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Closing date: 01.12.2024

Call for offers

Donau Soja is searching for a

Service provider for the yearly audit of the grant financial statements

The Donau Soja Organisation hereby invites organisations (hereafter: the service provider or audit provider) to send in their proposal for the provision of the services described in this call for offers.

1. Background

The Donau Soja Organisation

Donau Soja Organisation is an independent, international, non-profit, multi-stakeholder organisation aiming to effectively meet protein market demand and to provide a baseline for the development of high-quality soy cultivation in the Danube Region. The Organisation's seat is in Vienna, Austria with regional offices in Novi Sad Serbia, Kiev Ukraine and Chisinau Moldova.

The mission of the Organisation is to increase Europe's self-sufficiency in soybean production, to promote sustainable agricultural practices and to contribute to the development of rural areas. Its members are representatives from the entire value chain who combine efforts to change the way soya is produced and used in Europe.

More about Donau Soja here: <http://www.donausoja.org/en/home/>

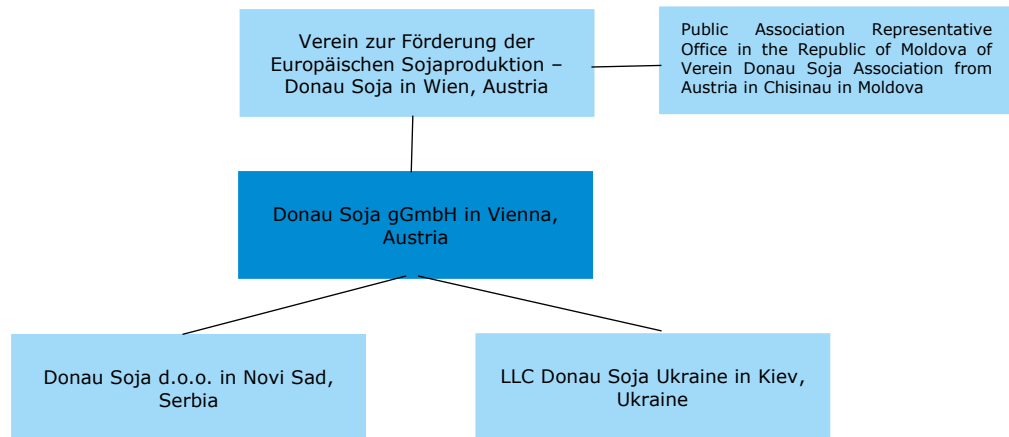
The scope of the Audit

Donau Soja has a long-lasting cooperation with Austrian Development Agency (ADA). Within this cooperation Donau Soja is Grant recipient for the implementation of the Strategic Partnership Programme. The details of the Programme are available [here](#). This service will be related to implementation i.e financial statements of this Programme. The Grant provider foresees an annual audit of the Strategic Partnership Programme Financial Statements.

Donau Soja GmbH is contractual partner for the Strategic Partnership. The Project is being implemented together by 6 Donau Soja legal entities:

1. Donau Soja gGmbH in Wien, Austria
2. Verein zur Förderung der Europäischen Sojaproduktion – Donau Soja in Wien, Austria
3. Donau Soja d.o.o. in Novi Sad in Serbien
4. LLC Donau Soja Ukraine in Kiev in Ukraine
5. Public Association Representative Office in the Republic of Moldova of Verein Donau Soja Association from Austria in Chisinau in Moldova

The structure of the organization is as follows:



All listed legal entities are implementing the Programme together and must be in the scope of the audit.

Donau Soja GmbH covers the costs incurred by the partners from Moldova, Serbia and Ukraine on a monthly basis, incorporating these expenses into its financial statements.

The grant financial statements from all partners are consolidated by Donau Soja's headquarters and submitted to the Austrian Development Agency. The grant financial statements are done in Excel.

2. Objective of the assignment

The main purpose of the audit of Donau Soja's grant financial statements is to allow the auditors to provide an independent professional opinion on the Donau Soja statements and to confirm that the funds used for its activities have been applied as agreed in the Grant Agreement and related Terms and Conditions.

It is essential to ensure and verify that the project accounting accurately reflects individual expenditures made from grant funds and that these are properly allocated to the corresponding budget items outlined in the project document. Donau Soja's accounts must reference the relevant supporting documents, with the expenditures clearly identified as project related.

3. Tasks of audit provider

The auditor verifies based on original documents that

1. the project is implemented in accordance with the principles of economy, efficiency and expediency
2. proper book-keeping/financial reporting and sound financial management have been maintained by Donau Soja, the related expenditure practices are correct, Generally Accepted Accounting Standards have been met and an adequate, effective Internal control system exists
3. the project funds have been used in conformity with the Grant Agreement, in particular:

- a) the project funds were spent exclusively for project related expenses and solely for the purpose intended;
 - b) costs have been incurred during the implementation period;
 - c) costs meet the eligibility criteria stipulated in the Grant Agreement and its annexes
- 4. the financial report presented by the Grant Recipient presents the actual expenditure incurred and the revenue received for the project for the respective reporting period accurately and in conformity with the Grant Agreement and annexes thereto
- 5. the project expenditures are allocated to the last approved (allocated) project budget
- 6. individual expenditures made from grant funds are clearly evident from the project bookkeeping/ financial reporting and are assigned to the correct budgeted items as specified in the approved Grant Application
- 7. it is plausible that the expenditure for a selected item was necessary for the implementation of the project and that it had to be incurred for the contracted activities of the project by examining the nature of the expenditure with supporting documents
- 8. where expenditure was apportioned, the applied allocation key was based on sufficient, appropriate and verifiable underlying information
- 9. over expenditure, if any, lies within the thresholds stipulated in the Grant Agreement
- 10. the projects costs claimed are net cost and free of any VAT; if expenses contain Value Added Tax (VAT), the Auditor shall certify that Donau Soja is not exempt from VAT and cannot reclaim it either
- 11. costs declared in the Financial Statement are justified by the relevant supporting documents in form of genuine and original invoices, receipts and vouchers bearing all necessary information; these original supporting documents are clearly associated with the project and the project's time frame
- 12. all expenditures claimed under the financial report have been settled and paid for, no outstanding invoices or accrued costs have been included in the financial report
- 13. all necessary supporting documents for employees' costs are available and these costs are reported correctly. Specifically, the auditor verifies
 - a) the existence of employment contracts in accordance with the relevant national legislation
 - b) that the reported employees' costs are calculated correctly in accordance with the approved Budget and respective provisions of the General Terms and Conditions
 - c) that only actually paid employees' costs have been claimed under the Financial Report and this has been evidenced by the respective supporting documents
- 14. accrued interest has been declared
- 15. conversion of currency has been calculated correctly, in particularly the conversion into EUR has been calculated in accordance with the General Terms and Conditions and is evidenced by currency exchange receipts and/or respective bank account statements
- 16. applicable procurement regulations of the General Terms and Conditions have been complied with
- 17. applicable provisions of social and labour laws in all countries where the project is being implemented have been complied with

18. applicable provisions of the company and tax laws and regulations have been complied with
19. regulations on travel expenses have been followed
20. all assets and equipment have been incorporated in the asset list
21. assets and equipment have been used for the project purposes
22. depreciation on investment goods that continue to be available to the Grant Recipient after the end of the term of the Agreement has been properly calculated, if applicable
23. project vehicles, if any, have been used according to the standards set out in the General Terms and Conditions of the Grant Agreement
24. applicable visibility regulations have been adhered to
25. annual review of all costs incurred by one of the strategic partners to ensure that the services provided were not charged at rates or fees exceeding market standards (Wertgutachten).
26. verification that the expenses are adequately covered by the income, thereby demonstrating that there is no double financing from external public grants.
27. requests and recommendations from the previous expenditure verifications regarding any project relevant matters have been considered and implemented.

4. Scale of the audit

The grant financial statements from all countries are consolidated by Donau Soja's headquarters and will be provided by the headquarter to the auditor. These statements are done in Excel. These financial statements are the basis for the audit and include the following:

- Financial Statement: A Summary of the overall Budget and Actual of the project
- a detailed voucher list classified according to the relevant project budget lines
- Cash-Flow Statement of the project
- Asset List
- list of procurement contracts awarded during the reporting period
- list of grant contracts awarded during the reporting periods, if applicable

The Financial Statement (consisting of a summary and a detailed breakdown) must include a comparison of actual vs budgeted expenditure and a detailed voucher list classified according to the relevant budget lines. The Financial Statement must in all aspects adhere to the last approved budget and show at least the same level of detail. The Financial Statement must cover all project expenses and all project funds whether received from the ADA, Donau Soja, other project partners or other donors.

The following documents will also be submitted and must be reviewed according to the selected sampling. If samples are chosen for audit, these documents will serve as the basis for the review:

- Invoices
- Bank statements (incl. Interest Rates)
- Exchange Rate Receipts
- Procurement documents
- Boarding Passes
- Drivers Log Books
- Staff contracts
- Time Tracking

The Terms of Reference which specifies the documents will be annexed to the contract or the Engagement Letter.

The audit provider will further be given the documents of the projects:

- Programme Document with ANNEX (Description of the project)
- Budget of the project
- Contract of the project
- General Terms and Conditions of the project
- Any communication from ADA to Donau Soja and from Donau Soja to ADA, which are relevant for the audit
- Amendments to the Grant Agreement, if any
- Financial Statement

The project is financed 50% by Austrian Development Agency and the other 50% is financed by Donau Soja. The size of each yearly voucher list is around 2.000 – 3.000 vouchers. The total sum of the expenditures per year is between 1.200.000 EUR and 2.500.000 EUR.

The Expenditure Coverage Ratio (ECR)³ is defined in the Terms of Reference (ToR). The Auditor ensures that the overall ECR is at least 65%. If he finds an exception rate of less than 10% of the total amount of expenditure verified (i.e. 6,5 %) the Auditor finalizes the verification procedures and continues with reporting. If the exception rate found is higher than 10% the Auditor extends verification procedures until the ECR is at least 85%. The Auditor then finalizes verification procedures and continues with reporting regardless of the total exception rate found. The Auditor ensures that the ECR for each expenditure heading and subheading in the Financial Report is at least 10%. The Contractor must reserve the right to share the Expenditure Verification Report and its annexes with all donors.

5. Expected outputs

Audit report in written of

- Title
- Addressee
- Brief description of the project and partners
- Period covered by the report
- Total amount of actual expenditures verified
- Expenditure Coverage Ratio
- Objectives, Scope and Description of the procedures performed
- Findings from the expenditure verification
- Recommendations, if applicable
- Follow up of previous recommendations
- Other relevant matters
- Date of the report
- Auditor's address and signature

The Report shall also comprise the following annexes:

1. Financial Statement: overall calculation with comparison of actual expenditures vs. approved budget certified by the company's formal signature (stamp and signature) and by the formal signature (stamp and signature) of the auditor.
2. cash flow statement
3. a detailed voucher list classified according to the relevant budget lines
4. bank account statements
5. list of payable invoices, if any
6. in case ineligible costs are detected, a list of respective vouchers
7. asset list
8. list of procurement contracts awarded during the reporting period
9. list of grant contracts awarded during the reporting periods, if applicable

6. Time frame and organisation

Donau Soja must provide the financial statements and the audit report as follow:

Report	Starting Period	Ending Period	To be sent to Donau Soja:
1. Interim Report	01.04.2024	31.12.2024	15.04.2025
2. Interim Report	01.01.2025	31.12.2025	15.04.2026
3. Interim Report	01.01.2026	31.12.2026	15.04.2027
4. Interim Report	01.01.2027	31.12.2027	15.04.2028
Final Report	01.01.2025	31.03.2029	15.07.2029

Donau Soja will provide the financial report and the underlying documents to the Auditor until the end of February each year.

7. Reporting

The audit report shall be sent to the Head of Finance and Controlling of Donau Soja. All questions are also directed to her.

Audit Reports will be considered as output of service provider work.

8. Requirements/ Key qualifications

Minimum requirements for Auditors:

The auditor must have the following qualifications:

- Extensive experience in grant auditing (at least 10 years)
- 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).
- The Auditor is a member of a national accounting or auditing body or institution. Although this organisation is not a member of the IFAC, the Auditor commits himself/herself to undertake this Engagement in accordance with the IFAC standards and ethics.
- The Auditor is registered as a statutory auditor in the public register of a public oversight body in an EU member state in accordance with the principles of public oversight set out in Directive 2006/43/EC of the European Parliament and of the Council (this applies to auditors and audit firms based in an EU member state).
- The Auditor is registered as a statutory auditor in the public register of a public oversight body in a third country and this register is subject to principles of public oversight as set out in the legislation of the country concerned (this applies to auditors and audit firms based in a third country).
- The Auditor will employ staff with appropriate professional qualifications and suitable experience with IFAC standards and with experience in verifying financial information of projects comparable in size and complexity Auditing Standards
- The Auditor must have sufficient knowledge of relevant laws, regulations and rules in the countries concerned i.e. where the project is implemented (Ukraine, Serbia, Moldova and Bosnia). This includes but is not limited to the company law, taxation, social security and labour regulations, accounting and reporting.

The Auditor will provide the Contractor with CVs of the staff/experts involved in the expenditure verification. The CVs will include appropriate details for the purpose of the evaluation of the offer on the relevant specific experience for this expenditure verification and the qualifying work carried out in the past.

Donau Soja is committed to achieving diversity within its workforce, and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply.

Auditing Standards

The Auditor shall undertake this Engagement in accordance with:

- the International Standard on Related Services ('ISRS') 4400 (Revised) "Agreed-upon Procedures Engagements" as promulgated by the IFAC;
- the IFAC Code of Ethics for Professional Accountants (developed and issued by IFAC's International Ethics Standards Board for Accountants (IESBA), which establishes fundamental ethical principles for Auditors regarding integrity, objectivity, independence, professional competence and due care, confidentiality, professional behaviour and technical standards. Although ISRS 4400 (Revised) provides that independence is not a requirement for Agreed-upon procedures engagements, the ADA requires that the Auditor is independent from the Contractor and complies with the independence requirements of the IFAC Code of Ethics for Professional Accountants.

9. Payments

The audit provider will work under a framework agreement, which shall be set within the contract between Donau Soja and the audit provider. This contract will be provided to ADA. Remuneration instalments will be based on an offer and agreement between Donau Soja and the audit provider. A contract for the audit shall be made and provided to Austrian Development Agency.

Payments will be made based on issued invoices.

10. Selection/ award criteria

The selection of the service provider will be done together with Austrian Development Agency. Precondition that the offers are considered for evaluation is fulfillment of the requirements published in these ToRs.

All offers that provide sufficient proofs of fulfillment of requirements will be evaluated based on following selection criteria:

1. Price (50%)
2. Company profile and references (25%)
3. Proposal on scope of audit and methodology incl. alignment with tasks/scale defined under this ToR (25%)

Price Criteria

We will consider only offers that contain prices and/or claim reimbursements that are not higher than those customary within the specific sector or local market. Rebates, cash discounts and the like shall be clearly stated in the offer.

The most economically advantageous offer (best value) will be selected.

11. Contract

A contract for each audit between Donau Soja and the audit provider is an obligation. The minimum content of the contract is as follows:

- tasks to audit the correctness of the financial reporting
- audit on the basis of receipts
- audit for invalidation of receipts
- examination of the plausibility of the expenses
- audit for the allocation to the budget items
- examination of the total financial management
- examination of the compliance with the provisions of labour law and social security law
- examination of the compliance with the procurement provisions
- confirmation that bookkeeping show that expenditures are covered by income and thus proven that there is no double financing by external donors

12. Documents to be provided

Please send the required documents in an email, in English.

1. Financial offer in Euros NET for the service of each individual sample audit defined in time schedule under point 6.
2. Company profile and presentation with references
3. Offer on scope of the audit and methodology
4. Proofs for meeting the requirements from point 8 of this ToRs
5. Signed Consent to the processing of personal data -Annex 1

14. Application details and contacts

The offers should be submitted via email, **by December 1st, 2024**.

Please indicate "**Service provider for the yearly audit of the grant financial statements**" in the subject, to: project_admin@donausoja.org

Should you have questions please contact:

For administrative questions please contact: Biljana Tadic, project_admin@donausoja.org

For content-related questions please contact: Jennifer Demblin, Donau Soja Finance Director: demblin@donausoja.org

Annex 1

Consent to the processing of personal data

Providing personal data is voluntary. Failure to do so will result in the bidder being unable to participate in the evaluation process.

By participating in this call, the bidder acknowledges and consents to the processing of their personal data, as well as the personal data of all participating individuals, in accordance with GDPR-Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.

The personal data provided within this call will be stored by the procuring body until the bidder revokes their consent to the processing of data, but not for less than a period of 5 years from the closing date of the ADA Strategic Partnership Project. The bidder grants the procuring body permission to retain and store their personal data for the purpose of maintaining complete project documentation.

Furthermore, the bidder authorizes the procuring body to disclose their personal data, as well as the personal data of participating individuals, to auditors and/or donors if requested for further checks and audits.

For Bidder:

Name

Company

Place/Date

Signature