



**INTERNATIONAL CENTER FOR BIOSALINE AGRICULTURE**

## **Internal Audit Services**

## **Request for Proposals**

RFP19-06-Internal Audit Services

Procurement Section  
0097143046300  
Procurement@biosaline.org.ae

International Center for Biosaline Agriculture - ICBA is an international, non-profit organization that aims to strengthen agricultural productivity in marginal and saline environments through identifying, testing and facilitating access to sustainable solutions for food, nutrition and income security.

## I. GENERAL INFORMATION

### 1.1 Background and Purpose

The **International Center for Biosaline Agriculture (ICBA)** – a not-for-profit, international center of excellence for applied research and development, established in Dubai in 1999 – identifies, develops and promotes innovative solutions and technologies that can increase food, nutrition and water security, improve the livelihoods of people and reduce degradation of natural resources in marginal environments, i.e. environments where natural resources are limited or have been degraded. Established as an international organization by its founders, the United Arab Emirates (UAE) and the Islamic Development Bank (IsDB).

ICBA has been categorized as a public international organization (PIO) by the United States Agency for International Development (USAID). The United States Internal Revenue Service (IRS) has classified ICBA as a public charity and is exempt from US Federal Tax under Internal Revenue Code section 501 (c) 3.

#### Corporate Structure

Refer annex I

#### Sources of Funding and Financial Information

ICBA's primary unrestricted core donors are the Government of UAE and the Islamic Development Bank.

Also, ICBA receives bilateral or restricted grants from several multilateral, bilateral donors, international foundations and the private sector.

ICBA's our most recent audited financial statements (endorsed by the Finance, Audit and Operations Committee of the Board, subject to final approval by the Board) are included with this package to assist in responding to this RFP (Annex II). *Please utilize the financial statements for this purpose only and maintain the confidentiality of the information.*

#### IT Environment

ICBA's Corporate Services operate on an ERP platform driven by Microsoft office Navision version 2013R2.

ICBA has implemented the Finance, Procurement, and Inventory modules of Navision and is in the process of implementing the Payroll, Human Resources and Performance Management modules.

In addition, ICBA has web-based near real-time financial reporting tool to allow budget holders to manage their respective budgets.

ICBA also has other online workflow systems to facilitate chargebacks for different services provided by the Corporate Services Division.

ICBA IT has:

- Two redundant firewalls capable of providing secure SSL VPN access.
- Different VLANs (different user level access) managed via two redundant Cisco Switches.
- Hybrid Private Cloud infrastructure based on VMware technologies. Cloud is managed from IBM cloud services by ICBA IT team.
- ICBA is using Veeam backup solution to back up all the critical Virtual & Physical Servers on local storage and a copy every day on IBM cloud.
- Office 365 services enabled for all users that include OneDrive, Skype for Business, Teams, and SharePoint intranet.

### 1.2 Deadlines

Deliverable	Deadline
Closing date for submission	June 29, 2019
Presentations and/or meeting with FAOC (if applicable)	July 14, 2019
Contract award	July 21, 2019

### **1.3 Submission of Proposals**

Submissions should be handed over in a plain sealed envelope marked “RFP19-06- Internal Audit 2019” to ICBA office reception or shared through ICBA Procurement Portal:

<https://procurement.biosaline.org>

### **1.4 Proposal Contents**

Proposal responses should include the following:

- a. The Bidder company valid trade license
- b. Technical Proposal
- c. Financial Proposal
- d. Portfolio of similar jobs
- e. If additional services are proposed, they should be identified separately

### **1.5 Validity of Proposal**

Proposals must remain valid and open for the acceptance of ICBA for, at least, 90 days from the RFP closing date. Proposals specifying a shorter acceptance period may be considered as non- responsive proposals.

### **1.6 Incomplete and Late Offers**

Incomplete and late proposals will not be accepted. It is the bidder's responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions.

### **1.7 Inquiries**

Bidders may submit questions in writing through e-mail to the following address and before the deadline stated above:

Contact name: Ms. Imane Boujidane  
Head of Procurement  
Tel. no. : 009714 304 6301  
Email : [Procurement@biosaline.org.ae](mailto:Procurement@biosaline.org.ae)

Any prospective bidders seeking to arrange directly individual meetings with ICBA employees concerning this contract during the bidding period may be excluded from the bidding process.

### **1.8 Alteration of Proposals**

Bidders may alter their proposals by written notification prior to the deadline for submission of proposals stated in this RFP. No proposals may be altered after this deadline.

### **1.9 Eligible Bidder**

Bidders considered eligible to submit proposals are defined as follows:

- Entity/organization that is legally registered to do business in their country and can provide a valid certificate of legal registration/ trade registration license.
- Bidder must have the technical and financial capacity to perform this Contract successfully.
- If the offeror is a freelancer based in the UAE, they need to provide the registration license.

### **1.11 Costs for preparing proposals**

Under no circumstances ICBA will not be liable for any costs incurred in connection to the preparation and submission of proposals even if ICBA decides to reject all the proposals or cancel the bid.

### **1.12 Clarification**

During the evaluation process, ICBA may request additional information and samples from bidders if it is necessary for further clarifications in regard to the submitted proposal.

### **1.13 Evaluation of proposals**

ICBA's appropriate staff and Procurement Committee will review proposals and make recommendations to the Management Committee (Director General and Directors) of ICBA. The Management Committee will make a recommendation to the FAOC for final approval. The Management Committee and /or the FAOC may request a meeting before the final selection. Proposals will be reviewed in accordance with the following criteria:

Range		Criteria	Weight
Non-Price	70%	Overall capabilities of the firm	10%
		Professional team assigned	20%
		Proposed methodology	20%
		Understanding of the assignment	20%
Price	30%		

### **1.14 Amendments**

During the proposal submission period, if ICBA decides to modify/change any requirement/s of the RFP, the modification/s shall be released through the issuance of an amendment to the RFP. Any amendment will be issued in writing and will be sent to all bidders.

### **1.15 Confidentiality**

The entire evaluation procedure is confidential, and all proposals are for official use only and may be communicated neither to the bidders nor to any party other than ICBA.

### **1.16 Bid Cancellation**

ICBA has the right at any stage in the bidding process to cancel the whole bid without the need to give a justified reason to any of the bidders. Bidders will be notified in writing of the cancellation.

### **1.17 Discussion/Negotiation**

ICBA may initiate discussions should clarification or negotiation be necessary. Bidders should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

### **1.18 Award Letter & Contract**

ICBA reserves the option of contracting only for a portion of the specified project scope or of not awarding a contract to any bidder. Final approval to enter into a contract, the contract form and the scope of services to be provided pursuant to the contract, rests with ICBA. A contract may be awarded to more than one bidder based on the quality of the proposals and ICBA's needs. Please note that an award letter is not a contract and can be withdrawn at ICBA sole discretion.

Bidder's Failure to accept the award at the time of receiving notification, ICBA has the right to award the contract to the next bidder.

### **1.19 Bidder Responsibility**

It is the responsibility of each bidder before submitting a proposal:

- To examine thoroughly the contract documents and other related data identified in the proposal documents.
- To consider federal and local laws and regulations that may affect costs, progress, performance or furnishing of the service.
- To promptly notify the Procurement Section of all conflicts, errors, ambiguities, or discrepancies in or between the contract documents and such other related documents.

### **1.20 Governing Law and Language**

This Tender is subject to and shall be construed according to the applicable laws and regulations of the United Arab Emirates. The bid documents and all notices pursuant to the provisions thereof shall be in English.

## **II. SCOPE OF WORK**

The ICBA internal audit function will be responsible for evaluating and improving the effectiveness of risk management, internal control, and governance processes in all locations in which ICBA operates. The Internal Audit function will report and be managed by the Finance, Audit and Operations Committee (FAOC) of the Board of Directors. The successful service provider will demonstrate a risk-based audit approach that works in conjunction with management to improve processes and share best practices while assuring that key risks are controlled and ICBA is complying with the board approved policies and the accompanying procedure approved by the management of ICBA.

The partners and staff directly engaged in the audit must be completely impartial and independent from all aspects of management or financial interests in ICBA. The auditor should not, during the period covered by the audit, be employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of ICBA. The auditor should disclose any relationship that might compromise his/her independence.

The selected internal audit service provider will comply with the International Auditing Standards (IAS) when performing internal audits.

The expected activities to be covered by the internal audit service provider will be determined after the successful bidder is selected. For purposes of this proposal, you should assume focused effort in the following areas:

- Compliance with ICBA policies and procedures
- Risk areas such as:
  - Finance
  - Procurement
  - Human Resources
  - Facility Operations
  - Resource Mobilization

- Knowledge Management and Communications
- Monitoring and Evaluation

In your response to this RFP, please respond to the following:

***Internal Audit Experience and Resources***

1. Describe your firm/company's internal audit services practice. Include a discussion of the commitment that your firm/company has to internal audit.
2. Provide a listing of local clients for which your firm provides significant internal audit services.
3. Describe why your firm/company should be selected to provide internal audit services. What in particular differentiates your firm from others in the area of internal audit?

***Internal Audit and Compliance Methodology***

1. Describe your firm's internal audit methodology and differentiating factors that provide enhanced value to clients.
2. Describe your firm's approach to addressing the focus areas listed above.
3. Describe the quality service level measurements and metrics your firm would recommend being in place specific to the outsourcing arrangement.

***Information Technology (IT) Audit***

1. Provide information about your IT auditing capabilities, including, but not limited to, experience in performing reviews of applications and implementations, system development reviews, system and network security, business resumption planning and disaster recovery.
2. Describe your experience, approach and tools to review and audit ERP environments.
3. Describe how you integrate IT auditing into your internal audit projects, both at a project level and at an overall audit plan level.

***Internal Audit Team***

1. Provide an organizational chart and description for the team that will serve ICBA. Indicate their roles, experience, education and degrees earned.
2. Describe your firm's commitment to internal audit staff training and development.
3. Provide your approach to staffing the team. Provide an overview of your approach to ensure staff rotation without sacrificing continuity.

***Start-Up Assistance and Communication***

1. Describe how you would typically execute the start-up of an internal audit function.
2. Describe your approach to communication with ICBA's key stakeholders.

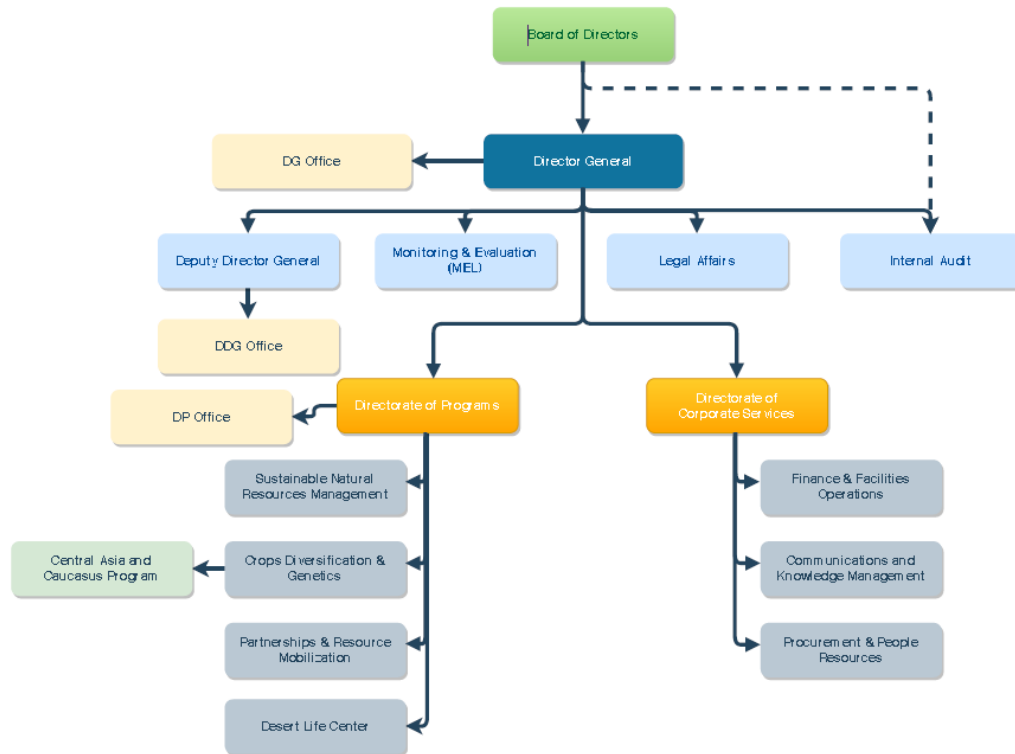
***References***

1. Provide three (3) internal audit client references (complete with company contacts and phone numbers). Please include a description of the services provided for each reference.

***Pricing***

1. Provide an estimate of the annual fees you would consider reasonable. Provide any other rates which would be used for additional requests and change orders.

## Annex I



## Annex II