



Government of Mizoram



SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM

(SCRAM)

No.G.28012/3/2022-SCRAM-FOCUS (PO)

Dated Aizawl, the 21st April, 2022

Request for Expression of Interests (REOI)

Ref. No: MZ/PMU/PP 2022-23/C/6

Society for Climate Resilient Agriculture in Mizoram (SCRAM) intends to engage a Chartered Accountants Firm for “Internal Audit of PMU and DMU including handholding support for FY 2022-23” under FOCUS-Mizoram Project.

The eligibility criteria and Terms of Reference of the REOI can be obtained through the website:

<https://focus.mizoram.gov.in>

The willing and interested Consultants are requested to submit Expression of Interest (EOI) using the prescribe format in Form EIO I, II & III by 5th May, 2022 through a hard copy or email to po.focusmz@gmail.com. Only shortlisted Consultants will be invited for Request for Proposal (RFP).

Sd/-R.K. NITHANGA
Chief Executive Officer, SCRAM
&
State Project Director, FOCUS
Aizawl, Mizoram



***Society for Climate Resilient
Agriculture in Mizoram (SCRAM)***

Expression of Interest

for

***Engagement of Chartered Accountant Firm
for Internal Auditor of PMU and DMU
including handholding support for FY
2022-23)***

Ref No: *MZ/PMU/PP 2022-23/C/7*

Issue Date: 21st April, 2022

Instructions to Consultants¹

Reference Number: *MZ/PMU/PP 2022-23/C/7*

21st April, 2022

Engagement of Chartered Accountant Firm for Internal Auditor of PMU and DMU including handholding support for FY 2022-23

1. The Government of Mizoram has received has received financing from the International Fund for Agricultural Development (“the Fund” or “IFAD”) towards the cost of Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram (“the client” or “procuring entity”), and intends to apply part of the proceeds for the recruitment of consulting services, for which this REOI is issued.

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 Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram.

2. The client now invites expressions of interest (EOIs) from legally constituted Chartered Accountant firms (not individual consultants) (“consultants”) to provide “**Internal Audit of PMU and DMU including handholding support for FY 2022-23 in FOCUS-Mizoram Project district**”. More details on these consulting services are provided in the preliminary terms of reference (PTOR) attached as **Annex 1**. The consultant may sub-contract selected activities provided that said services do will not exceed 20% of the total consultancy work.
3. Before preparing its EOIs, the consultant is advised to review the preliminary terms of reference attached as **Annex 1**, which describe the assignment and **Annex 2** that details the evaluation of the technical qualifications.
4. 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 Fund. A consultant including their respective personnel and affiliates¹ are considered to have a conflict of interest if they a) have a relationship that provides them with undue or undisclosed information about or influence over the selection process and the execution of the contract, b) participate in more than one EOI under this procurement action, c) have a business or family relationship with a member of the client’s board of directors or

¹ This document refers to legally constituted consulting firms as “consultant”.

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 this 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 preparation of the EOI, 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 IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations².

5. All consultants are required to comply with the Revised IFAD Policy on Preventing Fraud and Corruption in its Activities and Operations (hereinafter, "IFAD's Anticorruption Policy") in competing for, or in executing, the contract.
 - a. If determined that a consultant or any of its personnel or agents, or its sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and/or any of their personnel or agents, has, directly or indirectly, engaged in any of the prohibited practices defined in IFAD's Anticorruption Policy or integrity violations such as sexual harassment, exploitation and abuse as established in IFAD's Policy to Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse³ in competing for, or in executing, the contract, the EOI may be rejected or the contract may be terminated by the client.
 - b. In accordance with IFAD's Anticorruption Policy, the Fund has the right to sanction firms and individuals, including by declaring them ineligible, either indefinitely or for a stated period of time, to participate in any IFAD-financed and/or IFAD-managed activity or operation. The Fund also has the right to recognize debarments issued by other international financial institutions in accordance with its Anticorruption Policy.
 - c. Consultants and any of their personnel and agents, and their sub-consultants, sub-contractors, service providers, suppliers, sub-suppliers and any of their 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 selection 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. Consultants have the ongoing obligation to disclose in their EOI 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 fraud and corruption, and (ii) any commissions or fees paid or to be paid to agents or other parties in connection with this selection process or the execution of the contract. As a minimum, consultants must disclose the name and contact details of

² The policy is accessible at www.ifad.org/anticorruption_policy.

³ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/40738506>.

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 EOI or termination of the contract.

- e. Consultants are required to 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 consultant is awarded the contract, execution of the contract.
6. 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.⁴
7. **Procedure:** the selection process will be conducted using **Quality Cost Based Selection (QCBS)** as laid out in the IFAD Procurement Handbook that can be accessed via the IFAD website at www.ifad.org/project-procurement. The client will evaluate the EOIs using the criteria provided in **Annex 2**. The shortlisted consultant(s) will be provided with the detailed TORs and asked to submit a detailed technical and financial offer. The evaluation will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.
8. Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
9. Any request for clarification on this EOI including the PTOR should be sent via e-mail to the address below no later than **5th May, 2022; 3:00 PM IST**. The client will provide responses to all clarification requests within **5 days** from receipt of request for clarification, before the last date.
10. **Submission Procedure:** please submit your expression of interest using the forms provided for this purpose. Your EOI should comprise one (1) original copy of each EOI form annexed to this document. EOIs shall be submitted to the address below no later than **5th May, 2022; 3:00 PM IST**.

⁴ The policy is accessible at <https://www.ifad.org/en/document-detail/asset/41942012>.

*Office of the Chief Executive Officer, SCRAM &
State Project Director, FOCUS-Mizoram
Attn: Procurement Officer, FOCUS-Mizoram
Basement-I, ZIDCO Building,
MINECO, Khatla, Aizawl
Mizoram- 796001
Tel: 0389-2336838, Mob- 9612588684
E-mail: po.focusmz@gmail.com*

Yours sincerely,

Sd/- R.K. NITHANGA

Chief Executive Officer, SCRAM &
State Project Director, FOCUS-Mizoram

Form EOI-1

EOI Submission Form

[Location, date]

[Authorized official]

Re: Internal Audit of PMU and DMU including handholding support for FY 2022-23

Ref: MZ/PMU/PP 2022-23/C/7

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. 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")⁵, beyond those declared in paragraph 9 of this EOI submission form.
4. 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 6. 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.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on 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 abuse. Further, we acknowledge and understand our obligation to report

⁵ 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/>.

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.

7. 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.”)

8. 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 5 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.
9. 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

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

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI 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 Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.

[Authorized signatory]

[Name and title of signatory]

[Name and address of firm]

Form EOI-2
Organization of the Consultant

Re: Internal Audit of PMU and DMU including handholding support for FY 2022-23

Ref: MZ/PMU/PP 2022-23/C/7

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	

Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (<i>wherever applicable</i>): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Maximum 10 pages

Form EOI-3
Experience of the Consultant

Re: Internal Audit of PMU and DMU including handholding support for FY 2022-23

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[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, 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 the preliminary terms of reference included in this EOI. The EOI must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.]

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current INR):
Country: Location within country:	Duration of assignment (months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current INR):

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 proposed 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:	

Name of Firm: _____

ANNEX 1

PRELIMINARY TERMS OF REFERENCE

Engagement of Chartered Accountant Firm for Internal Auditor of PMU and DMU including handholding support for FY 2022-23

(Detailed ToR may be incorporated in the RFP)

1. Background

The Fostering Climate Resilient Upland Farming System in the Northeast (FOCUS), Mizoram includes an overall objective to increase agricultural income of 64,500 households and to enhance their resilience to climate change. This would be achieved through the development objective of increasing the environmental sustainability and profitability of farming systems practiced by highland farmers, FOCUS-Mizoram covers 300 villages in 24 circles/blocks of 6 districts in the state. The districts covered under the project are Champhai, Kolasib, Serchhip, Mamit, Khawzawl and Saitual. The project is expected to be completed by 2024.

The Project components emphasis to increase the agricultural income of those targeted households in the project districts and to enhance their resilience to climate change. The FOCUS project has three components, namely,

- a. Improved Agricultural Resilience and Productivity;
- b. Value Chain and Market Access; and
- c. Project Management and Knowledge services.

2. Objective of the Assignment:

The key objectives of internal audit are to (a) obtain an independent professional opinion on the continuing implementation and effectiveness of the internal control, risk and governance procedures and the financial management & procurement systems prescribed under the Project and adequacy thereof; and (b) internal audit of Project accounts. Based on this the auditor will give suggestions for improvement. The report of the internal auditors will form the basis for Management action.

The overall objectives of Internal Audit is to provide the project management with independent assurance (i) that the internal controls established by management are designed appropriately and (ii) whether the overall financial management and arrangements including the system of internal controls as documented in the IFAD Handbook on Financial Reporting and Auditing, Project Implementation Manual (PIM) are in practice working effectively. In addition, it is expected that internal audit should play a role in assisting management in bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

3. Scope of Work:

- a. that the project accounts have been prepared in accordance with the consistently applied national accounting standards.

- b. that all books of accounts are updated, bank accounts reconciled and books of accounts are printed on a monthly basis.
- c. that all necessary supporting documents, records have been separately filed in respect of all project activities and that clear nexus exist between supporting documents, accounting books and records and the periodic financial reports of the DMUs and the PMU.
- d. review the internal control systems, its effectiveness in project implementation and suggest improvements if required.
- e. review of the monthly/ quarterly expenditure statement submitted by the districts indicating the approved budget provision and expenditure during the month, cumulative expenditure against the activity / sub activity during the period and ensure that it is in accordance with the books of accounts.
- f. review that the breakup of expenditure between IFAD and counterpart funding is in accordance with the IFAD financing agreement.
- g. Full details shall be incorporated on the ToR of the RFP.

4. Site Location:

- 1) Project Management Unit (PMU), Aizawl
- 2) District Management Unit (DMU), Champhai
- 3) District Management Unit (DMU), Kolashib
- 4) District Management Unit (DMU), Serchhip
- 5) District Management Unit (DMU), Mamit
- 6) District Management Unit (DMU), Saitual
- 7) District Management Unit (DMU), Khawzawl

4. KEY PERSONNEL:

Sl. No.	Key Professionals	Description of Services & Experience
1	Audit Manager	To be issued on the ToR of RPF
2	Audit Team Leader	To be issued on the ToR of RPF
3	Senior Audit Asst.	To be issued on the ToR of RPF
4	Junior Audit Asst.	To be issued on the ToR of RPF

6. Periodicity of Audit:

- 6.1. Quarterly/Half Yearly (to be clarified on the full ToR)

(This is an intimation of the preliminary ToR for required service that the interested Consultants to understand the basic concept. A complete ToR shall be incorporated in the RFP to shortlisted Consultants)

ANNEX 2

Qualification and Evaluation Criteria

Item	Criteria	Points
For specific experience, evidence shall include successful experience in the execution of at least 2 projects of a similar nature and scope of works during the last 10 years .		
A.	General experience	30
i	General experience: Firm has been in existence for 5 years (registered Chartered Accountant firm)	10
ii	Letter of Engagement: Letter of engagement from reputed organisations (Public or private) for audit (internal/external).	20
B.	Specific experience	70
i	Experience in audit of Externally Aided Projects (List names of projects audited)	15
ii	Experience in audit of Central or State Government Departments (List names of department audited and year of engagement)	30
iii	Experience in audit of organization/department/project in the state of Mizoram.	15
iv	Certificate of empanelment by Comptroller and auditor General of India.	10
	Total Points	100
	Minimum points required to pass	70 points