie 3,186 beneficiary households/1,828 shelter and [5-7] public institutions), including training and awareness-raising (**sub-component 2.3**) and gender equality related activities.
 - c. Action Contre la Faim and NRC will implement Project activities in line with their responsibilities documented in the Consortium Agreement. Activities linked to WAJ and YWC will be governed by a memorandum of understanding (MOU) outlining the roles and responsibilities of all parties.

2.6 - Main expected outcomes

The comprehensive approach of this Programme allows the following:

- To improve the quality of the sanitation service and the welfare of the population of the Programme area (by increasing the connection rate from 25% to 63% and by targeting the most vulnerable);
- To contribute to preserving soil and water bodies (rivers and groundwater), which are currently polluted by defective on-site sanitation systems;
- To generate an additional water resource by producing treated wastewater dedicated to the irrigated areas in the Jordan Valley, and so to reduce the overexploitation of conventional resources, which are increasingly intended for domestic uses (in accordance with the country’s climate change adaptation policy);

- To reduce greenhouse gas (GHG) emissions through the collection and treatment of wastewater effluents and produced sludge (the latter through digestion, biogas production and future valorization through CHP), and so to contribute to the country's low-carbon path in alignment with the Paris Agreement.

Key Project Information

TOR for a [financial / internal control system / procurement / technical audit] audit of the Project / Programme	Detailed Project / Programme name
Audited Entity	
Entity headquarters address	
Period covered by the audit	

A Audit Context (reasons, type of contract, scope and timetable)

Theme	Questions	Replies	Attached information	Notes
Audit Plan	1. Has the audit been foreseen in an Audit Plan ?			
	2. Has a risk analysis been carried out and documented ? Is it available for the auditor ?			
Mandatory audit or for a particular reason	3. Is this audit required in the Contractual Conditions ? If yes refer to source document.			
	4. Is this audit requested for a specific reason (fraud suspicion, ineligible expenditure on other projects managed by the Entity, etc.) ? If yes, explain that reason.			
Previous audits and evaluations	5. Have evaluations or external audits been carried out (AFD, statutory audits, national bodies)?			
	6. Have any significant findings been raised by these audits? If so, what are they ?			
	7. Has any ineligible expenditure or any other instance of non-compliance been identified ?			
Contracting Authority	8. Will the audit contract be awarded directly by AFD or by a national contracting authority ?			
Audit scope	9. On the basis on the above-mentioned reasons, what this the required audit scope ?			
Audit timetable	10. Foreseen audit start-up date ? Maximum desired duration until validation of the final report ? (based on contractual obligations / other)			

B Logistics

Theme	Questions	Replies	Attached information	Notes
Locations	11. Does the Entity retain accounting records and original supporting documents at their head office? At the project site ?			
	12. Are the activities foreseen in the agreement centralised or dispersed ?			
	13. Are staff operating key controls still in office ? Do they work in the same place or in different project locations ?			
	14. Are key staff involved with the Project contactable ?			
Language	15. What is the language of the Contractual Conditions applicable to the agreement ?			
	16. In what language does the Entity retain accounting records and supporting documentation ?			
	17. Languages spoken by key staff members in charge of project / programme implementation?			

C Contractual Conditions for the Project / Programme

Theme	Questions	Replies	Attached information	Notes
Agreement / contract type	18. What are the contractual conditions applicable to the agreement ? What is the type of action foreseen in the agreement ?			
Date and duration	19 What is the agreement signature date ? What is the covered period ?			
Financial data	20. What are the Project / Programme disbursement and advance renewal modalities foreseen in the financing agreement ?			
	21. What is the total amount of the agreement / contract ?			
	22. What is the amount of the AFD contribution ?			
	23. What are the other sources of financing (Entity included)?			
	24. What is the amount paid by AFD ?			
	25. What is the accepted level of budget overrun without prior AFD agreement ?			
	26. What is the invoicing method for overhead expenditure (percentage, actual amount or fixed-price) ?			
27. What is the invoicing method for personnel costs (actual amounts, standard rates or fixed-price) ?				

D AUDITED ENTITY

Theme	Questions	Replies	Attached information	Notes
Factual data	28 How large is the Entity ?			
	29. Does the Entity have a legal status ?			
	30. Is the Entity registered for VAT ?			
	31. Have any AFD funds been previously awarded to the Entity ? Has the Entity had any previous direct experience of EC contracts ? If yes, have any problems been encountered ?			
Internal control system	32. Does the Entity have an organisation chart ?			
	33. What is the number of staff employed by the Entity ? Of the staff specifically employed for the Project / Programme ?			
	34. Does the Entity have a double-entry bookkeeping system in place ? Does the Entity have a chart of accounts ?			
	35. Is accounting carried out on a cash or accruals basis ?			
	36. Does the Entity have a procedures manual ? Is it disseminated and used ?			
	37. Does the Entity keep a separate bank account for Project / Programme funds ? In case of several banks accounts, provide a list.			
	38. Do the key project financial staff have appropriate qualifications/skills ?			
	39. Has the Entity transferred funds to other entities, not foreseen in the agreement ? Does the Entity have assurance that those funds are adequately managed ?			
	40. Does an internal audit function exist? Has any internal audit of the project taken place? Are recommendations implemented?			

E REPORTING

Theme	Questions	Replies	Attached information	Notes
Technical and financial report	41. Is there a financial report for the Project / Programme ? What is the period covered ?			
	42. Have narrative and financial reports been timely submitted ?			
	43. Is the quality of the reports acceptable ? Did they help identifying problems ?			
F Procurement				
Theme	Questions	Replies	Attached information	Notes
Procurement	44. What is the amount and number of budgeted contracts? Of awarded contracts?			
	45. What type of fixed assets were purchased ? Are these fixed assets located centrally or are they dispersed ?			
	46. Was the Agency involved in the procurement procedures, apart from the mandatory NONs (in an observer role for example) ?			
	47. Have there been any problems during the various procurement procedures ?			
G Project / Programme Progress				
Theme	Questions	Replies	Attached information	Notes
Start of activities and progress	48. How soon after signing the contract did the Project / Programme activities begin ? Is the Project / Programme a continuation of a previous one ?			
	49. What is the status of the activities? Has there been any delay in the implementation of Project / Programme activities or disbursement of funds ?			
Number and types of expenditure	50. How many expenditure transactions have been incurred to date ? What is the distribution of these transactions (main categories) ? Are there few transactions of large value or many of small value ?			
H Indicators of Potential Issues				

Theme	Questions	Replies	Attached information	Notes
	51. Has the audit been postponed for any reason which would indicate a higher degree of risk to the Project / Programme ?			
	52. Has there been any extension or reduction to the Project / Programme duration, with financial implications or not ?			
	53. Was the staff turnover, particularly financial, important ? Have any issues regarding staff morale been reported ?			
	54. Have country-specific risks been identified (cash payments, security) ? Have any instances of fraud or irregularities been identified in dealings with the country or with the particular Entity ?			

I Contact Details			
Entity: <full name of the entity subject to audit>			
Address		Country	
Phone			
Website			
Key contact			

4.2 Nomenclature of Findings and Misstatements

Finding N°	GENERAL AUDIT FINDINGS	Mis-statement N°	MISSTATEMENTS	COMMENTS
1	Completeness of supporting documentation	1	Missing documents	All missing documents except contract related expenditure (treated separately) including: vehicle maintenance logbook, mission order and report, TOR for workshops and seminars, boarding passes, proforma invoices, contracts and purchase orders, payment cheques copies, employment contracts, payslips, attendance lists, signed payment records, workshop and seminar proceedings and reports, etc.
2	Payment-related issues	2	Payment not yet debited	Payment entered in a record but not yet debited (appears in bank reconciliation)
		3	Petty cash threshold exceeded	Applicable if there is a defined threshold and unless special derogation
		4	Petty cash expense paid by bank	Cash withdrawal not recorded in the petty cash book
		5	Discrepancy between invoice amount and amount paid	Discrepancy between paid amount and invoiced amount
3	Formal regularity, accuracy and probative value	6	Absence of stamp or signature	Project manager's stamp on invoices / payment records, "certified true & correct" stamp, report not signed by the mission members, report not validated by the project manager, timesheets not approved, delivery note (DN) not signed by project, purchase order (PO) not signed by manager, unsigned attendance list, "arrival" and "departure" stamp on mission orders, etc.
		7	Absence of mandatory information on supporting documentation	Project name on invoices, supplier contact information, mandatory statements on invoices, vehicle number on repair and fuel invoices, wording "payment", revenue stamp
		8	Arithmetic errors	Addition, multiplication, quantities per unit price
		9	Inconsistencies in the supporting documentation	Discrepancies regarding description, quantities, unit prices between PO, invoice, DN, contract; payment record and attendance list; catering expenses and attendance list, etc.
		10	Incoherence of dates	Invoice dated prior to order or contract, competing proforma dated after PO
		11	Other misstatements	Altered documents, photocopies, invoices prepared by the project on behalf of third parties, invoices from different suppliers with the same presentation and font

4	Budget implementation	12	Unauthorised budget overrun/budget reallocation	Budget overrun not in conformity with AFD rules
		13	Non-compliant use of contingency reserve	Contingency reserve used without a prior written approval
		14	Accounting/budget line error	Error on expenditure account : error of principle or budget code error
5	Other regulatory and contractual provisions	15	Expenses incurred outside the budget period	Expenditure incurred prior to signature of the agreement (apart from bank charges) or after project closure
		16	Non-compliance with regulatory provisions (AFD, national counterparty, etc.)	Allowance and per diem not compliant with official rates, salaries of contract personnel not compliant with the official pay scale, fuel reimbursed at a non-compliant km rate, contract renewed without amendment
		17	Non-compliance with the terms of contracts with third parties	Non-compliance with terms of payment or delivery schedule, late delivery penalties not applied
		18	Non-compliance with the terms of contracts with a delegator of funds or a co-financing partner	Non-compliance with expenditure eligibility criteria, contractual dates, reporting and visibility obligations ; non-compliance of tasks carried out on behalf of third parties in case of a co-financing agreement
6	Price, relevance and probative value of expenditure	19	Excessive price	reference to usual market prices, market price list, comparison with other sources (other suppliers, other projects, etc.), abnormal variations from one period to another
		20	Unjustified quantities	excessive quantities compared to the requirements, which can mask excessive unit prices (actual delivered quantities being lesser)
		21	Expenses unrelated to project	expenditure not foreseen in the agreement, expenditure unrelated to project activities, planned expenditure but physically allocated to another recipient
		22	Questionable purchases at end of the project	Inability to absorb funds prior to project closure, excessive quantities, late investments, supplier not able to perform prior to project closure
7	Compliance with tax and social regulations	23	Undue VAT payment	VAT wrongfully included in invoices, except for lawful derogations (fuel, telephone, electricity)
		24	Absence of withholding tax (invoices, salaries)	Payroll deductions not applied, taxation on industrial and commercial profits not applied (varies according to national regulation), taxation on rents not
		25	Non-compliance with social obligations	Inappropriate basis for calculation, inappropriate social contributions rate, declarations with errors, late submission of declarations and late payments, ineligible late-filing penalties

8	Procurement procedures	26	Missing documents	Tender dossier, tender invitation letter, tenderers' bids, written record of the opening of the tenders received, evaluation report, tender award minutes, non-objection notification, service order, guarantees provided (submission and performance), statements of account of work, works acceptance report, etc.
		27	Non-compliant tendering process and contract award	Non-compliance with submission deadlines, absence of advertisement, non-compliance with procurement thresholds, lowest bidder not selected, imprecise or discriminatory evaluation criteria, unwarranted disqualification of a bid, non-compliant tender evaluation committee, absence of negotiation report (cases where there is a single offer or unsuccessful tender procedure),
		28	Non-compliant contract and execution	Absence or non-compliance of guarantees, payment of initial advance without a guarantee (when required), non-compliance with terms of payment, non-compliance with tasks/works execution schedule, late delivery penalties not applied
9	Irregularities	29	Cover bidding	Identical presentation of proformas, bids showing similarities, agreement between undertakings
		30	Expenditure splitting	Circumvention of competitive procedures by splitting orders of identical goods / supplies (that may involve several budget lines)
		31	Payment without supporting documentation	Total absence of supporting documentation
		32	Forged documents	Proven production of forged supporting documentation
		33	Double invoicing	Specific order invoiced twice, invoice paid twice
		34	Fictitious services	Invoicing without completion of any services / delivery of any supplies, rendered services unsubstantiated, fraudulent estimation of the number of participants to a seminar, excessive hotel prices or excessive number of nights
		35	Other irregularities	

4.4 Audit Report Template

[DRAFT or FINAL] REPORT

<date>

(For the final report, this is the date of signature of the final report by the independent auditor;
for an draft report, the date of submission for consultation)

[FINANCIAL, INTERNAL CONTROL SYSTEM, PROCUREMENT, TECHNICAL] AUDIT

<PROJECT/PROGRAMME TITLE>

Audited Entity	< Name of the Entity implementing the Project/Programme >
Country:	< Country where the Project/Programme is implemented >
Contracting Authority:	< Signatory Authority: AFD or National Contracting Authority >
AFD Department or Agency:	< AFD Department or Agency >
Audit contract reference:	< Indicate the reference >
Dates of previous audit reports:	< Indicate the dates, if applicable >
Auditor:	< Audit firm having responsibility for the audit >
Period covered by the audit	from <date > to <date >
Dates of auditing work in the field:	from <date > to <date >
Project/Programme status:	< Indicate if ongoing or completed >
Draft report date:	< Indicate in the final report >
Contracting Authority/AFD Response Date:	< Indicate in the final report >

< AUDITOR'S LETTERHEAD >

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Annex 1: Project/Programme Financial Statements Error! Bookmark not defined.

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Annex 3: Detailed Breakdown of Audited Expenditure..... Error! Bookmark not defined.

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Annex 6: Terms of Reference of the Engagement Error! Bookmark not defined.

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How to use this report template

- **complete** the requested information between the < >, highlighted in grey
- **choose** the text between [] highlighted in yellow, or remove
- **remove** all examples in red and highlighted in yellow
- **remove** all instructions and footnotes in red
- **remove this box and the next two on guidance regarding audit opinions**

GUIDANCE FOR FINANCIAL AUDIT OPINIONS

Should the **cumulative effect** (percentage of total expenditure reported for the Project/Programme) of financial findings be **below** the materiality threshold (usually 2%), the auditor should express an **unqualified** opinion. An **Emphasis of Matter** paragraph can be added to draw the attention to financial findings <2%, if applicable.

Should the **cumulative effect** (percentage of total expenses reported for the Project/Programme) of financial findings be **more** than the materiality threshold (usually 2%), the auditor must **at a minimum** express a **qualified opinion**. The auditor should determine on a case-by-case basis, based on his professional judgement, if it is appropriate to express an **adverse opinion** or to issue a **disclaimer of opinion**.

The wording of the paragraphs “Basis for qualified opinion” and “Basis for adverse opinion” may be adapted on a case-by-case basis, based on the significance of the findings or expenditure in question and the uncertainty factors. The type of audit opinion (qualified opinion, adverse opinion or disclaimer of opinion) and wording of the paragraph “basis for opinion...” depends on the factors listed below.

- For financial findings, the auditor is **certain** (the evidence is sufficient and appropriate) of the significance and ineligibility of the expenditure amount involved. The auditor can assess whether the impact of the findings **is** significant or pervasive.
- The pervasive nature of financial findings: **pervasive** means that the significance of the findings is such that it influences the total eligible expenditure and/or misleads the reader of the report. The auditor uses his **professional judgement** to determine if the financial findings are pervasive. He/she may use a proposed **indicative** threshold of 50% (total financial findings expressed as a percentage of total expenses reported for the Project/Programme) to issue an adverse opinion.

There are several scenarios for the opinion. This depends on several elements: the significance of each type of finding and other factors causing uncertainty (significant or major), including **limitations to the scope of work**.

Accordingly, it is not possible to provide a standard wording for the paragraph entitled “Basis for the opinion” in the case of a qualified and adverse opinion. The proposed wording can be used and adapted by the auditor on a case-by-case basis based on his professional judgement.

In the case of **scope limitations**, the auditor should assess the uncertainty resulting from this and its possible impact on the eligibility of the declared expenditure and decide whether it is appropriate to issue a qualified, adverse or disclaimer of opinion.

Independent Auditor's Report

[unqualified/qualified/adverse opinion] –

Financial Audit

< Contracting Authority (AFD or National PM), [and Entity]² >
< Address >

In accordance with our terms of reference (ToR)², We have audited the expenditure and revenue as stated in the financial statements as at <date> of the project/programme entitled <title of project/programme>, the “**Project/Programme**”, for the period from <date> to <date>, which is set out in Annex 1. This report has been prepared pursuant to Article <number> of the financing agreement <please give reference>, as agreed by the Agence française de Développement and <name of the signatory organisation>.

Our findings are set out in the relevant sections of our report, which is which is made solely to the Contracting Authority, [and] the Entity, [and the French Development Agency]³ in order to gain assurance that the Project/Programme funding provided, has been used in conformity with the applicable contractual conditions which are set out in section 2.1 of our report, and to facilitate the determination, with the Entity, of any balance of funding which is payable or recoverable.

Respective responsibilities of the Entity's management and auditors

In accordance with the Contractual Conditions, the Entity's management is responsible for the preparation of the financial statements and for being satisfied that it presents fairly the actual expenditure incurred and revenue received for the Project/Programme, in accordance with the applicable contractual conditions.

Our responsibility is to audit the financial statements and to report our findings to the Contracting Authority, [and] the Entity, [and the French Development Agency]⁴, in accordance with the Terms of Reference of the engagement. These specify that we should carry out our work in accordance with International Standards on Auditing (issued by the International Federation of Accountants) insofar as these standards can be applied in the specific context of a contractual compliance audit. These standards require us to observe applicable ethical standards in the conduct of our work.

Scope of the audit

The scope of our audit is set out in the Terms of Reference as noted in section 2.1 of our report. It includes obtaining evidence for the amounts and disclosures in the financial statements to give assurance that the financial statements are free from material misstatement, whether caused by error or fraud. We have reported all our findings regardless of the amount involved.

² If the TOR require to send the report to the Entity simultaneously (§2.1.1.f of TOR).

³ Use in the case where a national contracting authority is managing the audit.

⁴ Use in the case where a national contracting authority is managing the audit.

We took into account all the available evidence presented to us during our fieldwork, which we finalised on <date>, including the subsequent comments and information of the Entity, the Contracting Authority [and the French Development Agency]⁵ up to the date of this report.

Option 1 – Unqualified Opinion

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our unqualified opinion.

Unqualified Opinion

In our opinion:

- the financial statements present fairly the actual expenditure incurred and revenue received for the Project/Programme for the period from <date> to <date>, in accordance with the applicable contractual conditions; and
- The funds provided to the Project/Programme by the Agence française de développement have, in all their material aspects, been used in conformity with the applicable contractual conditions.

[Emphasis of Matter] (Optional)

Without qualifying our opinion, we draw your attention to the **financial findings totalling <amount> Euros as set out in section 3.1. These findings represent <percentage>% of the total expenditure amount reported for the Project/Programme over the period covered by the audit.**

Distribution and use

The Contracting Authority has requested this report and it is intended solely for the information and use by the Contracting Authority [, the French Development Agency]⁶ and the Entity.

Auditor's signature:

Name of signing auditor:

Auditor's address:

*Date of signature: (do not use for draft reports. Date of signature of **final** report)*

Option 2 – Qualified opinion

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Basis for qualified opinion

We refer to our financial findings totalling <amount> Euros, as set out in section 3.1 of our report. These findings represent <percentage>% of the total expenditure amount reported for the Project/Programme, over the period covered by the audit.

⁵ Use in the case where a national contracting authority is managing the audit.

⁶ Use in the case where a national contracting authority is managing the audit.

We consider these financial findings material in the context of our audit.

We have been unable to collect sufficient and appropriate evidence regarding: <description of the problems>

Qualified Opinion

In our opinion, except for the effects of the matters referred to in the preceding 'basis for qualified opinion' paragraph:

- present fairly the actual expenditure incurred and revenue received for the Project/Programme for the period from <date> to <date>, in accordance with the applicable contractual conditions; and
- The funds provided to the Project/Programme by the Agence française de développement have, in all their material aspects, been used in conformity with the applicable contractual conditions.

Distribution and use

The Contracting Authority has requested this report and it is intended solely for the information and use by the Contracting Authority [, the French Development Agency]⁷ and the Entity.

Auditor's signature:

Name of signing auditor:

Auditor's address:

*Date of signature: (do not use for draft reports. Date of signature of **final** report)*

Option 3 – Adverse opinion

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse opinion.

Basis for adverse opinion

We refer to our financial findings totalling <amount> Euros, as set out in section 3.1 of our report. These findings represent <percentage>% of the total expenditure amount reported for the Project/Programme, over the period covered by the audit.

We consider these financial findings material in the context of our audit.

We have been unable to collect sufficient and appropriate evidence regarding: <description of the problems>

Adverse opinion

In our opinion, because of the fundamental nature of the matters referred to in the preceding 'basis for adverse opinion' paragraph

⁷ In case of national PM

- the financial statements do not present fairly the actual expenditure incurred and revenue received for the Project/Programme for the period from <date> to <date>, in accordance with the applicable contractual conditions; and
- The funds provided to the Project/Programme by the Agence française de développement have not, in all their material aspects, been used in conformity with the applicable contractual conditions.

Distribution and use

The Contracting Authority has requested this report and it is intended solely for the information and use by the Contracting Authority [, the French Development Agency]⁸ and the Entity.

Auditor's signature:

Name of signing auditor:

Auditor's address:

*Date of signature: (do not use for draft reports. Date of signature of **final** report)*

⁸ In case of national PM

Independent Auditor's Report [disclaimer of opinion] – Financial Audit

< Contracting Authority (AFD or National PM), [and Entity]⁹ >

< Address >

Report format to be used in case of a **disclaimer of opinion**

We have been engaged to audit the expenditure and revenue as stated in the financial statements as at <date> of the project/programme entitled <title of project/programme>, the “**Project/Programme**”, for the period from <date> to <date>, which is set out in Annex 1. This report has been prepared pursuant to Article <number> of the financing agreement <please give reference>, as agreed by the Agence française de Développement and <name of the signatory organisation>.

Respective responsibilities of the Entity's management and auditors

In accordance with the Contractual Conditions, the Entity's management is responsible for the preparation of the Financial Report and for being satisfied that it presents fairly the actual expenditure incurred and revenue received for the Project in conformity with the applicable Contractual Conditions.

Our responsibility is to audit the financial statements and report our findings to the Contracting Authority, [and] the Entity, [and the French Development Agency]¹⁰, in accordance the Terms of Reference of the audit engagement. These specify that we should carry out our work in accordance with International Standards on Auditing (issued by the International Federation of Accountants) insofar as these standards can be applied in the specific context of a contractual compliance audit. These standards require us to observe applicable ethical standards in the conduct of our work.

Basis for the disclaimer of opinion

The scope of our audit is set out in the Terms of Reference as noted in section 2.1 of our report. We were unable to obtain sufficient and appropriate evidence about: <description of the problems> due to <description of the reasons and the context>. The possible effects of this to the financial statements and the total expenditure amount reported for the Project/Programme could be both material and pervasive in the context of our audit. As a result of this uncertainty we do not have a basis for an opinion.

Disclaimer of opinion

Because of the significance of the matters described in the ‘Basis for the disclaimer of opinion’ paragraph, we have not been to obtain sufficient appropriate audit evidence to provide a basis for an opinion.

Accordingly, we do not express an opinion on the following elements:

- do the financial statements present fairly the actual expenditure incurred and revenue received for the Project/Programme for the period from <date> to <date>, in accordance with the applicable contractual conditions? and

⁹ If the TOR require to send the report to the Entity simultaneously (§2.1.1.f of TOR).

¹⁰ Use in the case where a national contracting authority is managing the audit

- have the funds provided to the Project/Programme by the Agence française de développement been used, in all their material aspects, in conformity with the applicable contractual conditions ?

Distribution and use

The Contracting Authority has requested this report and it is intended solely for the information and use by the Contracting Authority [, the French Development Agency]¹¹ and the Entity.

Auditor's signature:

Name of signing auditor:

Auditor's address:

*Date of signature: (do not use for draft reports. Date of signature of **final** report)*

¹¹ Use in the case where a national contracting authority is managing the audit.

GUIDELINES FOR INTERNAL CONTROL SYSTEM AUDIT OPINIONS

The Auditor should assess the magnitude (i.e. minor, significant or fundamental) of the weaknesses in the Internal Control System. For the purpose of determining what is a material weakness or deficiency in the Internal Control System the Auditor should assess whether the absence or failure of a control or a series of controls results in a significant risk of material error, irregularity or fraud in the use of the Project/Programme provided by AFD. The assessment of the magnitude of weaknesses in the Internal Control System is a matter of professional judgment of the Auditor.

If the Auditor's internal control findings relate to **minor weaknesses** in the Internal Control System which **do not** pose a significant risk to the achievement of the objectives of the Project/Programme, the effects of these weaknesses should be considered as **not material** in the context of the audit. The Auditor should express an **unqualified** opinion and use an **Emphasis of Matter** paragraph to draw the attention to findings for minor weaknesses in the Internal Control System, if any.

If the Auditor's internal control findings relate to **significant weaknesses** in the Internal Control System which pose a **substantial** risk to the achievement of the objectives of the Project/Programme, the effects of these should be considered as **material** in the context of the audit. The Auditor should express a **qualified** opinion

If the Auditor's internal control findings relate to **fundamental weaknesses** in the Internal Control System which pose a **critical** risk to the achievement of the objectives of the Project, the effects of these should be considered as **material and pervasive** in the context of the audit. The Auditor should express an **adverse** opinion.

In cases of **scope limits** the Auditor should assess the uncertainty and the possible effects of the uncertainty on the design and operating effectiveness of the Internal Control System and decide whether it is appropriate to issue a **qualified, adverse or disclaimer of opinion**.

Independent Auditor's Report

[unqualified/qualified/adverse opinion] – Audit of the internal control system

< Contracting Authority (AFD or National PM), [and Entity]¹² >
< Address >

We have audited the Internal Control System set up and operated by <name>, “**the Entity**”, for the project/programme <title of project/programme>, the “**Project/Programme**” and for the purpose of managing risks to the achievement of its objectives. These risks include errors, irregularities and fraud with regard to the use of Project/Programme funds provided by the Agence française de Développement.

This audit, performed in the offices of <Entity Name>, from <date> to <date> has been designed to evaluate the design, operational efficiency and effectiveness of the internal control system (tools and procedures) over the period from <date> to <date>, and the reliability of the accounting records and financial information of <Entity Name>. This report has been established according to the financial management provisions of the financing agreement <please give reference¹³>, as agreed by the Agence française de Développement and <name of the signatory organisation>.

Our findings are set out in the relevant sections of our report, which is made solely to the Contracting Authority, [and] the Entity, [and the French Development Agency]¹⁴ and in order to gain assurance that risks to the achievement of the objectives of the Project/Programme are properly managed and controlled.

Respective responsibilities of the Entity management and auditors

The Entity's management are responsible for the design, implementation and effective operation of the Internal Control System, including the management and control of risks to the achievement of the objectives to the Project/Programme.

Our responsibility is to audit the financial statements and report our findings to the Contracting Authority, [and] the Entity, [and the French Development Agency]¹⁵, in accordance with the Terms of Reference for the audit engagement. These specify that we should carry out our work in accordance with the International Framework and Standards for Assurance Engagements (issued by the International Federation of Accountants) insofar as these standards can be applied in the specific context of a systems audit intended to provide assurance that risks to the achievement of the objectives of the Project/Programme are properly managed and controlled. These standards require us to observe applicable ethical standards in the conduct of our work.

Scope of the audit

¹² If the TOR require to send the report to the Entity simultaneously (§2.1.1.f of TOR).

¹³ Terms of disbursement provision, Annex 2, mention special commitments if any.

¹⁴ Use in the case where a national contracting authority is managing the audit.

¹⁵ Use in the case where a national contracting authority is managing the audit.

In accordance with our terms of reference, this audit has been designed to evaluate the design, efficiency and effectiveness of the Entity's key internal controls (tools and procedures), in particular for the reasonable prevention and detection of errors, irregularities and fraud in the use of funds provided by the Agence française de Développement for the Project/Programme execution. Our work has mainly consisted in:

- analysing procedures through interviews with key managers and reviewing the procedures and methods used to centralise, process and record various transactions;
- assessing the controls set up to ensure a proper control of operations;
- applying audit sampling to observe the application of controls deemed effective or to assess the impact of potential control deficiencies;
- reviewing procurement and contract execution procedures.

Option 1 – Unqualified Opinion

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our unqualified opinion.

Unqualified Opinion

In our opinion, the internal control system set up and operated by [Audited Entity] for the purpose of managing material risks to the achievement of the objectives of the Project/Programme, was suitably designed and operated effectively in the period from <date> to <date>.

[Emphasis of Matter] (Optional)

Without qualifying our opinion, we draw your attention to the summary of findings and recommendations set out in section 3.2.2, recapitulating the identified weaknesses in the internal control system.

Distribution and use

The Contracting Authority has requested this report and it is intended solely for the information and use of the Contracting Authority [, the French Development Agency]¹⁶ and the Entity.

Auditor's signature:

Name of signing auditor:

Auditor's address:

*Date of signature: (do not use for draft reports. Date of signature of **final** report)*

¹⁶ Use in the case where a national contracting authority is managing the audit.

Option 2 – Qualified opinion

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified opinion.

Basis for qualified opinion

We reviewed the design, operational efficiency and effectiveness of the existing internal control arrangements as at <date>, which have been set up for the purpose of managing material risks to the achievement of the objectives of the <Project/Programme name>, in particular for the reasonable prevention and detection of errors, irregularities and fraud.

We refer to our findings and recommendations as set out in section 3.2.2 of this report (Summary of Weaknesses, Risks and Recommendations), of our report detailing significant weaknesses in the Internal Control System and which therefore pose a substantial risk to the achievement of the objectives of the Project./Programme. The effects of these weaknesses to the design and operating effectiveness of the Internal Control System are considered to be material in the context of our audit, if remedial measures are not rapidly implemented.

Key identified weaknesses include: <description of weaknesses found>

Our work has been limited by: <description of limitations>

Qualified Opinion

In our opinion, except for the effects of the matters referred to in the preceding 'basis for qualified opinion' paragraph, the Internal Control System set up and operated by <Entity Name> for the purpose of managing material risks to the achievement of the objectives of the Project/Programme was suitably designed and operated effectively in the period from <date> to <date>.

Dissemination and use

The Contracting Authority has requested this report and it is intended solely for the information and use of the Contracting Authority [, the French Development Agency]¹⁷ and the Entity.

Auditor's signature:

Name of signing auditor:

Auditor's address:

*Date of signature: (do not use for draft reports. Date of signature of **final** report)*

Option 3 – Adverse opinion

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse opinion.

Basis for adverse opinion

We reviewed the design, operational efficiency and effectiveness of the existing internal control arrangements as at <date>, which have been set up for the purpose of managing material risks to the

¹⁷ Use in the case where a national contracting authority is managing the audit.

achievement of the objectives of the <Project/Programme name>, in particular for the reasonable prevention and detection of errors, irregularities and fraud..

We refer to our findings and recommendations as set out in section 3.2.2 of this report (Summary of Weaknesses, Risks and Recommendations), of our report detailing fundamental weaknesses in the Internal Control System and which therefore pose a critical risk to the achievement of the objectives of the Project/Programme. **The effects of these weaknesses to the design and operating effectiveness of the Internal Control System are considered to be both material and pervasive in the context of our audit.**

Key identified weaknesses include: <description of weaknesses found>

Our work has been limited by: <description of limitations>

Adverse opinion

In our opinion, because of the fundamental nature of the matters referred to in the preceding 'basis for adverse opinion' paragraph, the Internal Control System set up and operated by <Entity Name> for the purpose of managing material risks to the achievement of the objectives of the Project was not suitably designed and did not operate effectively in the period from <date> to <date>.

Dissemination and use

The Contracting Authority has requested this report and it is intended solely for the information and use of the Contracting Authority [, the French Development Agency]¹⁸ and the Entity.

Auditor's signature:

Name of signing auditor:

Auditor's address:

*Date of signature: (do not use for draft reports. Date of signature of **final** report)*

¹⁸ Use in the case where a national contracting authority is managing the audit.

Independent Auditor's Report [disclaimer of opinion] – Audit of the Internal Control System

< Contracting Authority (AFD or National PM), [and Entity]¹⁹ >

< Address >

Report format to be used in case of an **disclaimer of opinion**

In accordance with our terms of reference (ToR), We have been engaged to audit the Internal Control System set up and operated by <name>, “**the Entity**”, for the project/programme entitled <title of project>, the “**Project/Programme**”, and for the purpose of managing risks to the achievement of its objectives. These risks include errors, irregularities and fraud with regard to the use of Project/Programme funds provided by the Agence française de Développement.

The purpose of this internal control system audit was to cover the design and operating effectiveness of the Internal Control System in the period from <date> to <date>.

Respective responsibilities of the Entity management and auditors

The Entity's management are responsible for the design, implementation and effective operation of the Internal Control System, including the management and control of risks to the achievement of the objectives to the Project/Programme.

Our responsibility is to audit the financial statements and report our findings to the Contracting Authority, [and] the Entity, [and the French Development Agency]²⁰, in accordance with the Terms of Reference for the audit engagement. These specify that we should carry out our work in accordance with the International Framework and Standards for Assurance Engagements (issued by the International Federation of Accountants) insofar as these standards can be applied in the specific context of a systems audit intended to provide assurance that risks to the achievement of the objectives of the Project/Programme are properly managed and controlled. These standards require us to observe applicable ethical standards in the conduct of our work..

Basis for the disclaimer of opinion

The scope of our audit is set out in the Terms of Reference as noted in section 2.1 of our report. **We were unable to obtain sufficient appropriate audit evidence about the <describe issues> because <description of the reasons and circumstances>**. The possible effects of this to the design and operating effectiveness of the Internal Control System could be both material and pervasive in the context of our audit. As a result of this uncertainty we do not have a basis for an opinion.

Disclaimer of opinion

Because of the significance of the matters described in the 'basis for disclaimer of opinion' paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an opinion.

¹⁹ If the TOR require to send the report to the Entity simultaneously (§2.1.1.f of TOR).

²⁰ Use in the case where a national contracting authority is managing the audit.

Accordingly, we do not express an opinion on the design and operating effectiveness of the Internal Control System of <name of Project/Programme> in the period from <date> to <date>.

Dissemination and use

The Contracting Authority has requested this report and it is intended solely for the information and use of the Contracting Authority [, the French Development Agency]²¹ and the Entity.

Auditor's signature:

Name of signing auditor:

Auditor's address:

*Date of signature: (do not use for draft reports. Date of signature of **final** report)*

²¹ Use in the case where a national contracting authority is managing the audit

5 Engagement context and objectives

5.1 Engagement Context

Specify the context in which the audit was planned and why:

- <(multiannual) audit planned in the financing agreement>
- <renewal of advances or imprest funds>
- <complementary audit following a specific event>
- <suspicion of fraud or corruption>

5.2 Project Subject to Audit

Describe concisely:

- <history and context of the Project/Programme>
- <the Project/Programme (presentation)>
- <the institutional context and the role of the key actors>

5.3 Audit Objectives

Summary of contents of section 1.2 of the Terms of Reference. Any changes to the audit objectives must have been approved by the Contracting Authority/AFD.

6 Methodology and Conduct of the Audit

6.1 Audit Scope

Provide a concise description of the audit scope:

- <contractual conditions> (see TOR point 1.3.1)
- <the period(s) covered, in particular for contracts subject to the audit> (see TOR point 1.3.2)
- <the volume data; include the number of awarded contracts and audited sites > (see TOR point 1.3.3)

6.2 Key Stages and Dates

Provide a concise description of the various audit stages as described in the TOR (see point 2.1.1):

	M1				M2				M3			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Engagement preparation												
Preparatory meeting with the Contracting Authority												
Opening meeting with the Entity												
Fieldwork												
Aide-mémoire and restitution meeting												
Draft report submission (XX days after mission)												
[AFD] Contracting Authority and Entity Observations on Draft Report (XX days after report is received)												
Submission of final report to Contracting Authority [the AFD] and the Entity (XX days after receiving comments and possible additional documentation)												

6.3 Significant events

Describe the mission's significant events, in particular those that could impact the scope of the audit (limitation of work).

6.4 Audit Procedures

Describe the items and procedures covered in section 2.3 of the TOR and their impact on sampling (TOR point 2.2.1) within the context of compliance testing to be performed on different Project/Programme financial and administrative management processes, to ensure the proper application of the management and control rules and procedures of the Project/Programme.

The scope of the work covered the following specific items and procedures (follow the structure provided when applicable):

- <Documents analysis (review of the contractual conditions - special attention paid to aspects concerning financial controls, eligibility of project expenditure and revenue, as well as the documentation and classification of accounting documents - and the organisation implemented for the administrative, technical and financial management)>

- <Evaluation of the internal control system (with regard to the organisation, procedures, archiving and accountability obligations, as well as the specific controls in particular in respect of combating money laundering and the financing of terrorism)>
- <Risk assessment>
- <Sampling and other methods of selecting items to be checked(TOR point 2.2.1)>
- <Obtaining evidence and control testing>
- <Auditing of financial statements and allocated funds
 - verification of financial statements
 - verification of the use of funds
 - analytical and budgetary procedures>
- <Description of procedures in respect of the procurement audit (point 2.3.4)> (summarise)
- <Description of procedures in respect of the technical audit (point 2.3.5)> (summarise)
- <Follow-up of the recommendations of previous audits> (delete if not applicable)
- <Obtaining written statements> (delete if not applicable).

7 Summary of Findings

Use the following paragraphs if included in the TOR §1.2 (objectives) and §2.3 (procedures).

7.1 Summary of Financial Findings

The tables below indicate the relationship between financial findings and total expenditure reported for the Project/Programme, and with the total amount of funding provided by AFD to the Project/Programme. They should be filled in by the auditor using the proposed format (a quantified example is shown here to assist the auditor).

Description	Expense classification	Amount (EUROS)	% of total expenditure reported by the Project/Programme
Total expenditure reported by the Project/Programme (see Financial Statements in Annex 1)		952,000	100%
Total audited expenditure		690,000	72%
% of audited expenditure		72%	
Draft report	Eligible (no misstatements)	450,000	47%
	Eligible (with misstatements)	150,000	16%
	Ineligible	90,000	9%
	Unaudited	262,000	28%
	Total expenses	952,000	100%
Final report	Eligible (no misstatements)	520,000	55%
	Eligible (with misstatements)	120,000	13%
	Ineligible	50,000	5%
	Unaudited	262,000	28%
	Total expenditure	952,000	100%

Description	Euros
Total expenditure reported by the Project/Programme (see Financial Report in Annex No. 1)	952,000
Less : to be deducted (ineligible expenditure established)	50,000
Eligible expenditure for the Project/Programme	902,000
AFD contribution (in case of co-funding)	100%
Eligible expenses on the AFD contribution	902,000
Instalment(s) paid by the AFD	900,000
Balance of funding (difference between funding received from AFD and total eligible expenditure)	2,000

The table below summarises by major budget line:

- the <%> of the project execution;
- the <%> of audited; expenditure
- the <%> of ineligible expenditure.

Summary of categories/major types of expenditure							
Expenditure category	Budget	Implement expenditure	% implemented	Audited Expenditure	% audited	Ineligible expenditure	% ineligible
Activities	400,000	358,000	90%	320,000	89%	30,000	8%
Investments	300,000	286,000	95%	210,000	73%	35,000	12%
Operation Costs	290,000	300,000	103%	155,000	52%	23,000	8%
Bank charges	10,000	8,000	80%	5,000	63%	2,000	25%
Total Project/ Programme expenditure	1,000,000	952,000	95%	690,000	72%	90,000	9%

7.2 Summary of Internal Control System Findings

7.2.1 Summary of Strengths

The strengths of the management of <Audited Entity> are summarised in the table below (Only use the relevant sections of the internal control system audit checklist):

No.	Category	Strengths
1	General Organisation	
1.1	Governance	Examples: 1) Existence of supervisory and monitoring bodies 2) Five-year strategic plan
1.2	Administrative organisation and institutional environment	1) Detailed organisation chart
1.3	Procedures manual	
1.4	Project facilities and equipment	
2	Management and reporting tools	
2.1	Accounting system	
2.2	Budget monitoring	
2.3	Reporting	

No.	Category	Strengths
2.4	Filing, archiving, and backup system	
2.5	Risk management	
3	Regulatory aspects	
3.1	Procurement	
3.2	Rules for implementing and justifying expenditure	
4	Administrative and financial management processes	
4.2	Cash management	
4.5	Fixed asset management	
4.8	Human resources management	

7.2.2 Summary of Weaknesses, Risks and Recommendations

The table below lists all findings related to the management of <Audited Entity> in relation to the different sections used in the checklist for an internal control system audit. A risk analysis, a recommendation and recommendation priority are provided for all findings. Only use the relevant sections of the internal control system audit checklist.

No.	Category	Findings	Risks	Lvl. Priority	Recommendations
1	General organisation				
1.1	Governance (Example)				
A.6	Is the meeting frequency defined in the statutory documents respected?	1) The minutes of statutory bodies meetings are not signed within the allotted timeframe and must be filed chronologically	Information in relation to decisions made by the statutory bodies is lost	2	1) Meetings of statutory bodies must be recorded in minutes signed by the participants, and filed in a dedicated record in chronological order
1.2	Administrative organisation and institutional environment				
1.3	Procedures manuals				
1.4	Project facilities and equipment				
2	Management and reporting tools				
2.1	Accounting system				

No.	Category	Findings	Risks	Lvl. Priority	Recommendations
2.2	Budgetary system				
2.3	Reporting/Financial statements and technical and financial implementation reports				
2.4	Filing, archiving and backup				
2.5	Mail management				
3	Regulatory aspects				
3.1	Procurement				
4	Administrative and financial management process				

No.	Category	Findings	Risks	Lvl. Priority	Recommendations
4.1	Revenue				
4.2	Cash flow				
4.3	Procurement and contract management				
4.4	Missions and workshops				
4.5	Fixed asset management				
4.6	Vehicle fleet management				
4.8	Human resources management				

7.3 Summary of Procurement Findings

The table below lists all findings from the procurement audit, based on the procedures defined in the Terms of Reference. To be adapted freely, only summarise the relevant issues

No.	Category	Findings
1	Review of the procurement system	
1.1	Operating bodies	
1.2	Preventing and detecting irregularities and fraud	
2	Requirement definition	
2.1	Compliance with procurement plan and budgets	
2.3	Compliant use mutual agreement/direct agreement contracts	
3	Competitive tender process	
3.1	Advertising method, deadlines for presentation of bids and organisation for bids submission	
3.2	Choice of consultation procedure	
4	Evaluation and award	
4.1	Evaluation methods used	
4.4	Contract award	
5	Contractual management	
5.4	Changes over the course of contracts	
6	Contracts subject to an AFD NON [non-objection notification]	
6.1	NON request	
7	AML/CFT and SER due diligence	
7.1	Implementation of AML/CFT due diligence	
8	Refinancing of expenditure	
8.2	Completion of mandatory verifications	

7.4 Summary of Findings on the Technical Execution of Contracts

The table below lists all findings from the technical audit, based on the procedures defined in the Terms of Reference. To be adapted freely, only summarise the relevant points

No.	Category	Findings
1	Technical requirements	
1.1	Relevance of specifications in the tender dossier	
1.2	Conformity of technical requirements contained in the tender dossier, technical bid, signed contract and work execution schedule	
2	Technical monitoring	
2.1	Existence and quality of technical monitoring documentation and cost breakdowns	
2.2	Actual completion of services	
3	Adequacy of prices	
3.1		
4	Compliance with the work execution schedule	
4.1		
5	Addenda	
5.4		
6	Control and supervision of works	
6.1		

7.5 Key Audit Data

The summary tables below contain key audit data and are solely for use of the Contracting Authority [and the French Development Agency]²².

²² In case of national PM

Audit finding	Draft report				Final report			
	Ineligible		Eligible (with misstatements)		Ineligible		Eligible (with misstatements)	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
Completeness of supporting documentation	12	60,000	28	90,000	8	40,000	16	80,000
Payment-related issues	2	10,000						
Formal regularity, accuracy and probative value	4	10,000	20	40,000			12	30,000
Budget implementation								
Other regulatory and contractual provisions			2	10,000			2	10,000
Price, relevance and probability of the expenditure	2	10,000			2	10,000		
Compliance with tax and social regulations								
Procurement procedures								
Irregularities								
Total findings	20	90,000	50	140,000	10	50,000	30	120,000

7.6 Follow-up on Previous Audit Recommendations

The table below summarises recommendations from previous audits and indicates the level of implementation at the date of our audit. To be adapted freely, only summarise the relevant points.

No.	Recommendations	Priority level	Status of implementation of recommendations
1	General organisation		
1.1	Governance		

No.	Recommendations	Priority level	Status of implementation of recommendations
1	General organisation		
1.1.x	Respect of the roles and responsibilities of the steering committee (see procedures manual) to ensure independence between the steering and control committee and the project management unit (coordination).	1	A copy of their roles and responsibilities has been forwarded to each member of the steering and control committee
1.2	Administrative organisation and institutional environment		
1.2.x	Review the organisation chart to specify the different functions as well as the reporting and operational relationships	1	Revised organisational chart incorporated in manual and distributed internally within the Project
2	Management and reporting tools		
2.1	Accounting system		
2.1.x	Repair old software or purchase more suitable software for project management.	1	XXX software was proposed in the draft version of the 2019 work programme but was not kept in the final version.
3	Regulatory aspects		
3.1	Procurement		
3.1.x	Ensure adherence to procurement thresholds and selection criteria (see procedures manual)	1	Recommendation not implemented. Previously reported misstatements are still found in 2019.
4	Review by cycle		
4.1	Current and fixed assets		
4.1.x			
4.2	Cash flow		
4.2.x			
4.3	Missions and workshops		
4.3.x			
4.4	Etc.		
4.4.x			

8 Findings and recommendations

8.1 Financial Findings

Finding No.	Title: <title of the finding> Example: P
Audit Finding: <specify category> Example: Irregularity (No. 30 – Payment without supporting documentation)	
Finding description: <detailed description of the finding covering facts, criteria, cause(s) and impact. For criteria, mention relevant article(s) /contractual condition(s) in the contractual conditions> Example: The town hall of XX incurred motorcycle fuel and maintenance expenses of 229,575 CFA francs (EUR 349.98). No supporting documents were produced for this expenditure. This amount is simply extracted from the “October 2017 financial forecast”, prepared by the Technical Assistant and validated by the mayor of XX. This expenditure is considered as unjustified and therefore ineligible.	
Amount in Euros:	
Entity comments: <The Entity indicates whether or not it agrees with the finding and communicates its observations>	
Contracting Authority comments:	
Final auditor comments: [In the event of a disagreement with the Entity’s comments, the auditor should hereby rebut the Entity’s observations and justifies why the finding is still made]	
Euro amount in final report:	

8.2 Internal Control System Findings

Priority levels for ranking recommendations
<p><i>Priority 1 - Urgent remedial action is required.</i> Key internal controls are absent or are not complied with on a regular basis. There is a fundamental weakness or deficiency in an internal control or in a series of internal controls which involves a substantial risk of either material error, or irregularity or fraud with regard to the expenditure and revenue stated in the Financial Report of the Project. There is a substantial risk of failure to achieve the control objectives for the Project which concern reliability of financial reporting, effectiveness and efficiency of operations and compliance with applicable laws and regulations notably the Contractual Conditions for the Project. Such risks could lead to an adverse impact on the financial report of the Project. Remedial action should be taken urgently.</p>
<p><i>Priority 2 - Prompt specific action is required.</i> There is a weakness or deficiency in an internal control or in a series of internal controls which, although not fundamental, relates to shortcomings which expose specific internal control areas (e.g. cash and bank management or budgetary and expenditure control) to a less immediate level of risk of either error, or irregularity or fraud. Such a risk could impact on the effectiveness of the internal controls and on the internal control objectives and should be of concern to the Entity's management. Prompt specific action should be taken.</p>
<p><i>Priority 3 - Specific remedial action is desirable.</i> There is a weakness or deficiency in internal control which individually has no major impact but where the Project would benefit from improved internal controls and/or where the Entity would have the opportunity to achieve greater effectiveness and/or efficiency. There is a possibility of undesirable effects at the process level, which, combined with other weaknesses, could give cause for concern.</p>

8.2.1 General Organisation

8.2.1.1 Governance

Finding No.	Title: <title of finding > Example: deficiencies in the governance of the Entity
Finding description: <detailed description of the finding covering facts, criteria, cause(s) and impact. For criteria, mention relevant article(s) /contractual condition(s) in the contractual conditions> Example: During our verifications we have identified the following deficiencies: 1) No minutes of the governing bodies statutory meetings were transferred to us; 2) The mandates of the steering committee members have been tacitly renewed, without any statutory meeting being held and without such provision being clearly specified in the Articles of Association.	
Recommendations: <recommendations should aim to correct existing situations, improve project management and internal control, or increase compliance with established controls and/or best practices>	
Recommendation priority: Priority 1 - Remedial action is required urgently; Priority 2 - A specific action is required quickly; Priority 3 - A specific remedial action is (Only retain the applicable option)	
Entity comments: <The Entity indicates whether or not it agrees with the finding and communicates its observations>	
Contracting Authority comments:	
Final auditor comments: < In the event of a disagreement with the Entity’s comments, the auditor should hereby rebut the Entity’s observations and justifies why the finding is still made >	

8.2.1.2 Administrative organisation and institutional environment

8.2.1.3 Procedures Manual

Finding No.	Title: <title of finding> Example: Procedures manual not adapted to current management
Finding description: <detailed description of the finding covering facts, criteria, cause(s) and impact. For criteria, mention relevant article(s) /contractual condition(s) in the contractual conditions> Example: During our review, we have identified the following weaknesses: 1) The manual does not describe the procedure for its review and update; 2) Duplicated and incompatible functions were detected; 3) Some procedures are to be reviewed (accounting) or simplified (reporting) to reflect the structure’s current size and management processes; 4) Project coordination does not possess any hard copy of the manual.	

<p>Recommendations: <recommendations should aim to correct existing situations, improve project management and internal control, or increase compliance with established controls and/or best practices></p>
<p>Recommendation priority: Priority 1 - Remedial action is required urgently; Priority 2 - A specific action is required quickly; Priority 3 - A specific remedial action is (Only retain the applicable option)</p>
<p>Entity comments: <The Entity indicates whether or not it agrees with the finding and communicates its observations></p>
<p>Contracting Authority comments:</p>
<p>Final auditor comments: < In the event of a disagreement with the Entity's comments, the auditor should hereby rebut the Entity's observations and justifies why the finding is still made ></p>

8.2.1.4 Project Facilities and Equipment

8.2.2 Management and Reporting Tools

8.2.2.1 Accounting System

8.2.2.2 Budget Monitoring

8.2.2.3 Reporting

8.2.2.4 Filing, archiving and backup

8.2.2.5 Mail management

8.2.2.6 Risk management

Finding No.	Title: <title of finding> Example: No formalised document
Finding description: <detailed description of the finding covering the facts, criteria, cause(s) and impact(s). For criteria, specifically state the article or clause of the contractual provisions> Example: Th structure does not possess a formalised risk management document. However, risks are analysed in the funding agreement.	
Recommendations: <detailed description of the finding covering facts, criteria, cause(s) and impact. For criteria, mention relevant article(s) /contractual condition(s) in the contractual conditions>	
Recommendation priority: Priority 1 - Remedial action is required urgently; Priority 2 - A specific action is required quickly; Priority 3 - A specific remedial action is (Only retain the applicable option)	
Entity comments: : <The Entity indicates whether or not it agrees with the finding and communicates its observations>	
Contracting Authority comments:	
Final auditor comments: < In the event of a disagreement with the Entity's comments, the auditor should hereby rebut the Entity's observations and justifies why the finding is still made >	

8.2.3 Regulatory Aspects

8.2.3.1 Procurement

8.2.3.2 Rules for Implementing and Justifying Expenditure

8.2.4 Administrative and Financial Management Processes

8.2.4.1 Revenue

8.2.4.2 Cash flow

8.2.4.3 Purchases

8.2.4.4 Missions and Workshops

8.2.4.5 Fixed Assets

8.2.4.6 Vehicle Fleet

8.2.4.7 Office Operating Costs

8.2.4.8 Human Resources

8.3 Procurement Findings

8.3.1 Contract No.<1>

<p>Title: <title of finding></p> <p>Example: Observations relating to the use of call-off contract (Category 3.2 – <i>Choice of consultation procedure</i>)</p>
<p>Finding description: <detailed description of the finding covering the facts, criteria, cause(s) and impact(s). For criteria, specifically state the article or clause of the contractual provisions></p> <p>Example: Call-off contracts have been widely used for urban road works. However, the use of this technique is quite unusual for works, even for maintenance purposes, and is usually favoured for recurrent purchases of supplies. In addition, this procedure is not detailed or only lightly detailed in the public procurement regulation in force over the period subject to the audit.</p>
<p>Entity comments: <The Entity indicates whether or not it agrees with the finding and communicates its observations></p>
<p>Contracting Authority comments:</p>
<p>Final auditor comments: < In the event of a disagreement with the Entity’s comments, the auditor should hereby rebut the Entity’s observations and justifies why the finding is still made ></p>

8.3.2 Contract No.<2>

8.3.3 Contract No.<3>

8.4 Findings on the Technical Implementation of Contracts

8.4.1 Contract No.<1>

<p>Title: <finding title></p> <p>Example: General finding relating to the organisation of controls (Category 6 – <i>Monitoring and supervision of works</i>)</p>
<p>Finding description: <detailed description of the finding covering the facts, criteria, cause(s) and impact(s). For criteria, specifically state the article or clause of the contractual provisions></p> <p>Example: a significant change was observed in relation to previous financial years: supervision missions by private engineering consultants were authorised on the sites funded as part of the Project. The auditor should report a specific case: it appears, according to the declarations made to auditors during their site visits, that it is the XY firm that oversees the rehabilitation work of the Z laboratory, although the auditor did not find a trace of this contract in the Project files. Furthermore, the auditor did not encounter any supervision mission during his site visit.</p>
<p>Entity comments: : <The Entity indicates whether or not it agrees with the finding and communicates its observations></p>
<p>Contracting Authority comments:</p>
<p>Final auditor comments: < In the event of a disagreement with the Entity’s comments, the auditor should hereby rebut the Entity’s observations and justifies why the finding is still made ></p>

8.4.2 Contract No.<2>

8.4.3 Contract No.<3>

4.5 Letter of Representation (Model)

WRITTEN REPRESENTATIONS

Appendix 1

(Ref: Para. 2)

List of ISAs Containing Requirements for Written Representations

This appendix identifies paragraphs in other ISAs in effect for audits of financial statements for periods beginning on or after December 15, 2009 that require subject-matter specific written representations. The list is not a substitute for considering the requirements and related application and other explanatory material in ISAs.

- ISA 240, “The Auditor’s Responsibilities Relating to Fraud in an Audit of Financial Statements” – paragraph 39
- ISA 250, “Consideration of Laws and Regulations in an Audit of Financial Statements” – paragraph 16
- ISA 450, “Evaluation of Misstatements Identified during the Audit” – paragraph 14
- ISA 501, “Audit Evidence—Specific Considerations for Selected Items” – paragraph 12
- ISA 540, “Auditing Accounting Estimates, Including Fair Value Accounting Estimates, and Related Disclosures” – paragraph 22
- ISA 550, “Related Parties” – paragraph 26
- ISA 560, “Subsequent Events” – paragraph 9
- ISA 570, “Going Concern” – paragraph 16(e)
- ISA 710, “Comparative Information—Corresponding Figures and Comparative Financial Statements” – paragraph 9
- ISA 720 (Revised), The Auditor’s Responsibilities Relating to Other Information – Paragraph 13(c)

Appendix 2

(Ref: Para. A21)

Illustrative Representation Letter

The following illustrative letter includes written representations that are required by this and other ISAs in effect for audits of financial statements for periods beginning on or after December 15, 2009. It is assumed in this illustration that the applicable financial reporting framework is International Financial Reporting Standards; the requirement of ISA 570¹ to obtain a written representation is not relevant, and that there are no exceptions to the requested written representations. If there were exceptions, the representations would need to be modified to reflect the exceptions.

(Entity Letterhead)

(To Auditor)

(Date)

This representation letter is provided in connection with your audit of the financial statements of ABC Company for the year ended December 31, 20XX² for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, (or *give a true and fair view*) in accordance with International Financial Reporting Standards.

We confirm that (, *to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves*):

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated [insert date], for the preparation of the financial statements in accordance with International Financial Reporting Standards; in particular the financial statements are fairly presented (or *give a true and fair view*) in accordance therewith.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable. (ISA 540)
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of International Financial Reporting Standards. (ISA 550)

¹ ISA 570, "Going Concern."

² Where the auditor reports on more than one period, the auditor adjusts the date so that the letter pertains to all periods covered by the auditor's report.

WRITTEN REPRESENTATIONS

- All events subsequent to the date of the financial statements and for which International Financial Reporting Standards require adjustment or disclosure have been adjusted or disclosed. (ISA 560)
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole. A list of the uncorrected misstatements is attached to the representation letter. (ISA 450)
- [Any other matters that the auditor may consider appropriate (see paragraph A 10 of this ISA).]

Information Provided

- We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud. (ISA 240)
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements. (ISA 240)
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others. (ISA 240)
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements. (ISA 250)
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware. (ISA 550)

4.6 Project Procurement Plans including List of Awarded Contracts (at the date of RfQ)

Procurement plan CJO 1105 01 and 02

<u>Contract name</u>	<u>Estimated Contract Amount and Currency total of 81.2 M Eur (exclusive of tax)</u>	<u>Type of contract</u> ²³	<u>Type of competition</u> ²⁴	<u>Procurement procedure</u> ²⁵	<u>Selection method</u> ²⁶	<u>Review by AFD</u> ²⁷	<u>Estimated Specific Procurement Notice Publication date</u>	<u>Estimated Bid or Proposal Opening date</u>	<u>Estimated Contract signing date</u>	<u>Estimated Contract completion date</u>
Networks – Consultancy Services – EPCM	€1.65M	C	IPC	REOI	QCBS	PRIOR	4/2/2020	5/3/2020	1/12/2022	01/05/2024
Wastewater Treatment Plant – Consultancy Services – Works supervision	€1.73M	C	IPC	REOI	QCBS	PRIOR	4/2/2020	9/3/2020	1/12/2022	31/07/2027

²³ C for consulting services; IC for individual consultants; W for works; G for goods; P for Plants; NC for non-consulting services.

²⁴ NPC: national procurement competition; IPC: international procurement competition.

²⁵ For goods, works, plants and non-consulting services: PQL+IB: Prequalification and Invitation for Bids; IB: Invitation for Bids; RQ: Request for Quotations; DC: Direct Contracting. For consulting services: REOI: Request for Expression of Interest; RQ: Request for Quotations; DC: Direct Contracting.

²⁶ For consulting services: QCBS: Quality and Cost Based Selection; QBS: Quality Based Selection; FBS: Fixed Budget Based Selection; LCS: Least Cost Based Selection. For goods, works, plants and non-consulting services, the contract should be awarded to the qualified bidder whose bid is technically substantially compliant and is the lowest evaluated bid; other selection method shall require prior approval from AFD.

Networks - Works FIDIC Red Book	€25.05M <i>Potentially split in several lots (3) that may be awarded to 1,2 or 3 different contractors</i>	W	IPC	PQL+IB	LCS	PRIOR	1/06/2024	01/07/2024	01/02/2024	31/07/2027
Wastewater Treatment Plant & the transfer pipeline to the Wadi Shalalah- Works+ O&M – FIDIC Gold Book	€50.6M	W + O&M	IPC	PQL+IB	QCBS	PRIOR	5/02/2020	03/06/2020	30/10/2023	31/07/2027

Procurement plan CJO1105 04 and 05

<u>Contract name</u>	<u>Estimated Contract Amount and Currency (exclusive of tax)</u>	<u>Type of contract</u>	<u>Type of competition)</u>	<u>Procurement procedure</u>	<u>Selection method</u>	<u>Review by AFD</u>	<u>Estimated Specific Procurement Notice Publication date</u>	<u>Estimated Bid or Proposal Opening date</u>	<u>Estimated Contract signing date</u>	<u>Estimated Contract completion date</u>
EPCM consultant - HH Connections Package 1 and 2	0.98 M €	C	IPC	REOI	QCBS	PRIOR	18/05/2022	22/07/2022	07/11/2023	30/01/2025
Works Contract 1 – Shelter WW Connection (Public & Private parts) - Package 1 (Downtown -	8.5 M €	W	IPC	PQL + IB	LCS	PRIOR	30/02/2025	30/03/2025	30/07/2025	31/07/2027
Works Contract 2 – Shelter WW Connection (Private part, only) - Package 2 (Areas earmarked for new extension of WW	0.5 M € <i>Potentially merged with Works contract n°1</i>	W	<i>NPC or IPC*</i>	PQL + IB	LCS	PRIOR	30/07/2025	30/08/2025	30/12/2025	31/07/2027
Communication and Visibility – Communication Plan and Implementation	€ 100,000	C	IPC	REOI	QCBS	PRIOR	15/11/2023	25/03/2024	15/04/2024	01/04/2027

Annex B: Standard Form of the Contract

THIS CONTRACT (“Contract”) is entered into this *[starting date of the Services]*, by and between the *Water Authority of Jordan* (“the Client”) having its principal place of business at *[Client’s address]*, and *[Consultant’s name]* (“the Consultant”) having its principal office located at *[Consultant’s address]*; Telephone: _____, Email: _____.

BACKGROUND

The Ministry of Water and Irrigation/Water Authority of Jordan (MWI/WAJ) has received funds from the Agence Française de Développement (AFD) and from the European Union Neighbourhood Investment Platform (EU-NIP) toward the cost of the Ramtha and Sahel Houran Wastewater Project, hereinafter referred to as the “Project”).

The Client requires the Consultant to perform the Services described in Annex A as part of the implementation of the Project.

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services (i) The Consultant shall perform the Services and submit the reports specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).

(ii) The Consultant shall mobilize the expertise and shall use the methodology specified in Annex B, “Technical Proposal of the Consultant”.

2. Contract Period The Consultant shall perform the Services during the period commencing *[insert start date]* and ending on *[insert completion date]* or any other period as may be subsequently agreed by the parties in writing.

3. Payment A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed a ceiling of EUR XX. This amount has been established based on the understanding that it includes all of the Consultant’s costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. Payment modalities

The payment schedule and conditions are specified in Annex A.

Payments shall be made no later than 30 days following submission of original invoices in duplicate to the Coordinator designated in article 4 on the following bank account:

Bank account number:

Bank account's name:

C. Payment upon Termination:

Upon termination of the Contract, the Client shall make the following payments to the Consultant:

- a) Remuneration for Services satisfactorily performed prior to the effective date of termination, other expenses incurred and, for unit prices (time-based), reimbursable expenditures for expenditures actually incurred prior to the effective date of termination.
- b) In the case of Termination pursuant to paragraphs (B) Clause 12, reimbursement of any reasonable cost incidental to the prompt and orderly termination of the Contract, including the cost of the return travel of the Experts.

4. Contract Administration **A. Coordinator**

The Client designates Mr./Ms. *[insert name]* as Client's Coordinator; the Coordinator shall be responsible for the coordination of the Services under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Reports

The reports listed in Annex A, "Terms of Reference and Scope of Services" shall be submitted as part of the Services, and will constitute the basis for payments to be made under article 3.

5. Performance Standard The Consultant undertakes to perform the Services in compliance with the highest ethical and professional standards.

6. Confidentiality The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7. Ownership of Material Any study, report or other output such as drawings, software or else, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.

- 8. Consultant Not to be Engaged in Certain Activities** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant shall be disqualified from providing goods, works or non-consulting services resulting from or closely related to the Services.
- 9. Insurance** The Consultant will be responsible for subscribing to an appropriate insurance coverage.
- 10. Assignment** The Consultant shall not assign this Contract or Subcontract any portion of it without the Client's prior written consent.
- 11. Law Governing Contract and Language** The Contract shall be governed by the laws of Jordan, and the language of the Contract shall be the English language.
- 12. Termination** The contract may be terminated by the Client:
- A) if the Consultant fails to perform the Services or fails to submit satisfactory reports as specified in Annex A. The termination shall be preceded by a 30 days' notice.
 - B) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate the Contract;
- 13. Dispute Resolution** Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.
- 14. Declaration of Integrity** The Consultant commits to comply with the requirements specified in the Declaration of Eligibility and Social and Environmental Responsibility, a signed copy of which is attached as Annex D.
- 15. Consultant's Status** If the Consultant has the status of an independent consultant, the Consultant shall not be deemed to be an employee of the Government of the Country of the Client or an employee of the Client by virtue of the Contract. The Consultant shall have no right to payments, allowances, compensation, pension or reimbursements of any kind, except as explicitly specified in the Contract.

FOR THE CLIENT

FOR THE CONSULTANT

Signed by _____

Signed by _____

Title: _____

Title: _____

Annex C: Statement of Integrity, Eligibility and Social and Environmental Responsibility

Reference name of the bid or proposal: _____ (The "Contract")

To: _____ (The "Contracting Authority")

1. We recognise and accept that *Agence Française de Développement* ("AFD") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
 - 2.1) Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;
 - 2.2) Having been:
 - a. convicted within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
 - b. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
 - c. convicted within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;
 - 2.3) Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;
 - 2.4) Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during

contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;

2.5) Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;

2.6) Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);

2.7) Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.

3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:

3.1) Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.2) Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;

3.3) Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;

3.4) Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;

3.5) In the case of procurement of goods, works or plants:

i. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;

ii. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.

5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.

6. In the context of the procurement process and performance of the corresponding contract:

6.1) We have not and we will not engage in any dishonest conduct (act or omission) deliberately indented to deceive others, to intentionally conceal items, to violate or vitiate

someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

6.2) We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;

6.3) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;

6.4) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;

6.5) We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;

6.6) Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

6.7) We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.

7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____ In the capacity of: _____

Duly empowered to sign in the name and on behalf of²⁸: _____

Signature: _____ Dated: _____

²⁸ In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.

Annex D: Form TECH-1: Curriculum Vitae (CV)

(Indicative format)

Position Title and No.:	<i>[e.g., K-1, Team Leader]</i>
Name of Expert:	<i>[insert full name]</i>
Date of Birth:	<i>[day/month/year]</i>
Country of Citizenship/Residence:	<i>[insert country]</i>

Education: *[List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained.]*

Employment record relevant to the Services: *[Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the Services does not need to be included.]*

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Services
<i>[e.g., May 2015 – present]</i>	<i>[e.g. Ministry of _____, advisor/consultant to _____ For references: phone _____ / email _____, Mr. Bbbbbbb, deputy minister]</i>		

Membership in Professional Associations and Publications:

