



Standard Procurement Documents



Simplified Request for Proposal

1st Edition

December 2020



Dutch Committee for Afghanistan

Request for Proposals

For

***Hiring of the Consultancy Firm to Conduct
the Audit of the CRI Afghanistan II Project.***

Ref No: *RFP-2000004372-003*

Issue date: October 1,2024



Foreword

This bidding document has been prepared by *Dutch Committee for Afghanistan* and is based on the 1st edition of the IFAD-issued standard procurement document for simplified requests for proposals available at www.ifad.org/project-procurement. This bidding document is to be used for the procurement of services using QCBS, QBS, FBS, or LCS in projects financed by IFAD.

IFAD does not guarantee the completeness, accuracy or translation, if applicable, or any other aspect in connection with the content of this document.

Section I. Letter of Invitation

Kabul, October 1, 2024

Invitation no. *RFP-2000004372-003*

Grant no. loan no. *2000004372*

Dear Sir/ Madam,

1. The Dutch Committee for Afghanistan has received financing from the International Fund for Agricultural Development (IFAD) towards the cost of *Crises Response initiative – Afghanistan (CRI) II project* ("the client" or "procuring entity"), and intends to apply part of the financing for the recruitment of consulting services. The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with *CRI project*.

This request for proposals follows the general procurement notice that appeared in *the* IFAD website at www.ifad.org/project-procurement.

2. The *request for proposal* was advertised in *ACBAR website* (<https://www.acbar.org>) on *October 1, 2024*.
3. The Dutch Committee for Afghanistan now invites proposals to provide the following consulting services: *CRI project audit*. More details on the services are provided in the terms of reference.
4. A firm will be selected under the " Quality- and cost-based selection (QCBS) " method and procedures described in this RFP, in accordance with the policies detailed in the latest IFAD's Project Procurement Guidelines as approved by IFAD's Executive Board and IFAD Procurement Handbook.
5. The RFP includes the following documents:
 - Section 1 - Letter of invitation
 - Section 2 - Instructions to consultants
 - Section 3 - Technical proposal - standard forms

Section 4 - Financial proposal - standard forms
Section 5 - Terms of reference
Section 6 - Standard forms of contract
Section 7 - Forms

6. The requested proposal should be submitted no later than October 14,2024, 02:00 PM *Kabul, Afghanistan* local time, to the below address:
District 3, Kabul university last station, Next to the Karwan University, House #16, Kabul, Afghanistan
7. The proposal must remain valid for 90 (ninety) days after the above submission date. During this period, the consultant shall maintain the availability of professional staff nominated in the proposal.
8. The estimated indicative budget for this assignment is the amount of fund being audited and the delivery timeline (Please refer to TOR)
9. Please inform us in writing upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether you will submit a proposal alone or in association.

at the following address

*DCA's Procurement Department
Attn: Sayed Sarwar Maudodi,
Senior Procurement Officer*

Address: District 3, Kabul university last station, Next to the Karwan University, House #16, Kabul, Afghanistan

Tel: +93794484577

E-mail: sarwar.maudodi@dca-af.org

Yours sincerely,

*Ali Raza Ahmadi, Operations Manager
Dutch Committee for Afghanistan*

Section II. Instructions to Consultants

1. A two-envelope system is to be used.
2. The consultant shall not have any actual, potential or reasonably perceived conflict of interest. A consultant with an actual, potential or reasonably perceived conflict of interest shall be disqualified unless otherwise explicitly approved by the International Fund for Agricultural Development (IFAD or the Fund). A consultant, including their respective personnel and affiliates, are considered to have a conflict of interest if any of them a) has a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participates in more than one proposal under this procurement action, c) has a business or family relationship with a member of the client's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the expression of interest, (ii) the selection process for this procurement, or (iii) execution of the contract. The consultant has an ongoing obligation to disclose any situation of actual, potential or reasonably perceived conflict of interest during expression of interest (if any), preparation of the proposal, the selection process or the contract execution. Failure to properly disclose any of said situations may lead to appropriate actions, including the disqualification of the consultant, the termination of the contract and any other as appropriate under the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations¹.
3. All bidders are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") while competing for, or in executing, the contract.
 - a. If determined that a bidder or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and/or the latter's personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices as defined in IFAD's Anticorruption Policy or sexual harassment, exploitation and abuse as defined in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse² in competing for, or in executing, the contract, the proposal may be rejected or the contract may be terminated by the client.

¹ The policy is accessible at www.ifad.org/anticorruption_policy.

² The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

- b. In accordance with IFAD's Anticorruption Policy, the Fund may investigate and, when applicable, sanction entities and individuals, including by debarring them, either indefinitely or for a stated period of time, to participate in any IFAD-financed or IFAD-managed activity or operation. A debarment includes, *inter alia*, ineligibility to: (i) be awarded or otherwise benefit from any IFAD-financed contract, financially or in any other manner; (ii) be a nominated sub-contractor, consultant, manufacturer, supplier, sub-supplier, agent or service provider of an otherwise eligible firm being awarded an IFAD-financed contract; and (iii) receive the proceeds of any loan or grant provided by the Fund. The Fund may also unilaterally recognize eligible debarments by any of the International Financial Institutions signatories to the Agreement for Mutual Enforcement of Debarment Decisions.
 - c. Bidders and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers, and the latter's personnel and agents are required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this bidding process or the execution of the contract and to have such accounts, premises, records and documents audited and/or inspected by auditors and/or investigators appointed by the Fund.
 - d. Bidders have the ongoing obligation to disclose in their quotation and later in writing as may become relevant: (i) any administrative sanctions, criminal convictions or temporary suspensions of themselves or any of their key personnel or agents for corrupt, fraudulent, collusive, coercive or obstructive practices, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this bidding process or the execution of the contract. Bidders must disclose the name and contact details of the agent or other party and the reason, amount and currency of the commission or fee paid or to be paid. Failure to comply with these disclosure obligations may lead to rejection of the proposal or termination of the contract.
 - e. Bidders shall keep all records and documents, including electronic records, relating to this selection process available for a minimum of three (3) years after notification of completion of the process or, in case the bidder is awarded the contract, execution of the contract.
4. The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the client, any consultants, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and

execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy.³

5. The technical proposal shall be marked "original" or "copy" as appropriate. The technical proposals shall be sent to the following address:

DCA's Procurement Department

Attn: Sayed Sarwar Maudodi,

Senior Procurement Officer

Address: District 3, Kabul university last station, Next to the Karwan University, House #16, Kabul, Afghanistan

Tel: +93794484577

E-mail: sarwar.maudodi@dca-af.org

and in one (1) original hard copy and three (3) additional hard copies. All required copies of the technical proposal are to be made from the original. If there are discrepancies between the original and the copies of the technical proposal, the original governs.

6. The original and all copies of the technical proposal shall be placed in a sealed envelope clearly marked "technical proposal" (followed by the grant/loan and assignment number and name). Similarly, the original financial proposal shall be placed in a sealed envelope clearly marked "financial proposal", followed by the grant/assignment number and name, and with a warning "do not open with the technical proposal". The envelopes containing the technical and financial proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the procurement (and assignment), and be clearly marked "do not open, except in presence of the official appointed, before October 14, 2024. 02:00 PM Kabul, Afghanistan local time".
7. The technical proposal shall be based on the technical forms attached in section 3 including the CVs of the proposed staff.
8. The evaluation committee shall evaluate the technical proposals on the basis of their responsiveness to the terms of reference, applying the evaluation criteria, sub criteria, and point system specified here below:

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

	Points
I. Specific experience of the audit (as a firm) of:	
a) Relevant to the assignment INGOs:	10
b) IFAD funded project in Afghanistan:	10
c) Total points for criterion: Adequacy and quality of the proposed	
a) Technical Approach and methodology in responding to the terms of reference (TOR):	10
b) work plan in responding to the terms of reference (TOR):	10
c) Organization and Staffing:	5
d) Key experts' qualifications and competence for the assignment:	
a) <i>Position K-1: Audit Partner</i>	20
b) <i>Position K-2: Audit Manager</i>	15
c) <i>Position K-3: Senior Auditor</i>	10
d) <i>Position K-4: Assistant Auditor</i>	10

Total points for the three criteria:	100
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9. A proposal shall be rejected at this stage if it does not respond to important aspects of the request for proposals (RFP), and particularly the terms of reference or if it fails to achieve the minimum technical score indicated of 75 points.
10. After the technical evaluation is completed, the client shall inform the consultants who have submitted proposals about the technical scores obtained by their technical proposals, and shall notify those consultants in writing whose proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their financial proposals will be returned unopened after completing the selection process. The client shall simultaneously notify in writing consultants that have secured the minimum qualifying mark of the date, time and location for opening the financial proposals. The opening date should allow consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of financial proposals is optional.

11. Financial proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultants and the technical scores of the consultants shall be read aloud. The financial proposal of the consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These financial proposals shall be then opened, and the total prices read aloud and recorded. A copy of the record shall be sent to all consultants and IFAD (in case of prior review).

12. The financial evaluation shall be based on the financial forms attached in section 4.

13. Combined technical/financial evaluation:

The total score is calculated by weighting the technical and financial scores and adding them as per the following:

The lowest evaluated financial proposal (F_m) will be given the maximum financial score (S_f) of 100 points. The financial scores (S_f) of the other financial proposals will be computed as follows: $S_f = 100 \times F_m / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the technical proposal; P = the weight given to the financial proposal; $T + P = 100$) [$T = 70$ and $P = 30$] $S = S_t \times T\% + S_f \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

14. Notice of intent to award: after the completion of the evaluation report and having obtained all the necessary approvals per the IFAD Procurement Handbook, the client shall send the notice of intent to award to the successful consultant. The notice of intent to award shall include a statement that the client shall issue a formal notification of award and draft contract agreement after expiration of the period for filing a bid protest and the resolution of any bid protest that are submitted. Delivery of the notice of intent to award shall not constitute the formation of a contract between the client and the successful consultant and no legal or equitable rights will be created through the delivery of the notice of intent to award.

At the same time it issues the notice of intent to award, the client shall also notify, in writing, all other consultants of the results of the bidding. The client shall promptly respond in writing to any unsuccessful consultant who, after receiving notification of the bidding results, makes a written request for a debriefing or submits a bid protest as provided in the IFAD Procurement Handbook.

15. Negotiations: negotiations will be held on the following date and address:

a. October 17,2024.

b. *District 3, Kabul university last station, Next to the Karwan University, House #16, Kabul, Afghanistan*

c. The invited consultant will be invited to negotiations via the notification of award (NoA). This Notification of Award is subject to successful negotiations. The consultant will, as a pre-requisite for attendance at the negotiations, confirm the availability of all the key professional personnel listed in the technical proposal. Failure to confirm such personnel may result in the client proceeding to negotiate with the next-ranked consultant. Representatives conducting negotiations on behalf of the consultant must have written authority to negotiate and conclude the contract on behalf of the consultant.

16. The consultant is expected to commence the assignment by *October 20,2024* and at the following address:

District 3, Kabul university last station, Next to the Karwan University, House #16, Kabul, Afghanistan

Section III. Technical Proposal - Standard Forms

- TECH-1 Technical proposal submission form
- TECH-2 Consultant's organization and experience
- TECH-3 Comments or suggestions on the terms of reference and on counterpart staff and facilities to be provided by the client
- TECH-4 Description of the approach, methodology and work plan for performing the assignment
- TECH-5 Team composition and task assignments
- TECH-6 Curriculum vitae (CV) for proposed professional staff
- TECH-7 Staffing schedule
- TECH-8 Work schedule

Form TECH-1 Technical Proposal Submission Form

Kabul,
To:

Dear Sirs or Madams,

1. We, the undersigned, offer to provide the consulting services: "*CRI Afghanistan project audit*" in accordance with your request for proposal dated () and our proposal. We are hereby submitting our proposal, which includes this technical proposal, and a financial proposal in separate envelopes.
2. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
3. If negotiations are held during the period of validity of the proposal, we undertake to negotiate on the basis of the proposed staff. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.
4. We undertake, if our proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the terms of reference.
5. Our proposal is open for acceptance for a period of ninety (90) days.
6. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")⁴, beyond those declared in paragraph 12 of this proposal submission form.
7. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 3. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
8. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit a proposal for the purpose of restricting competition.
9. We acknowledge and accept the IFAD Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or

⁴ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.

10. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: *[insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

Name of recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

11. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 2 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
12. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

13. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this proposal submission form.
14. We further understand that the failure to properly disclose any of information in connection with this proposal submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations.
15. We understand you are not bound to accept any proposal that you may receive.

Yours sincerely,

Authorized signature *[In full and initials]:* _____

Name and title of signatory: _____

Name of firm: _____

Address: _____



Form TECH-2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. A separate form shall be filled for each relevant assignment]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total no. of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Firm's name: _____



Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by the Client

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the terms of reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your proposal.]



B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the client according to terms of reference including: administrative support, office space, local transportation, equipment, data, etc.]

Form TECH 4: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the technical proposal. You are suggested to present your technical proposal divided into the following three chapters:

- a) technical approach and methodology,*
- b) work plan, and*
- c) organization and staffing,*

a) Technical Approach and methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the work schedule of form TECH-8.

c) Organization and staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

Form TECH-5 Team Composition and Task Assignments

Professional staff				
Name of staff	Firm	Area of expertise	Position assigned	Task(s) assigned

Form TECH 6: Curriculum Vitae (CV) for Proposed Professionals Staff

1. Proposed position *[only one candidate shall be nominated for each position]:* _____

2. Name of firm *[Insert name of firm proposing the staff]:* _____

3. Name of staff *[Insert full name]:* _____

4. Date of birth: _____ Nationality: _____

5. Education *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* _____

6. Membership of professional associations: _____

7. Other training *[Indicate significant training since degrees under 5 - education were obtained]:* _____

8. Countries of work experience: *[List countries where staff has worked in the last ten years]:* _____

9. Languages *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* _____

10. Employment record *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From *[Year]:* __ To *[Year]:* _____

Employer: _____

Positions held: _____

<p>11. Detailed tasks assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work undertaken that best illustrates capability to handle the tasks assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] day/month/year

Full name of authorized representative: _____

Form TECH 7: Staffing Schedule⁵



N°	Name of staff	Staff input (in the form of a bar chart) ⁶													Total staff-month input		
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ⁷	Total
Foreign																	
1		[Home]															
		[Field]															
2																	
3																	
n																	

⁵ For professional staff the input should be indicated individually; for support staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

⁶ Days are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

⁷ Field work means work carried out at a place other than the consultant's home office.

											Subtotal					
Local																
1		[Home]														
		[Field]														
2																
n																
											Subtotal					
											Total					

 Full time input
 Part time input

Form TECH 8: Work Schedule

N°	Activity	Months ⁸												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
n														

⁸ Duration of activities shall be indicated in the form of a bar chart.



Section IV. Financial Proposal - Standard Forms

FIN-1 Financial Proposal Submission Form

FIN-2 Financial Proposal

Form FIN-1 Financial Proposal Submission Form

[Location, date]

To:

Dear Sirs:

We, the undersigned, offer to provide the consulting services for the "*[insert title of assignment]*" in accordance with your request for proposal dated *[insert date of issuance of RFP]* and our technical proposal. Our attached financial proposal is for the sum of *[insert amount(s) in words and figures⁹]*. This amount is exclusive of the local taxes (such as: value added or sales tax, social charges or income taxes on non-resident foreign personnel, duties, fees, levies), which shall be identified during negotiations and shall be added to the above amount.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal, i.e. before the date indicated in paragraph 9 of the letter of invitation.

Commissions and gratuities paid or to be paid by us to agents relating to this proposal and contract execution, if we are awarded the contract, are listed below¹⁰:

Name and address of agents	Amount and currency	Purpose of commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any proposal that you may receive.

Yours sincerely,

⁹ Amounts must coincide with the ones indicated under total cost of financial proposal in form FIN-2.

¹⁰ If applicable, replace this paragraph with: "no commissions or gratuities have been or are to be paid by us to agents relating to this proposal and contract execution."

Authorized signature *[In full and initials]*: _____

Name and title of signatory: _____

Name of firm: _____

Address: _____

Form FIN-2 Financial Proposal

Note *: Please add columns as needed

Categories	Unit	Quantity per activity*			Total quant. per category	Unit rate	Total amount in US\$ per category	Total amount per activity*		
		1	2	n				1	2	n
		(a)	(b)	(x)	(d) = (a) + (b) + ... (x)	(e)	(f) = (d) * (e)	(g) = (a) * (e)	(h) = (b) * (e)	(z) = (x) * (e)
(1) Remuneration in US\$										
Consultant 1	day									
Consultant 2	day									
Consultant 3	day									
Consultant 4	day									
Consultant n	day									
Subtotal remuneration	weeks									
(2) Reimbursable										
Subsistence allowance	Day									
Local transportation costs	Trip									
(3) Miscellaneous expenses										
Communication costs (telephone, telegram, telex)	day									
Drafting, reproduction of reports	day									
Equipment: computers, etc.	day									
Software	day									
Subtotal 3: miscellaneous expenses										
Proposal amount										



Section V. Terms of Reference



List of Annexes

- Annex A: Terms of reference and scope of services
- Annex B: Consultant's personnel
- Annex C: Firm's Experience certificate
- Annex D: Financial offer of the consultant
- Annex E: Consultant's self-certification form

Annex A: Terms of Reference and Scope of Services

Auditor terms of reference for Grants

1. Background

DCA Livestock Programs (referred to henceforth as the Recipient or simply "R") is a Dutch foundation, developing and implementing veterinary and livestock projects in Afghanistan since 1988. In 1994, the organization was officially registered as DCA-VET at the Chamber of Commerce in The Netherlands. Recently, we have realized our scope has grown beyond just veterinary projects. That is why since 2017 the organization is registered as DCA Livestock Programs. In Afghanistan, registration took place in 2005 at the Ministry of Economy as an International Non-Government Organization under the name of Dutch Committee for Afghanistan (DCA). DCA Livestock Programs is helping the people of Afghanistan to improve their lives by enhancing the health and productivity of their livestock. For more information, please visit DCA website www.dca-livestock.org

The Project Coverage Areas: 17 Provinces of Afghanistan
(All hard documents are kept in Kabul at DCA head office)

The Recipient hereby requests a (1) financial audit of the Statement of Expenditures (SOE) and (2) agreed procedures of project engagement for the reporting period of 01-Jan-2024 to 31-Dec-2024. The Recipient reported total expenditures of 302,000 USD during the reporting period.

In performing the engagements, the auditors should familiarize themselves with:

- IFAD Handbook on Financial Reporting and Auditing
- Schedule 4 of the grant agreement – project-eligible expenditures
- List of required supporting documents, as listed at www.ifad.org/grantforms

2. Objectives and Standards

2.1. Objective:

The objective of the audit is to enable the auditor to express an audit opinion(s) on whether the SOE (including additional disclosures) fairly presents the financial position of the project in all material respects and whether the funds received, and expenditures incurred for the relevant accounting period are in conformity with the International Financial Reporting Standards (IFRS). The auditor shall conduct this audit in accordance with the International Auditing Standards.

2.2. Agreed-upon procedures engagement:

The auditor shall undertake this engagement in accordance with the International Standard on Related Services ('ISRS') 4400 Engagements to perform Agreed-upon Procedures regarding Financial Information, as promulgated by the International Federation of Accountants (IFAC). The auditor is expected:

- To carry out the agreed-upon procedures listed in the section 3 of this TOR – Scope and approach of the audit and agreed-upon procedures engagement

- To issue a report on factual findings that will support IFAD’s conclusions on the eligibility of the reported expenditure

The auditor shall comply with 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 on integrity, objectivity, independence, professional competence and due care, confidentiality, professional behavior and technical standards.

3. Scope of the audit and list of agreed-upon procedures

3.1. List of agreed-upon procedures covered by this TOR

The auditor must perform the following checks in relation to the eligibility criteria applicable to the grant agreement. The auditor must therefore gain a good understanding of such requirements to perform the relevant checks only and properly apply the relevant eligibility requirements.

- a) The Statement of Expenditures (SOEs) for the reporting period, as submitted to IFAD, comprises the project information (Recipient name: Dutch Committee for Afghanistan, Grant Number: 2000004372, currency of the grant agreement: USD, project title: Crisis Response Initiative Facility - Afghanistan (“CRI-A I” or “the Project”) and reporting period: 01-Jan-2024 to 31-Dec-2024), as well as whether the presentation of the expenditures is by expenditure category and/or project component, as set out in schedule 2 of the grant agreement.
- b) The total of the expenditure transaction lists for the reporting period agrees with the total cumulative expenditures for the same period, as described in the SOEs submitted to IFAD.
- c) The reported expenditures meet the project eligibility criteria as described in schedule 4 of the grant agreement and other eligibility requirements, including but not limited to the correct exchange rates used, where applicable; duties, taxes and charges included in the financial report cannot be recovered by the Recipient, and expenditure specifically considered ineligible by schedule 4 of the grant agreement is not included in the SOEs.
- d) The expenditure is recorded in the accounting system of the Recipient or Subrecipients (third parties with subsidiary agreements such as implementing partners, subrecipients, service providers, etc.) in accordance with the applicable accounting standards and the Recipient’s usual cost accounting practices.
- e) The expenditure is backed up by sufficient and effective supporting documentation listed at www.ifad.org/grantforms, which shall be constantly available and stored in accordance with paragraph 3.11, schedule 3 of the Grant Agreement.
- f) A representative sample of transactions is selected from the recipient’s list of expenditures to confirm eligibility for financing. The size of the sample will be based on the auditor’s professional judgement and underlying risks.

4. Requirements for the Auditor

4.1. General Principles

By agreeing to these TORs, the auditor confirms meeting at least one of the following conditions:

- 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 organization is not a member of the IFAC, the auditor commits to undertaking the engagement in accordance with the IFAC standards and ethics set out in these TORs.
- 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).

4.2. Qualifications, Experience, and Team Composition

4.2.1. Qualification and Experience

The auditor will employ staff with appropriate professional qualifications and suitable experience with IFAC standards and verification of the financial information of entities of comparable size and complexity as the Recipient. In addition, the audit team as a whole should have:

- Experience with audits in Afghanistan.
- Experience with audits of International NGOs
- Sufficient knowledge of relevant laws, regulations and rules in the country concerned. This includes but is not limited to taxation, social security and labor regulations, accounting and reporting.
- Fluency in any of the local languages (Dari or Pashto) and English.
- Good knowledge and experience in auditing IFAD-funded projects.

4.2.2. Team composition

The team of auditors required for this engagement will be composed of a category 1 auditor who has the ultimate responsibility for expenditure verification and a team composed of an appropriate mix of category 2–4 auditors.

4.2.3. Categories of staff/experts

Category 1 – (Audit Partner)

A category 1 expert (audit partner) should be a partner or another person in a position similar to that of a partner and be a highly qualified expert with relevant professional qualifications who assumes or has assumed senior and managerial responsibilities in public audit practice. He/she should be a member of a national or international accounting or auditing body or institution. He/she must be an ACCA member and have at least 12 years of professional experience as a professional auditor or accountant in public audit practice. The audit partner will be the person responsible for the specific contract and its execution and for the report issued on behalf of the firm. He/she has the proper authority from a professional, legal or regulatory body and is authorized to certify accounts under the laws of the country in which the audit firm is registered.

Category 2 – (e.g. Audit Manager)

Audit managers should be qualified experts with a relevant university degree or professional qualification. They should have at least six years of experience as a professional auditor or accountant in public audit practice, including relevant managerial experience leading audit teams. He/she should be a member of a national or international accounting or auditing body or institution.

Category 3 – (e.g. Senior Auditor)

Senior auditors should be qualified experts with a relevant university degree or professional qualification and at least three years of professional experience as a professional auditor or accountant in public audit practice.

Category 4 – (e.g. Assistant Auditor)

Assistant auditors should have a relevant university degree and at least six months of professional experience in public audit practice.

4.2.4. Curriculum Vitae (CVs)

The auditor will provide the Recipient with the CVs of the staff/experts involved in the engagement. The CVs will include appropriate details for the purpose of evaluating the offer in terms of the specific relevant experience for this engagement and the qualifying work performed in the past.

5. Reporting

The auditor is required to deliver an audit package that includes:

- a) The certified SOEs,
- b) An audit opinion on the SOEs, within the scope outlined in section 3 of this TOR and Project financial statements.
- c) A report on factual findings, within the scope of agreed-upon procedures as outlined in section 3 of this TOR. The report on factual findings shall include at a minimum:
 - Background information on the project subject to engagement
 - Overview of the transaction population and sample
 - Brief descriptions of the testing process
 - Summary of findings
 - Details of findings, including the auditor's recommendations. **Any ineligible expenditure identified should be clearly mentioned.**
 - Include project management's responses to the issues identified and its proposal to address those issues within a specific time period.
 - Where applicable, follow up on the issues identified in the previous year's report on factual findings.
 - List names of the audit team.

The audit report should provide sufficient detail on the nature and extent of the procedures performed by the auditor. The auditor is required to provide the audit package by no later than 4 weeks after signing engagement letter. Reports are to be delivered in English.

5.1. Deliverables:

After end of Audit, the Audit firm is required to submit.

- Draft Audit Report
- Final Audit Report (Three copies)
- Management Letter, specifying the material weakness, if any (One Copy)
- Agreed upon procedure report

6. Public disclosure

IFAD promotes public disclosure of project financial information to enhance the level of transparency and accountability. IFAD will disclose project audit reports, as appropriate, in line with the Fund's disclosure policy. Management letters issued by auditors are not subject to public disclosure by IFAD. In agreeing to the terms of reference, the auditor explicitly acknowledges IFAD's right to publicly disclose audit reports (audited financial statements and audit opinion) and will issue reports without a limitation-of-use clause.

To facilitate the public disclosure process, the auditor is requested to submit two separate files, as follows:

- Audited financial statements and audit opinion on the SOEs; and
- Report on factual findings

7. Appendices

Appendix 1: Grant agreement, including schedules 1, 2, 3 and 4

Appendix 2: IFAD Handbook on Financial Reporting and Auditing

Appendix 3: List of required supporting documents, as listed at www.ifad.org/grantforms

Appendix 4: Financial and Administrative Framework Agreement (FAFA) at www.undp.org/european-union/framework-cooperation



Section VI. Standard Forms of Contract

Draft Contract for Consulting Services

Small Assignments

Contract

This contract (“contract”) is entered into this *[insert starting date of assignment]*, by and between the *[borrower/recipient or the implementing agency]* (“the client”) having its principal place of business at *[insert client’s address]*, and *[insert consultant’s name]* (“the consultant”) having its principal office located at *[insert consultant’s address]*.

Whereas, the client wishes to have the consultant perform the services hereinafter referred to, and whereas, the consultant is willing to perform these services now therefore the parties hereby agree as follows:

- 1. Services**
- (i) The consultant shall perform the services specified in Annex A, “terms of reference and scope of services”, which is made an integral part of this contract (“the services”).
 - (ii) The consultant shall provide the personnel listed in Annex B, “consultant’s personnel”, to perform the services.
 - (iii) The consultant shall submit to the client the reports in the form and within the time periods specified in Annex C, “consultant’s reporting obligations”.

- 2. Term**
- The consultant shall perform the services during the period commencing *[please insert start date of the assignment]* and continuing through *[please insert completion date of the assignment]*, or any other period as may be subsequently agreed by the parties in writing. The contract can be terminated (i) should the consultant be performing unsatisfactorily or (ii) to the discretion of the client as defined in clause 15.

- 3. Payment**
- A. Ceiling
- For services rendered pursuant to Annex A, the client shall pay the consultant an amount not to exceed *[insert amount]* based on the financial offer attached in Annex D. This amount has been established based on the understanding that it includes all of the consultant's costs and profits as well as any tax obligation that may be imposed on the consultant.
- B. Schedule of payments
- The schedule of payments is specified below:
[please indicate here the payment schedule]

[add if applicable: Advance payment of [insert percentage up to 10%] of the contract price against an unconditional and irrevocable bank guarantee will be made.]

C. Payment conditions

Payment shall be made in *[please indicate currency of payment]* no later than 30 days following submission by the consultant of invoices in duplicate to the coordinator designated in paragraph 4 and acceptance of the deliverables by the client.

4. Project Administration

A. Coordinator.

The client designates Mr./Ms. *[please insert name and job title]* as client's coordinator; the coordinator will be responsible for the coordination of activities under this contract, for acceptance and approval of the reports and of other deliverables by the client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "consultant's reporting obligations", shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The consultant undertakes to perform the services with the highest standards of professional and ethical competence and integrity. The consultant shall promptly replace any employees assigned under this contract that the client considers unsatisfactory.

6. Prohibition of Fraud and Corruption

A. The consultant shall abide by and perform the contract in compliance with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy")¹¹. Failure to comply with this policy may lead to termination of contract as set out in clause 15.

B. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, permanently or for a stated period of time, to participate in any IFAD-funded or IFAD-managed activity or operation (debarment). The Fund also has the right to recognize debarments by other International Financial Institutions in accordance with IFAD's Anticorruption Policy.

¹¹ The policy is accessible at: www.ifad.org/anticorruption_policy.

- C. The consultant will take appropriate measures to inform potential sub-contractors, sub-consultants, consultants, agents and any of its agents or personnel of their obligations under IFAD's Anticorruption Policy and require their compliance with this policy in connection with their involvement in competing for, or executing, this contract.
- D. The consultant is required to complete and sign the attached self-certification form. In particular, the consultant is obliged to disclose relevant prior sanctions and criminal convictions and any commissions or fees paid or are to be paid to any agents or other party in connection with this procurement process or the execution of the contract.
- E. The consultant is required to fully cooperate with any investigation conducted by the Fund, including by making personnel available for interviews and by providing full access to any and all accounts, premises, documents and records (including electronic records) relating to this contract or the relevant procurement process and to have such accounts, premises, records and documents audited and/or inspected by auditors or investigators appointed by the Fund or by the client.
- F. The consultant shall keep all records and documents, including electronic records, relating to this contract, its execution and/or the corresponding bidding process available for a minimum of three (3) years after completion of the execution of the contract.

7. Prohibition of Sexual Harassment, Sexual Exploitation and Abuse

The consultant expressly agrees to abide by and to perform the contract in compliance with IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse¹², which is an integral part of these conditions of contract for purchase orders. The consultant shall take all appropriate measures to prevent and prohibit sexual harassment and sexual exploitation and abuse on the part of its personnel and subcontractors or anyone else directly or indirectly employed by the consultant or any of its subcontractors in the performance of the contract. The consultant shall immediately report to the client or IFAD any incidents of sexual harassment and sexual exploitation and abuse arising out of or in connection with the performance of the contract or prior to its execution, including convictions, disciplinary measures, sanctions or investigations. The client may take appropriate measures, including

¹² The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.
Section VIII Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations
CRI Project Audit - Ref. No: RFP-2000004372-003

the termination of the contract, on the basis of proven acts of sexual harassment, sexual exploitation and abuse arising out of or in connection with the performance of the contract.

- 8. Confidentiality** The consultant shall not, during the term of this contract and within two years after its expiration, disclose any proprietary or confidential information relating to the services, this contract or the client's business or operations without the prior written consent of the client.
- 9. Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the consultant for the client under the contract shall belong to and remain the property of the client. The consultant may retain a copy of such documents and software¹³.
- 10. Consultant Not to be Engaged in Certain Activities** The consultant agrees that, during the term of this contract and after its termination, the consultants and any entity affiliated with the consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the consulting services for the preparation or implementation of the project.
- 11. Insurance** The consultant will be responsible for taking out any appropriate insurance coverage.
- 12. Assignment** The consultant shall not assign this contract or sub-contract any portion of it without the client's prior written consent.
- 13. Law Governing Contract and Language** The contract shall be governed by the laws of *[insert government]*, and the language of the contract shall be *[insert language]*.
- 14. Dispute Resolution**¹⁴ Any dispute arising out of the contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the client's country.
- [or, in case the Client doesn't want to go to arbitration, the following can be mentioned subject to the agreement of the two parties] "any dispute arising out of the contract, which cannot be amicably settled between the parties, shall be referred to the court of competent jurisdiction in the client's country."*

¹³ Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 9.

¹⁴ In case of a contract entered into with a foreign consultant, the following provision may be substituted for paragraph 14: "Any dispute, controversy or claim arising out of or relating to this contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force."

15. Termination

The client may terminate this contract with at least ten (10) business days prior written notice to the consultant after the occurrence of any of the events specified in paragraphs a) through e) of this clause:

- a) If the consultant does not remedy a failure in the performance of its obligations under the contract within seven (7) business days after being notified, or within any further period as the client may have subsequently approved in writing;
- b) If the consultant becomes insolvent or bankrupt;
- c) if the consultant or any of its personnel or agents, or its sub-contractors, sub-consultants, suppliers, or any of their agents or personnel, is found to have engaged in prohibited practices as defined in the IFAD Revised Policy on Preventing Fraud and Corruption in Its Operations and Activities¹⁵ in any IFAD-funded or IFAD-managed activity or operation, including in competing for, or performing its obligations under, the contract;
- d) if the supplier is found to have engaged in acts of Sexual Harassment, Sexual Exploitation and Abuse arising out of or in connection with the performance of the contract.
- e) if the client, in its sole discretion and for any reason whatsoever, decides to terminate this contract.

For the client

for the consultant

Signed by _____

Signed by _____

Title: _____

Title: _____

¹⁵ The policy is accessible at www.ifad.org/anticorruption_policy.



Annex B: Consultant's Personnel

[List consultant's personnel]



Annex C: Consultant's Reporting Obligations

[list format, frequency, and contents of reports; persons to receive them; dates of submission; etc.]



Annex D: Financial Offer of the Consultant

[insert financial offer]

Annex E: Consultant's Self-Certification Form

This self-certification form is to be completed by the consultant. The consultant shall submit the completed form together with the signed contract agreement to *Dutch Committee for Afghanistan*. Instructions for completing this form are provided below.

Full legal name of consultant:	
Full legal name of consultant's legal representative and position:	
Full name and number of contract:	
Project with which contract was signed:	
Country:	
Date:	

I hereby certify that I am the authorized representative of *[name of the consultant]*, as well as that the information provided herein is true and accurate in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this self-certification may result in sanctions and remedies, including the suspension or termination of the contract between the consultant and the procuring entity, as well as the permanent ineligibility to participate in IFAD-financed and/or IFAD-managed activities and operations, in accordance with the IFAD Project Procurement Guidelines, the IFAD Procurement Handbook and other applicable IFAD policies and procedures, including **IFAD's Policy on Preventing Fraud and Corruption in its Activities and Operations** (accessible at www.ifad.org/anticorruption_policy) and its **Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse** (accessible at <https://www.ifad.org/en/document-detail/asset/40738506>).

Authorized signature: _____ Date: _____

Printed name of signatory: _____

The consultant certifies that itself, including its director(s), partner(s), proprietor(s), key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have **NOT** engaged in fraudulent, corrupt, collusive, coercive or obstructive practices, in connection with the present procurement process and this contract.

The consultant declares that the following criminal convictions, administrative sanctions (including debarments under the Agreement for Mutual Enforcement of Debarment Decisions or the "Cross-Debarment Agreement")¹⁶ and/or temporary suspensions have been imposed on the consultant and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate "none".

The consultant certifies that its director(s), proprietor(s), and personnel, and the personnel of its agents, sub-consultants, sub-contractors, consortium and joint venture partners are **NOT** subject to a criminal conviction, administrative sanctions or investigations for incidents of sexual harassment and sexual exploitation and abuse.

The consultant certifies that itself, its proprietor(s), agents, sub-consultants, sub-contractors, consortium and joint venture partners have **NO** actual, potential or reasonably perceived conflicts of interest and specifically that they:

Do not have any actual or potential, and do not reasonably appear to have, at least one controlling partner in common with one or more other parties in the bidding process or the execution of the contract;

Do not have any actual or potential, and do not reasonably appear to have the same legal representative as another consultant for purposes of this proposal or execution of the contract;

Do not have any actual or potential, and do not reasonably appear to have a relationship, directly or through common third parties, that puts them in a position to have access to undue or undisclosed information about or influence over the proposal process and the execution of the contract, or influence the decisions of the procuring entity

regarding the selection process for this procurement or during the execution of the contract;

- Do not participate and do not potentially or reasonably appear to participate in more than one proposal in this process; and
- Do not have any actual or potential, and do not reasonably appear to have, a business or family relationship with, a member of the procuring entity's board of directors or its personnel, the Fund or its personnel, or any other individual that was, has been or might reasonably be directly or indirectly involved in any part of (i) the preparation of the bidding document, (ii) the selection process for this procurement, or (iii) execution of the contract, unless the actual, potential or reasonably conflict stemming from this relationship has been explicitly authorized by the Fund in writing.

[To be completed only if the previous boxes were not checked]

The consultant declares the following actual, potential or reasonably perceived conflicts of interest, that may affect, or might reasonably be perceived by others to affect, impartiality in any matter relevant to the procurement process, including the selection process and the execution of the contract, with the understanding and acceptance that any action upon this disclosure shall be entirely under the Fund's discretion:

[provide detailed description of any actual, potential or reasonably perceived conflicts of interest including their nature and the personnel, proprietor(s), agents, sub-consultants, sub-contractors, consortium or joint venture partners affected.]

- The consultant certifies that **NO** gratuities, fees, commissions, gifts or anything else of value, other than those shown in the bid, have been paid or exchanged or are to be paid or exchanged with respect to the present procurement process and this contract.

OR

[To be completed only if the previous box was not checked]

The consultant declares that the following gratuities, fees, commissions, gifts or anything else of value have been exchanged, paid or are to be exchanged or paid with respect to the present procurement process and this contract:

- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]

- The consultant acknowledges and accepts to notify the procuring entity in the event of any material change in connection with this self-certification form throughout the duration of the contract.

¹⁶ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

Instructions for completing the self-certification form

The World Bank listing of ineligible firms and individuals is a searchable database that returns a positive or negative search results page upon submission of a name to be searched, in order to document the eligibility.

The consultant should print out, date, and attach the results page(s) to the self-certification form, which should read, “no matching records found”.

If (a) record(s) has/have been found – i.e. the results page(s) shows one or more individuals or entities, including the consultant itself are ineligible for contracts of the World Bank on the grounds of “cross-debarment”, the consultant should provide a detailed account of these sanctions and their duration as applicable or notify the procuring entity and in case the consultant believes the finding is a “false positive”.

The procuring entity will determine whether to proceed with the contract or allow the consultant to make a substitution. This determination will be made on a case by case basis and will require approval by IFAD regardless of the estimated value of the proposed contract.

All of these documents must be retained by the consultant as part of the overall record of the contract with the procuring entity for the duration of the contract and for a minimum period of three years following the completion of the contract.