

TERMS OF REFERENCE

Audit Services

(Reference Number: BCRC#2019_001)

BACKGROUND

The Basel Convention Regional Centre for Training and Technology Transfer for the Caribbean (BCRC-Caribbean) is an autonomous corporate body, established by Act #2 of 2008, Chapter 35:49 of the Laws of the Republic of Trinidad and Tobago. Its primary mandate is to assist countries in the Caribbean to comply with and implement the provisions of the Basel Convention on the Transboundary Movement of Hazardous Wastes and their Disposal, as well as the other multilateral environmental treaties in the focal area of waste and chemicals management. The organisation is a sub-regional office of the United Nations Environment Programme that is hosted by the Government of Trinidad and Tobago, through the Ministry of the Planning and Development under a Framework Agreement entered between the Government and the Secretariat of the Basel Convention in 2004.

You can visit www.bcrc-caribbean.org for more details.

DESCRIPTION OF REQUIRED SERVICES FOR THIS CONSULTANCY

Audit Scope

1. To conduct an audit of the financial statements of the Basel Convention Regional Centre (BCRC-Caribbean) for the financial year ended September 30th, 2019 in accordance with international Standards on Auditing (ISA's) applicable to Small and Medium-Sized Entities.
2. To undertake the appropriate auditing procedures and analyses with a view to gathering the relevant audit evidence that shall form the basis of professional assurance as to the accuracy in all material respects of the financial statements.
3. To produce a comprehensive audit report to be submitted to the Steering Committee of the BCRC-Caribbean, the Executive Secretary of the Joint Basel, Rotterdam and Stockholm Conventions, as well as the Ministry of Planning and Development that will outline the auditor's opinion in relation to the findings of the audit.

Parties consenting to be served by the Centre:

Antigua & Barbuda Commonwealth of the Bahamas Barbados Belize The Republic of Cuba The Commonwealth of Dominica The Dominican Republic
The Republic of Guyana Jamaica The Federation of Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname The Republic of Trinidad and Tobago

4. To produce a comprehensive management letter that will highlight and address by way of recommendations to eliminate or improve any internal control weaknesses or administrative deficiencies.
5. To conduct a Special Purpose Audit for a BCRC-Caribbean executed project, “Development of Minamata Initial Assessment in the Caribbean (Antigua and Barbuda, Grenada, Dominica and Saint Vincent and the Grenadines)” for the project’s execution period September 27th , 2017- September 30th, 2019, in accordance with the International Standards on Auditing (ISA) for the purpose of expressing an opinion as to whether the financial report present fairly, in all material respects, the financial position, financial performance, and cash flows of the Project in accordance with Project’s contract. A comprehensive audit report must be submitted to the Director (Ag.) and Project Manager of the BCRC-Caribbean.
6. Review of the Financial Policy and procedures Manual of the BCRC – Caribbean. This document is in a draft stage and needs to be updated. It can be made available upon request.

AUDIT TIMELINES

The commencement of the audit is anticipated for December 2019. The projected duration should be submitted as part of your technical proposal.

RISKS AND ASSUMPTIONS

1. Undetected material omissions of misstatements in the Accounting records.
2. Loss of or contamination of digital and or physical records.
3. Unavailability of key management participant (s).
4. The Financial statements shall be presented by Management of the BCRC-Caribbean in accordance with the International Financial Reporting Standards for small and medium-sized entities (IFRS for SMEs).
5. The BCRC-Caribbean shall maintain the appropriate Accounting policies, systems and internal control to ensure the fair and accurate presentation in all material respects of the financial statements.
6. The BCRC-Caribbean shall make available all relevant records, documentation and key personnel in a timely manner as requested by the auditor.
7. The BCRC-Caribbean shall provide adequate accommodation to the audit staff to facilitate the execution of on-site duties.

EXPECTED OUTPUTS

- Workplan;
- Draft Audited Financial Statements
- Reviewed Financial Policy and Procedures manual

QUALIFICATIONS, EXPERIENCE AND SKILLS

- The auditor must be impartial and independent from all aspects of management or financial interests in the BCRC-Caribbean.
- The auditor should not have any financial or close business relationships with any senior participant in the management of the BCRC-Caribbean. The auditor should disclose any relationship that may possibly compromise his/her independence.
- The auditor must employ adequate staffing with the requisite professional qualifications and suitable experience in applying ISA principles to small and medium entities comparable in complexity and size to the BCRC-Caribbean.

NOTE: The working language of the BCRC-Caribbean is English.

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

1. Technical Proposal describing how one will approach and complete the assignment. This should include the Consultant's methodology and work implementation plan, qualifications and experience and non-financial resources to be assigned;
2. Curriculum/ Curricula Vitae (CVs) of key personnel to be assigned to this task;
3. The auditor must submit a copy of experience in financial auditing as supporting documents in the tender.
4. Financial Proposal, which is to be separated into the Consultant's fees in United States (US) Dollars, matched up against key milestones and deliverables.

REMUNERATION

- A total gross fee to the Consultant(s) inclusive of all taxes will be as agreed on and mentioned within the contract based on the financial proposal developed and negotiated cost for this consultancy.
- Payment shall be made in instalments based on key deliverables identified within the contract and agreed on between the BCRC-Caribbean and the Consultant(s).

QUERIES

Interested bidders may submit all queries in writing to:

Ms. Karen Persad Executive Administrative Assistant Email: karen.persad@bcrc-caribbean.org Phone: (868) 628-3829 / 9372	Ms. Tahlia Ali Shah Project Execution Officer Email: tahlia.alishah@bcrc-caribbean.org Phone: (868) 628-3829 / 9372
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BID SUBMISSION

Interested bidders are invited to apply by submitting a detailed technical and financial proposal **via email** to:

Ms. Jewel Batchasingh

Director (Ag.)

Basel Convention Regional Centre for Training and
Technology Transfer for the Caribbean

#8 Alexandra Street, St. Clair,

Port-of-Spain,

Trinidad and Tobago.

Email: jewel.batchasingh@bcrc-caribbean.org and info@bcrc-caribbean.org

The deadline for the submission of proposals is **6:00pm (Trinidad and Tobago, GMT -4) on November 15th, 2019**. Any bids received after this time will be rejected **immediately**.

NOTES:

- When submitting bids, bidders must ensure that all documents are labelled clearly.
- Bid documents shall remain the property of the BCRC-Caribbean.
- The BCRC-Caribbean reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder.
- The BCRC-Caribbean is not bound to accept the lowest Financial Bid.
- The successful bidder will be notified in writing of the award of contract and provided with an authorisation to proceed. The successful bidder shall be required to enter into an appropriate Contract based on the tender documents and incorporating any other appropriate provisions within that period.
- **The successful candidate will be expected to start work as of December 01st 2019 and MUST indicate their availability in their submission.**