

GOVERNMENT OF ST. VINCENT AND THE GRENADINES

IMPROVING RESPONSE AND RESILIENCE OF THE HEALTH SECTOR TO COVID-19 PROJECT (COVID-19 Response Program)

**CONSULTANCY SERVICES FOR PROJECT AUDIT
SVG-COVID-19-C-CQS-1**

REQUEST FOR EXPRESSIONS OF INTEREST - FIRMS

The Government of St. Vincent and the Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB) towards the cost of the Improving Response and Resilience of the Health Sector to COVID-19 Project and intends to apply a portion of the proceeds to eligible payments under these contracts. Payment by CDB will be made only at the request of the (GOSVG and upon approval by CDB, and will be subject, in all respects, to the terms and conditions of the Loan Agreements. The Loan Agreement prohibits a withdrawal from the Loan Account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOSVG shall derive any rights from the Loan Agreements or have any claim to the proceeds of the Loans.

The Ministry of Finance, Economic Planning and Information Technology is the Executing Agency of this Project and now wishes to procure consultancy services for Project Audit.

The objective of the consultancy is for the Auditor to express an opinion (or disclaim an opinion if applicable) on the project's Statement of Cash Flow and Statement of Cumulative Investments for the accounting period ending on that date. The Project's books of account provide the basis for preparation of the financial statements and are established to reflect the financial transactions in the Project. Further details can be found in the attached Terms of Reference (TOR).

The duration of the assignment is approximately twelve (12) months with expected inputs estimated at twenty (20) person-days. The Ministry of Finance, Economic Planning and Information Technology now invites interested eligible consulting firms to submit Expressions of Interest (EOI) for the provision of these consultancy services.

Consultants shall be eligible to participate if:

- (a) in the case of a body corporate, it is legally incorporated or otherwise organised in an eligible country, has its principal place of business in an eligible country and is more than 50 per cent beneficially owned by citizen(s) and/or bona fide resident(s) of eligible country(ies) or by a body(ies) corporate meeting these requirements;

- (b) in the case of unincorporated firms, the persons are citizens or bona fide residents of an eligible country; and
- (c) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person not a citizen or bona fide resident of an eligible country.

For the COVID-19 Response Program, procurement eligibility shall be extended to all eligible countries that are not CDB member countries. Consultants are advised to review the detailed eligibility criteria detailed in Section 4 and conflict of interest provisions in Section 5 of the **Procurement Procedures for Projects Financed by CDB (January, 2021), as applicable and as published on CDB's website.**

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability, and existing commitments. Key Experts will not be evaluated at the EOI submission stage.

Interested consultant teams are required to submit their Expressions of Interest using the “EOI Consulting Firms template” attached to this REOI or can be made available upon request by contacting Address 1 below. All information must be submitted in English. Further information may be obtained from the first address below between 9:00 am and 3:30 pm Monday to Friday, except on Public Holidays.

The Expression of Interest must be received electronically at the first (PIU) and second (CDB) addresses below no later than **4:00 PM (Eastern Standard Time) on Tuesday, June 11, 2024.** The submission should include the name and address of the applicant and shall be clearly marked **“Expression of Interest – Consultancy Services for Project Audit”.**

The selection method shall be Consultants’ Qualifications Selection. Therefore, following the receipt of submissions, firms shall be assessed and compared, and the best qualified and experienced firm shall be selected. Only the selected firm shall be asked to submit a combined technical and financial proposal and, if such proposal is responsive and acceptable, be invited to negotiate a contract. The GOSVG reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not selecting any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

<p>(1) Attention:</p> <p>Recardo Frederick Director of Economic Planning (PIU) Economic Planning Division Ministry of Finance, Economic Planning and Information Technology Bay Street Kingstown St. Vincent and the Grenadines</p> <p>Tel: 784 – 457 - 1746 784 - 456-1111 Ext 3653 / 3654</p> <p>Email: cenplan@svgcpd.com dtelesford@svgcpd.com</p>	<p>(2)</p> <p>Caribbean Development Bank Tel: (+1246) 539-1600 Email: procurement@caribank.org</p>
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COVID-19 RESPONSE PROGRAMME
Improving Response and Resilience of the Health Sector to COVID-19 Project
Terms of Reference FOR FINANCIAL AUDIT

1. BACKGROUND

1.01 The Government of St Vincent and the Grenadines (GOSVG) has received financing from the Caribbean Development Bank (CDB), in an amount equivalent to four million, four hundred and four thousand United States dollars (US\$4,404,000.00) (the Loan), from the Special Funds Resources. The financing was allocated from funds provided by the Inter-American Development Bank to the CDB under the Global Loan Programme to build health, social and economic resilience in CDB Member Countries of the Organisation of Eastern Caribbean States, during the Coronavirus Disease 2019 (COVID-19) crisis.

2. OBJECTIVE

2.01 The objective of the audit engagement is for the Auditor to express an opinion (or disclaim an opinion if applicable) on the project's Statement of Cash Flow and Statement of Cumulative Investments for the accounting period ending on that date. The Project's books of account provide the basis for preparation of the financial statements and are established to reflect the financial transactions in the Project.

2.02 The specific objectives are to obtain an opinion from the independent auditor regarding:

1. Whether the financial statements of the Project and/or entity including the Designated Account (if applicable) reasonably present the financial situation of the Project and/or entity.
2. The reasonableness of the supplementary financial information
3. Compliance of the executing agency and/or borrower with the Terms and Conditions of the Loan Agreement #71/SFR-STV (the agreement) and applicable laws and regulations. The Auditor must evaluate the following:
 - (a) Compliance – by means of an integrated audit of the procurement and disbursement process with the norms and procedures established in the Loan Agreements, for the selection, award, contracting, receipt, and payment of goods and services and consulting procured and financed with the Loan proceedings and local counterpart funds, as such the validity of the supporting documentation and eligibility of the expenditures presented in the disbursement request.

- (b) In order to verify the proper application of procurement and disbursement procedures established in the Loan Agreements and the eligibility of the expenditures, the auditor should verify that the supporting documentation:
 - (i) is adequately supported by reliable invoices and maintained in the records of the executing agency;
 - (ii) was duly authorised;
 - (iii) corresponds to eligible expenditures in accordance with the Terms and conditions of the loan; and
 - (iv) was properly recorded.

- (c) A sample of inspection visits to works financed with project resources in order to verify that they are being executed in accordance with the approved plans and specification in the respective contracts. Visits to project beneficiaries to verify the eligibility of the beneficiary and/or the expenditure

- (d) A review of the procedures to record, control and maintain goods acquired with the project funds; and

- (e) The auditor should evaluate and report on:
 - (i) the misuse or misappropriation of funds (intentional or not intentional) identified during the audit, segregating the amounts paid for ineligible expenditures to the Project, indicating the number of the invoices, items, and description; and
 - (ii) the status implementation of any prior recommendations.

3. SCOPE AND STANDARDS TO APPLY

3.01 The Audit will be conducted in accordance with International Standards on Auditing. Those standards require that the auditor plans and performs the Audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. The Audit should include examining, on a test basis, evidence supporting the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

3.02 In evidencing compliance Agreement, the auditor is expected to carry out tests to confirm that:

- (a) All external funds have been used in accordance with the conditions of the relevant financing agreements

- (b) Counterpart funds have been provided and used in accordance with the relevant financing agreements
 - (c) Goods, works and services financed have been procured in accordance with the relevant financing agreements
 - (d) All necessary supporting documents, records and accounts have been maintained in respect of all project activities.
- 3.03 The Financial Statements should include statement of cash receipts and payment notes, comprising a summary of significant accounting policies and other explanatory notes.
- 3.04 The internal control evaluation should include testing the effectiveness of control in the procurement process and payment for good, works and services for the period reviewed, based on a representative sample for the purpose of reducing audit risks.
- 3.05 Audits for the fiscal years ending December 2023 and December 2024; and the closure period January 1 to April 30, 2025 are required. In the event of an extension of the Project, the existing rates shall apply for an extension lasting up to twenty-four months.

4. AUDIT REPORTS

- 4.01 The Auditor will issue an opinion on the Financial Statement. In addition to the audit opinion the Auditor will report on, but not limited to, the following, either in the Audit Report or in the report to the management:
- (a) Provide comments and observations on the accounting records, systems and controls that were examined during the course of the audit. Identify specific deficiencies and areas of weaknesses in systems controls and make recommendation for their improvement.
 - (b) Report on instances of noncompliance with the terms of the Agreement.
 - (c) Quantify and report expenditures that are considered to be ineligible, paid out of the Designated Account (if applicable) or which have been claimed from CDB.
 - (d) Communicate matters that have come to the Auditor's attention during the Audit which might have a significant impact on the implementation of the Project.
 - (e) Call the borrower's attention to any other matter that the Auditor considers pertinent.

5. INTENDED USERS OF THE OF THE REPORT, LIMITATION OF USE, AND DISTRIBUTION

- 5.01 The Auditor's Report is intended for the Recipient/Executing Agency and CDB.

5.02 Three (3) hard copies of the Auditor's Report as well as the version, in electronic format, must be submitted by the Auditor to CDB and to the Recipient/Executing Agency.

6. DEADLINE FOR SUBMISSION OF THE AUDIT REPORT

6.01 It is anticipated that the external audit engagement will require a maximum of twenty (20) person-days.

6.02 The draft audit report for the respective fiscal period, shall be submitted to the Executing Agency no later than April 15 of the following year, to allow for review, comments and preparation of the final audit report which must be submitted to the CDB no later than June 30. The audit of the closure period is due 30th September 2025.

7. QUALIFICATIONS AND EXPERIENCE

7.01 The Auditor should be a qualified chartered accountant with membership in one or more professional accountancy bodies (eg. Association of Chartered Certified Accountants) and hold a relevant external audit practice certificate. The Auditor should have at least 10 years of relevant external auditing experience.

8. GENERAL

8.01 The Auditor is entitled to unlimited access to all information and explanations considered necessary to facilitate the Audit including legal documents, project preparation and supervision reports, report of review and investigation, correspondence and credit account information. The Auditor may also seek written confirmation of amounts disbursed and outstanding.

BRIEF PROJECT SUMMARY

Improving Response and Resilience of the Health Sector to COVID-19 Project

A. Project Outcome and Description

The overall objective of this project is enhanced public health capacity for care provisioning by directly and indirectly boosting response and resiliency to the impacts of Novel Coronavirus and other emergencies in SVG.

Project Summary

The proposed project consists of the following components:

Component 1 – Goods.

- (a) Enhancing Surveillance, Case Detection and Monitoring
- (b) Improving the capacity to interrupt the chain of transmission
- (c) Strengthening the capacity for the delivery of critical care services to COVID-19 and non-COVID-19 affected persons.

Component 2 – Minor Works.

- (a) Improving the capacity to interrupt the chain of transmission
- (b) Strengthening the capacity for the delivery

Component 3 – Other Services.

- (a) Project Management and Auditing Services

Program Cost and Financing

Project Components	Saint Vincent and the Grenadines CDB/IDB: 96% Counterpart:4% (US\$ million)	
	Project Costs	Percent of Financing
1. Component 1 - Goods	3.579	77.74%
2. Component 2 - Minor Works	0.215	4.67%
3. Component 3 - Project Management and Auditing Services	0.281	6.10%

4. Contingencies	0.330	7.16%
5.Counterpart Financing	0.199	4.33%
Total Project Costs	4.604	100%