



APPOINTMENT OF INTERPOL'S EXTERNAL AUDITOR FOR THE FINANCIAL YEARS 2022, 2023 AND 2024

CALL FOR EXPRESSION OF INTEREST Referenced 5683

Deadline for submission of bids: 25 February 2021

Address to send bids:

ICPO-INTERPOL
Procurement and Contract Management Unit
200 quai Charles de Gaulle
69006 Lyon
France

E-mail address: pcm-ao@interpol.int

Appointment of INTERPOL's External Auditor Call for Expressions of Interest

PART I

1. PURPOSE OF THE CALL FOR EXPRESSIONS OF INTEREST

This call for expressions of interest concerns the appointment of an External Auditor for the International Criminal Police Organization - INTERPOL ("INTERPOL", "the Organization") for the financial years 2022, 2023 and 2024. The appointment is for an initial term of three years, renewable once.

Chapter 7, Section 2, of INTERPOL's Financial Regulations provides that the "External Auditors shall conduct an external audit of the Organization's accounts and financial statements."

Appendix 2 of the Financial Regulations defines the scope of the audit.

2. GENERAL INFORMATION

2.1 Organization overview

INTERPOL is the world's largest international police organization in terms of membership, with 194 member countries. Created in 1923, it facilitates international, cross-border police cooperation and provides technical and operational support to all law enforcement organizations, authorities and services whose mission is to prevent or combat international crime. *(For additional background information, please visit the website: www.interpol.int).*

The Organization is an International Organization, structured as a single legal entity. Its functioning is governed by the provisions of its Constitution, General Regulations and associated regulations.

The Organization's General Secretariat is located at 200 quai Charles de Gaulle, 69006 Lyon, France. The Organization has a global complex for innovation at 18 Napier Road, Singapore. It currently has six Regional Offices – in Argentina, Cameroon, Côte d'Ivoire, El Salvador, Kenya, and Zimbabwe – and Representative Offices at the United Nations in New York, at the European Union in Brussels and at the African Union in Addis Ababa. This list may be updated during the term served by the auditors.

As of 30 September 2020, INTERPOL has a staff of 997 full-time equivalents from more than 100 different countries. Of this total, 157 are based in Singapore and 123 in the Regional Bureaus and Representative Offices. They include specialists from all fields of law enforcement who are seconded to INTERPOL by their national administrations. All staff are governed by the provisions of the Organization's Staff Manual.

The Organization operates in four working languages: Arabic, English, French and Spanish.

2.2 Budget, financial information and management

INTERPOL's financial management is governed by its legal texts, notably its Financial Regulations and the Implementing Rules for the Financial Regulations.

The financial and budget year runs from 1 January to 31 December.

The Organization is required to present an *annual* combined budget to its members for approval, which includes all of the separate budgets and funds managed by the Organization. The Organization provides audited financial statements against the approved budget. The Organization's financial statements are presented in conformity with International Public Sector Accounting Standards (IPSAS).

The Organization's annual combined budget is drawn up in accordance with its Strategic Framework, adopted by the General Assembly for a three-year period. The Strategic Framework defines the Organization's strategic objectives and priorities and provides for the different work programmes and budgets. To allow for operational implementation of its Strategic Framework, the Organization operates a number of different budgets. In 2019, total revenue was EUR 141.9 million.

The Organization is primarily financed by its member countries, who pay annual statutory contributions calculated on a scale that is agreed by the members, "in-kind" or "free-use" of services and by voluntary contributions. In conformity with a 2009 General Assembly Resolution, the scale is updated every three years. A new scale was adopted in 2018 for the three years, 2020, 2021 and 2022. The scale methodology is based on the United Nations scale and adapted to INTERPOL's specific membership. In 2020, statutory contributions (cash calls) amounted to EUR 58.8 million.

In addition, voluntary cash and in-kind contributions are made by INTERPOL's member countries and other organizations. INTERPOL is also able to generate some of its own revenues. To assist with the management of the voluntary contributions, the Organization operates a large, multi-donor, programmatic trust fund which receives contributions from public-sector and private-sector donors. This INTERPOL Fund for International Police Cooperation sets specific conditions on how these donor funds are managed.

To manage its budgets and financial reporting, the Organization uses an integrated ERP system called "IRMA", based on commercially available SAP software. The software includes complete financial, accounting, procurement and HR modules (FI; CO; MM, HR). Additional, specific software and add-ins, such as the "Administrative management of contracts" and "Improved cash management", complement the ERP system.

3. AIM AND SCOPE OF THE EXTERNAL AUDIT

The aim of the external financial audit is to fulfil the requirements laid down in INTERPOL's Financial Regulations, in particular Financial Regulations 7.4 to 7.8 and those that appear in Appendix 2 to the Financial Regulations.

The scope of the external audit is defined in Appendix 2 of the Financial Regulations, which defines the Supplementary Terms of Reference of the External Auditors to conduct an external audit of its annual accounts and financial statements.

4. AUDIT MISSION DESCRIPTION AND REPORTING

The External Auditors are responsible for auditing the Organization's annual financial statements, including its accounts, in accordance with International Standards on Auditing (ISAs), and for issuing an audit opinion thereon. The auditors shall also provide an opinion as to whether the Organization's annual financial statements have been prepared in accordance with both IPSAS and the Organization's Financial Regulations. The auditors may provide recommendations for improvement and follow up on recommendations in the following periods.

The External Auditors shall issue their report on the audit of INTERPOL's annual financial statements to INTERPOL's executive and governing bodies: the Secretary General; the Executive Committee and the General Assembly.

The External Auditors may conduct performance or management audits, with a view to examining management systems and practices and determining whether they provide a reasonable assurance for member countries that INTERPOL's assets are safeguarded and that its operations are economic, efficient and effective.

The scope of performance and management audits shall be determined in consultation with the Secretary General or his representative and shall focus for a given financial year on no more than two management areas, except in case of specific requests from the Executive Committee and the General Assembly, as provided for in Financial Regulation 7.5(2).

The External Auditors shall prepare a separate report including all findings and observations on their performance and management audits for the Secretary General and the Executive Committee, who will present the full findings of the report to the General Assembly.

While conducting their financial and performance audits, the External Auditors may rely to the extent practical on the work carried out by the Office of Internal Oversight Services (OIOS), and regularly liaise with the Head of Internal Oversight Services in order to avoid unnecessary duplication.

5. AUDIT TIMING

The current External Auditors' term of office will expire after the audit of the Organization's financial statements ending on 31 December 2021; that is, following the presentation of the financial statements at the 90th General Assembly session in November 2022.

The new External Auditors will be appointed to audit the financial statements for the periods 2022, 2023 and 2024. There is a period of overlap between finalizing the audit in 2021 and the start of the new audit term. This will allow time for exchange between the incoming and outgoing external auditors.

In conformity with the provisions of Financial Regulation 7.7, the Auditors must plan to organize the audit each year so that the final audit report can be submitted to the President and the Secretary General by the end of April of the following year.

6. EXTERNAL AUDITOR PROFILE

The External Auditors must be either an international firm of auditors or a governmental auditing service in a country that is a Member of the Organization (Financial Regulation 7.4).

The team hired to serve as auditors during the term of office must be able to demonstrate a knowledge of international auditing standards and the ability to audit Financial Statements that have been prepared according to International Public Sector Accounting Standards. The audit team should include at least one senior auditor.

PART II

1. PROCEDURE FOR PARTICIPATION IN THE EXPRESSION OF INTEREST

1.1 Preparing the bid

The bid must contain all of the technical and administrative documents listed in paragraph 1.2 below.

1.2 Documents to be provided

Supporting documents for the bid to highlight the bidder's expertise, to include:

- (a) A description of the institution, its structure and its status within the framework of national law;
- (b) A description of the audit standards the Bidder would apply, having regard to INTERPOL's accounting policies and generally accepted accounting practice.
- (c) The likely profile of the audit team to conduct the audit, including experience and/or curricula vitae of the team members to perform the auditing work, an indication of their level of proficiency with ERP systems (e.g. SAP) and their experience of auditing other international organizations;
- (d) Work practices to ensure the completion of the audit, such as interim and systems audits;
- (e) An indication of the measures and tools that the Bidder will use to safeguard the confidentiality of documents to which they might be given access for the purposes of their audit work in INTERPOL;
- (f) An indication of the measures and tools that the Bidder will use to ensure continuity of the audit exercise which should include the possibility of remote working / access and availability of necessary access control protocols;
- (g) The financial proposal including an estimate of the total number of working days needed to be spent solely on auditing the financial years 2022, 2023, 2024, as well as the proposed total audit fee, including travel and any other supplementary costs. Further details about the financial proposal's requirements are given below;
- (h) The present document duly completed and signed by the Bidder.

1.3 Costs involved in preparing the bid

The Bidder will bear all costs relating to the preparation and submission of the bid.

1.4 Validity period of the bid

Any bid submitted should be valid for a period of 180 days starting from the deadline for the submission of bids.

1.5 Formalities and signature of the bid

The bid must be sent in a sealed envelope to:

ICPO-INTERPOL
Procurement and Contract Management Unit
200 Quai Charles de Gaulle
69006 Lyon
France

Or sent in secure electronic form to:

E-mail address: cfaudit@interpol.int

The Bidder shall send a copy of the bid clearly marked "*Original response to the Call for Expressions of Interest for External Audit for the period 2022-2024*". The bid must be signed by the Bidder or by any other person authorized to commit the Bidder. It must contain no alterations, omissions or amendments.

1.6 Date of submission of bids

The deadline for submitting bids is **25 February 2021**.

The deadline for submitting bids may be extended at the sole discretion of INTERPOL. Where applicable, bidders will be informed by e-mail.

1.7 Financial proposal included in the bid

The financial proposal must be dated and signed by the Bidder or by the person authorized to commit the Bidder.

The price must be indicated in euros. For Bidders from outside the euro area, the amount may not be revised as a result of variations in exchange rates.

The choice of exchange rate shall be that of the Bidder who assumes the risks and advantages associated with exchange-rate variations.

The prices proposed in the bid must be expressed in euros without taxes. Bidders shall specify whether VAT is applicable, and in such case the prices must also be shown with taxes.

The prices indicated by bidders shall cover all expenses necessary, without exception, to completely fulfil their services, regardless of the specific subjections of execution.

The Bidder shall complete the following table:

	Year 2022	Year 2023	Year 2024
Fee in EUR			
Detailed travel fee please			

1.8 Languages

The bids must be submitted either in English or French.

1.9 Requests for information

Any further questions should be sent in writing by e-mail to:

ICPO-INTERPOL
PCM Unit
pcm-ao@interpol.int

2. EVALUATION AND SELECTION PROCEDURES OF THE BID

2.1 Ethical clauses

When submitting its bid, the Bidder is required to declare that there is no potential conflict of interests and that it has no specific links or connections with other bidders or parties engaged in tasks that it may be required to deal with as the selected Auditor.

2.2 Evaluation criteria

Only those bids containing the documents listed in paragraph 1.2 ("Documents to be provided") will be examined.

2.3 Selection criteria

The selection of the Auditor will be based on the following criteria:

Technical criteria

- Overall capabilities of the institution (expertise, credibility and independence) : 10%
- Audit approach and strategy (compliance with professional standards, confidentiality and safeguarding of sensitive materials): 30%
- Professional expertise of the assigned team (experience with international organizations, language and technical skills): 30%

Financial criteria

- Design and costing of the assignment (valid, reasonable method to calculate working time, and a competitive and realistic fee proposal): 30%

2.4 Rating of bids

INTERPOL will carry out its evaluation based on the selection criteria, and will draw up a shortlist of no more than three proposals.

Bids which do not meet all the selection criteria will not be selected.

The INTERPOL Executive Committee will choose one of the proposals on the shortlist with a view to submitting it to the INTERPOL General Assembly for approval.

2.5 No legal obligation to continue with the process

The procedure to call for expressions of interest does not in any way oblige INTERPOL to continue with the process.

INTERPOL may, until such time as the contract has been signed, and without justification, abandon or cancel the procedure without any of the bidders being able to claim any form of compensation.

INTERPOL shall not be bound to offer any form of compensation to bidders whose bids have not been selected.

2.6 Information for bidders

Bidders who have submitted a proposal will be informed in writing of the result of the evaluation.

2.7 Claims

Any claims from unsuccessful bidders must be sent within eight days following the date of notification of the decision rejecting their bids.

2.8 Confidentiality

All information, regardless of its medium, either sent to candidates or which candidates may access for the call for expressions of interest provided for herein, is confidential and may not be used for any purposes other than the submission of a bid. The Organization reserves the right to retrieve this information at the end of the call for expressions of interest.

Read and approved:

Date:

Signature of the person with power of attorney:

APPENDICES

1. Administrative information

2. Declaration by Bidder

ADMINISTRATIVE INFORMATION

<u>Name of company</u>	<p>.....</p>
<u>Address of head office</u>	<p>.....</p>
<u>Address of agency submitting bid</u>	<p>.....</p>
<u>Incorporation status</u>	<p>.....</p>
<u>Capital</u>	<p>.....</p>
<u>Name(s) of authorized signatory(ies)</u>	<p>.....</p>
<u>Bank account details</u> Name of Bank Bank code Branch code Branch address Account No. Key	<p>.....</p>
<u>Other information</u> Name of the person to be contacted Telephone No. Fax E-mail Address	<p>.....</p>

DECLARATION BY BIDDER

The Bidder hereby certifies that the following information is correct and that the attached documents are certified copies of the originals:

1. NAME or designation and address of registered office

2. Address of main office in France (for foreign companies)

3. Fiscal status

1. Company or association subject to company tax. Pays this tax itself.
2. Member of group for which company tax is paid by the parent company.
Name or corporate name of parent company:
3. Company consisting of individuals or an economic interest grouping comprising the following natural persons or legal entities, themselves liable to income tax (IR) or company tax (IS) proportionate to their share of the profits:

4. Registration

- Registration No.:
- Commercial register, number and town of registration
(Append a copy of the official company registration document giving the company details; the copy should be marked "Declaration by Bidder – Item 4")
- Trades register, number and office where registered:

Reason for not giving a commercial registration number or trades register

- The applicant is not required to be listed in the business and companies register (RCS) or on the trades register.

- Company set up on:
.....
Registration request submitted to the following body (designation and address):

- Registered association set up on:
.....
(Append a copy of an official document issued by the competent national authority giving the reasons for this situation; the copy should be marked "Declaration by Bidder – Item 4")

5. Authorized company signatories

6. Financial information

6.1 Authorized capital (if applicable) in euros:

6.2 Post-tax turnover for the last three full tax years (in euros):

7. Is the applicant company subject to a compulsory winding up order (or an equivalent foreign procedure)?

- No Yes

If yes: **Attach the relevant legal document, marking it "Declaration by Bidder – Item 7.2"**.
(If not in French, this must be accompanied by a certified translation.)

8. Resources

Technical equipment and research resources, human and material resources likely to be deployed if the contract is obtained.

(Attach details as appendix, marking it "Declaration by Bidder – Item No. 8")

9. References

- Suitable references will cover main deliveries of supplies, service provision, or work of the same type as the subject of the bid, carried out during the last three years. Please state sum involved, date and customer (public or private).
- Location of team responsible for specifications.
- Location of team in charge of maintenance.

10. Other documents to be attached

(Please attach the following documents as an Appendix, marking them "Declaration by Bidder – Item No. 10")

- 10.1 Official document issued by the competent national authority certifying that the company is up to date with its social insurance contributions;
- 10.2 Civil liability insurance certificate (ten-year cover if appropriate in the light of the subject of the Transaction) giving details of the type of cover, the amounts guaranteed and excess per claim;
- 10.3 Other documents to be attached, as set out in the Terms and Conditions.

11. Certificates

11.1 Certificate of worthiness

The Bidder's authorized signatory certifies that neither he/she, nor the company and those holding positions, is in a state of liquidation of assets or personal bankruptcy or is subject to equivalent procedures (if the Bidder is located abroad), that the company has not been prohibited from doing business on free and fair competition according to national and international laws and regulations, and that it has fulfilled its fiscal and employer's obligations.

11.2 **The Bidder's authorized signatory declares that the work will be carried out with due regard for relevant national and international legislation.**

11.3 **The Bidder's authorized signatory declares that the company intends to employ workers of foreign nationality and that these workers will be authorized to undertake professional activity in France.**

Signature of an authorized signatory of the company

Name and position of signatory:

Done at, on

Signature:
