

LRPS-2021-9165091**Long Term Arrangement for Micro Assessment, Spot Check, and Audit Services****EVALUATION CRITERIA**

CATEGORY	MAX. POINTS	MIN. PASS POINTS
1. MANDATORY REQUIREMENTS <ul style="list-style-type: none">• Legal documents showing the permit for operations• Audit license• International affiliation	(PASS/ FAIL)	
2. ORGANIZATION CAPACITY AND EXPERIENCE <ul style="list-style-type: none">• Company profile: Structure, size, capability of the firm, international affiliation, branches• Minimum 5 years experiences in providing audit, internal control review, financial management capacity assessment, Agreed Upon Procedures (AUP) service/ micro assessment, spot check to the following institutions:<ul style="list-style-type: none">- To private companies: List minimum 3 major clients for the last 5 years, including contact details (name, email address, and phone numbers that can be used as reference) and scope of work assignment as well as narrative description of the project- To NGO/Government Institution/UN Agency: List minimum 3 major clients for the last 5 years, including contact details (name, email address, and phone numbers that can be used as reference) and scope of work assignment as well as narrative description of the project• Financial stability (please provide the last 3 years of audited financial statement)	40	
3. PROFESSIONAL <ul style="list-style-type: none">• Team assignment: partner, leader, staff (please provide CV of the team that will be involved in the UN project assignment). The CVs should include details on relevant engagements carried out by the team indicating responsibilities assumed, relevant professional qualifications and experience in undertaking engagements of similar nature and suitable experience with ISRS standards, including experience in reviewing similar entities.• Total audit staff to check sufficiency & succession planning• Recruitment, promotion, training/capacity development, assurance on work quality	20	

4. TIMETABLE (please prepare a timetable sheet as below)						10	
Service	Financial Audit	Microassessment	Spot Check	Internal Control Audit	Management Letter		
Step 1. Complete the preassessment questionnaire by IP							
*Step 2. Conducting the assessment/ assurance activities							
3. Step 3. Clarification by IP - present brief findings during the exit meeting and IP to response this (example: Annex D of spotcheck)							
Step 4. Draft report and submit to UNICEF - upon exit meeting with IP							
Step 5. UNICEF Input/ comments	5	5	5	5	5		
Discuss findings with Programme							
Discuss findings with HACT							
Step 6. Signed final report							
*Step2: UN is expected that the assessment is done within 2 days							
TOTAL TECHNICAL SCORE						70	49*
*Bidder has to meet this minimum passing point for Technical Evaluation to be considered further for Technical Presentation.							
7. Technical Presentation						10	7**
**Bidder has to meet this minimum passing point for Technical Presentation to be considered further for Financial Evaluation.							
6. PRICE						20	
Fees proposed by the Agency for its services as per price format in Annex III							
TOTAL MARKS						100	