REQUEST FOR PROPOSAL FOR THE ANNUAL EXTERNAL AUDIT

I. INTRODUCTION

The International Potato Center, known by its Spanish acronym CIP, was founded in 1971 as a root and tuber research-for-development institution delivering sustainable solutions to the pressing world problems of hunger, poverty, and the degradation of natural resources. CIP is truly a global center, with headquarters in Lima, Peru and offices in 20 developing countries across Asia, Africa, and Latin America. Working closely with our partners, CIP seeks to achieve food security, increased well-being, and gender equity for poor people in the developing world. CIP furthers its mission through rigorous research, innovation in science and technology, and capacity strengthening regarding root and tuber farming and food systems.

CIP is part of the CGIAR, a global partnership that unites organizations engaged in research for a food secure future. CGIAR research is dedicated to reducing rural poverty, increasing food security, improving human health and nutrition, and ensuring more sustainable management of natural resources. Donors include individual countries, major foundations, and international entities.

The center is an autonomous entity, with an international board of trustees, established as an international organization in 1971 in Lima. CIP has the status and privileges and immunities of an international organization under its host country agreement with the Government of Peru as well as with various other countries in which it conducts research.

In India CIP is established as a Liaison Office under regulation with the Reserve Bank of India to carry out research programs to increase the production and productivity of potato and sweet-potato at the national level in cooperation with the Indian Council for Agricultural Research (ICAR), and its associated research institutes working on potato (CPRI) and sweet-potato (CTCRI). Collaborate with universities and international research organizations to advance agricultural innovations in India and the region.

II. PURPOSE

The purpose of this Request for Proposal (RFP) is to receive proposals from firms who believe that they have the qualifications to provide the external audit of CIP described in this RFP.

CIP is committed to including diverse firms (and those who value diversity and inclusion) in its sourcing and procurement activities. In furtherance and in support of this goal, CIP seeks to do business with firms that have a demonstrated commitment to inclusion as reflected in the composition of their workforce and/or in their own contracting, subcontracting or teaming activities.

All interested contractors or service providers who meet the minimum requirements set forth in this RFP are encouraged to submit a Notice of Intent to Bid and also to include information regarding diversity and inclusion (e.g., firm ownership, workforce, etc.) in background information concerning their organizations and as part of their RFP responses.

III. REQUIREMENTS

Proposals must address each item listed, giving specific details of techniques to be used in achieving these requirements. Proposals may be rejected if minimum requirements are not met. All proposers wishing clarification of this RFP must submit questions by email to CIP no later than August 29th, 2018 (due by 6:00 p.m. Peruvian time - PET) to the Procurement Manager, Mrs. Ximena Ganoza (x.ganoza@cgiar.org) and the Finance and Operations Specialist (a.gugnani@cgiar.org)
Costs for developing proposals are entirely the responsibility of the proposer and shall not be reimbursed by CIP.

1. **Notice of Intent to Bid and Bidder Identification:** Must be received by August 23 – 24, 2018 (due by 6:00 p.m. PET). The notice shall be emailed to Procurement Senior Manager at the CIP office. The “Notice of Intent to Bid”, is nonbinding; however, it ensures the receipt of all addenda related to this RFP. Proposals will be accepted only from applicants who submitted a timely the “Notice of Intent to Bid”.

2. **Table of Contents:** Every RFP submitted must contain the following information:
   a. **Services and Activities:** Provide description of the nature of the organization’s services and activities. Note when the business was established, brief history and location. List the location(s) of the office(s) from which the primary work on this contract would be performed.
   b. **Last two years audited financial statements:** In case the company is member or head of a network of non-related entities, in addition to the bidder, CIP will require financial statements of the major non-related entities who will provide services covered under this RFP.
   c. **No Conflict of Interest:** Client relationships that could potentially be considered a conflict of interest must be listed.
   d. **Contract Manager/Team:** Identify one individual on the proposer’s account team who will manage the contract work.

**IV. TIMETABLE**

1. Invitation to bidding companies August 23, 2018
2. Questions from bidders August 24 - 29, 2018
3. Answers from CIP September 3, 2018
4. Submission of Proposals September 7, 2018
5. Evaluation of proposals September 10 – 12, 2018
6. Request for clarifications from CIP September 13 - 14, 2018
7. Identification of selected vendor October 10- 13th, 2018
8. Communication to bidders October 15 - 16, 2018
9. Contract signing October 31, 2018
10. Contract starting date November 1, 2018

Bidders shall submit their complete Technical and Economic proposals along with other required documents by email to the Procurement Manager, Mrs. Ximena Ganoza (x.ganoza@cgiar.org) with copy to Finance and Operations Specialist (a.gagnani@cgiar.org) no later than September 7, 6:00 p.m. PET.
V. EVALUATION PROCESS

EVALUATION MATRIX

<table>
<thead>
<tr>
<th></th>
<th>Relevance %</th>
<th>Score (1 - 5)</th>
<th>Total (Relevance x scope)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall capabilities of the firm</td>
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<td></td>
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<td>Professional team assigned</td>
<td>15</td>
<td></td>
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<td>Proposed methodology</td>
<td>30</td>
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<td>Understanding of the assignment</td>
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<tr>
<td>Cost</td>
<td>30</td>
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<tr>
<td>Any other specific criteria that may be deemed pertinent during the selection process</td>
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<td>100</td>
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VI. ACCOUNTING, FINANCIAL REPORTING AND AUDIT ARRANGEMENTS

As a Center supported by the CGIAR, CIP adheres to a common set of governance principles and financial guidelines. These include guidelines on financial reporting and audit. As with all CGIAR Centers, CIP prepares financial statements in accordance with the International Financial Reporting Standards (IFRS) and IFRS Compliant CGIAR Reporting Guidelines. The CGIAR Auditing Guidelines Manual (Financial Guidelines Series No. 3) requires the Centers' annual financial statements to be subject to independent external audit carried out in accordance with International Standards on Audit published by the International Audit Practices Committee of the International Federation of Accountants. Copies of these and other CGIAR Financial Guidelines can be obtained from http://www.cgiar.org/resources/cgiar-financial-guidelines-serie.

In addition, CIP Liaison office in India is required to file annual financial statement and activity certificates with Income tax “International taxation”, Director General of Police, AD Bank under Indian GAAP. The Center's financial accounts are maintained in UNIT4 Business World System.

VII. REQUIREMENTS FOR EXTERNAL AUDIT

The requirements for the external audit of CIP will include the following:

Examination of the financial statements, according to Indian GAAP for submission and filing of report to Income tax departments (International taxation), Director general of Police, AD Bank.

Preparation of a memorandum on the review of internal accounting controls and other matters arising from the audit which should be brought to the attention of the Manager of Country and Chief Financial Officer.

Signature of the audit report on the financial statements under the name of the firm.

Routine consultation with CIP financial team on developments in accounting, tax and new pronouncements/policies promulgated by accounting standard setters, where these are considered applicable to the Center.

VIII. PREPARATION AND SUBMISSION OF PROPOSAL

During preparation of the written proposal, the external audit firm should pay particular attention to the following:
• CIP requires the firm to nominate a senior partner who would have overall responsibility for the quality and timeliness of the audit assignments, and for formal contact between the firm and the center.
• CIP requires that the firm, wishing to respond to this proposal, must disclose in their proposal any current situations or existing client relationships that may rise to perceive or have conflicts of interest in undertaking the assignment.
• The working language of CIP is English therefore, the reporting for the audit should will be in this language.
• CIP will assess proposals on the basis of these technical and financial criteria detailed on Evaluation Process (see Chapter V).
• The financial proposal (for fee and estimated "out of pocket" expenses) must be supported with an appropriate breakdown analysis.
• Technical and financial components of the written proposal must be submitted in electronic format only to Mrs. Ximena Ganoza (Logistic Manger) x.ganoza@cgiar.org and Mr. Arun Gugnani (Finance and Operation Specialist) at email id: A.gugnani@cgiar.org”.
• The deadline for the receipt of the proposals is September 7, 2018.
• Upon receipt of the proposal the Center will evaluate it and the firm may be requested to provide additional information if needed. Only organizations shortlisted will be invited to make a presentation to an internal committee. The Management Committee will take a decision on the final selection of the external auditor and this decision will be communicated by late- October 2018.

IX. CIP RIGHTS

CIP maintains the right to accept or reject in whole or in part, proposals and cancel the process if CIP has not signed the relevant contract.
## BIDDER IDENTIFICATION

<table>
<thead>
<tr>
<th>Company name</th>
<th>Years in the market</th>
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<tbody>
<tr>
<td>Main customers. Please attach letters of recommendation</td>
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<td>RUC</td>
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<td>Sales Volume</td>
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<tr>
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<td></td>
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<tr>
<td>2014</td>
<td></td>
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Name and signature Legal Representative