

PROCUREMENT NOTICE
Open procedure

“Consultancy Services to Support Regional Housing Programme (RHP) Partner Countries on Financial Management and Accounting”

COUNCIL OF EUROPE DEVELOPMENT BANK

CALL FOR OFFERS

OCTOBER 2015

DEADLINE FOR SUBMISSION OF OFFERS: 13 NOVEMBER 2015, at Noon

1. Assignment

The present terms of reference present the scope of work to be carried out to offer support to RHP Partner Countries on financial management and accounting related issues, including the process of undergoing internal and external audits. In addition, the assignment may also focus on providing a follow-up to CEB's Project Implementation Unit (PIU) verification exercise in the areas of financial management and accounting, within the framework of the Regional Housing Programme (Assignment).

2. Background

The "Joint Regional Programme on Durable Solutions for Refugees and Displaced Persons" (the "Regional Housing Programme" or the "RHP") is a joint initiative of Bosnia and Herzegovina, Croatia, Montenegro and Serbia (each a "Partner Country"; "PC" and together the "Partner Countries").

The aim of this regional initiative, which is an integral part of the "Sarajevo Process on refugees and displaced persons" (the "Sarajevo Process") initiated in 2005, is to contribute towards resolving the protracted displacement situation of the most vulnerable refugees and displaced persons (DPs) following the 1991-1995 conflicts on the territory of former Yugoslavia, including internally displaced persons ("IDPs") in Montenegro from 1999, by, inter alia, providing them with durable housing solutions.

The so-called “Framework Programme”, which defines the details and scope of the RHP, is the result of negotiations between the four Partner Countries. It is attached to the “Joint Declaration” which the Ministers of Foreign Affairs of the four PCs signed on 7 November 2011. The RHP aims at addressing the housing needs of close to 74 000 people or 27 000 households, with an estimated total cost of EUR 584 million.

The RHP comprises four Country Housing Projects (“CHP”), one in each PC, each of which will be implemented by the respective PC in several sub-projects. The RHP is expected to be financed by the Donor community (EUR 501 million) and by the PCs themselves (EUR 83 million).

The regional initiative, as part of the overall Sarajevo process, is endorsed by the international community, including the European Union represented by the European Commission (“the Commission”), the United States of America (“USA”), the United Nations High Commissioner for Refugees (“UNHCR”) and the Organization for Security and Cooperation in Europe (“OSCE”).

The RHP Fund Donors are: the Commission, USA, Germany, Italy, Norway, Switzerland, Denmark, Turkey and Luxembourg. The Czech Republic, Cyprus, Hungary, Romania and the Slovak Republic have also made donations outside of the RHP Fund, to cover various RHP-related expenses, such as events or publications.

3. Scope and Purpose of the Assignment

3.1 The Assignment is intended to provide support to the Partner Countries in financial management and accounting over the course of 24 months, on a periodic basis. This support will be defined according to the Consultant’s initial assessment aiming to address requirements in the areas of financial management and accounting, including the preparation to undergo internal and external audits

3.2 The purpose of this Assignment is to: a) assist CEB in ensuring that the PCs’ implementing structures have taken sufficient measures in all material respects which ensure that the PCs’ financial management and accounting systems and procedures comply with the international standards and with the criteria set by the European Commission and b) to provide support to the Partner Countries in financial management and accounting including the preparation to undergo internal and external audits.

4. Budget and Duration

A maximum budget of € 250,000 is envisaged for the entire assignment.

The term of engagement is 24 months, commencing in December 2015 at the earliest. The engagement may be extended for an additional period on the same terms and conditions

5. Time table

Publication Date	15 October 2015
Deadline for request for any clarifications from the CEB	28 October 2015 Midnight*
Last date on which clarifications are issued by the CEB	4 November 2015
Deadline for submission of tenders	13 November 2015 (Noon)*

*all times are in the time zone of Paris

6. Eligibility criteria

There is no limitation in the number of companies that will be accepted for the evaluation of offers, provided they meet the following minimum criteria:

- Audit Companies with experience in internal and external Audit in the Western Balkans
- Permanent Office in one of the Western Balkans countries.
- Minimum Turnover : 1.000.000 € over the past three years (2012,2013 and 2014)
- Submission of an Audited Financial Statement, including Pre – tax profit / loss (positive balance sheets over the last 3 years - 2012, 2013, 2014).

7. How to obtain the tender documentation?

Companies interested in this tender should write to the Procurement Department of the CEB by email to the address procurement@coebank.org ,indicating in the subject of the email the reference to the publication of this Call for Tenders. The CEB Procurement Department will then forward the tender package including Terms of Reference, Instructions to Tenderers and all necessary forms.

8. Content of the offer

The Applicant (in case of a joint application, each member of the consortium) shall provide the **Statement of Integrity (Enclosure 3)** duly completed and signed.

The applicant shall submit an offer according to the enclosed template and submit it in a sealed envelope marked TECHNICAL OFFER.

The applicant shall submit a financial offer with its best price according to the enclosed template in a sealed envelope marked FINANCIAL OFFER.

All documents shall be in English.

9. Additional information, questions before the deadline

No additional information will be provided. Any potential bidders that would like to ask questions about this tender should do it in writing by email to procurement@coebank.org indicating in the subject of their message "Tender on **Financial Management and Accounting Service to Support RHP**".

Any questions related to this tender should arrive by 28 October 2015, Midnight. Questions that arrive later than this will not be answered.

CEB will provide answers to the questions at the latest by 4 November 2015, by publishing updates to this notice in the procurement section of the website of CEB (www.coebank.org).

10. Acceptance and rejection of bids

CEB reserves the right to accept or reject non-substantive defects that might affect bids. CEB will reject offers received after the submission deadline, without any penalty or justification.

11. Modification or cancellation of the tender

CEB reserves the right to modify or cancel, at any time, all or part of this tender as necessary, without having to justify its action or incurring any liability to potential bidders. In no event shall the CEB be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of this tender even if the CEB has been advised of the possibility of damages.

12. Presentation and submission conditions

Tenders shall be submitted in two sealed envelopes, as explained in point 6 above, before the submission deadline.

The date of reception by CEB shall serve as evidence in this respect. The inner-envelope shall be marked: "Not to be opened by the mail service" while the outer-envelope shall be marked "Procurement Department - Tender for **Financial Management and Accounting Service to Support RHP**", and be sent to the following address:

Council of Europe Development Bank Procurement Department
34 rue Boissiere
75116 Paris - France

Council of Europe Development Bank - Consultancy Services to support RHP Partner Countries on Financial Management and Accounting

Tenders that arrive after the submission deadline, 13 November 2015, Noon, shall be rejected and re-directed unopened to the Sender.