

REQUEST FOR PROPOSAL FOR THE ANNUAL EXTERNAL AUDIT

INTRODUCTION

The International Potato Center (CIP), known by its Spanish acronym CIP, was founded in 1971 as a research-for-development with a focus on potato, sweetpotato and Andean roots and tubers. It delivers innovative science-based solutions to enhance access to affordable, nutritious food, foster inclusive, sustainable business and employment growth, and drive the climate resilience of root and tuber agri-food systems.

Headquartered in Lima, Peru, CIP has a research presence in more than 20 countries in Africa, Asia and Latin America.

CIP is a CGIAR research center, a global research partnership for a food-secure future. CGIAR science is dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources and ecosystem services. Its research is carried out by 15 CGIAR centers in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations and the private sector.

The center is an autonomous entity, with an international board of trustees, established as an international organization in 1971 in Lima. CIP has the status and privileges and immunities of an international organization under its host country agreement with the Government of Peru as well as with various other countries in which it conducts research.

CIP is funded by a number of donors, including funds from the CGIAR. The total revenue of the Center in 2018 was US\$ 63.0 million. An indicative financial transaction volume is 60,000 journal vouchers per year.

The Center's financial accounts are maintained in Agresso Business World System.

DELIVERABLES AND TIMELINE:

The auditors will express an independent professional opinion as to whether the financial statements present fairly, in all material aspects, the financial position of the International Potato Center (CIP) in accordance with the International Financial Reporting Standards (IFRSs). The audit will be carried out in accordance with the International Standards on Auditing (ISAs). CIP is governed by internal rules established according to the IFRS.

In addition, CIP is also required, under the terms of some donor agreements entered for specific research or related projects, to prepare project-specific financial statements according to formats stipulated by the donor and have these independently audited.

Deliverables

Audit report:

- Examine on test basis that appropriateness of supporting documents, records, and books of accounts relating to all activities in support of the examination of the Annual Financial Statements according to the ISAs and IFRS.
- Preparation and presentation of an audit report and other matters arising from the audit for presentation to CIP's Board's Audit and Risk Committee (ARC).
- Signature of the audit report under the international name of the firm.
- Audit and issuance of an opinion of specific projects (10 to 12 projects).

Management letter:

- Preparation of a management letter (including any management responses) identifying specific deficiencies or areas of weakness in systems and controls, and make recommendations for their improvement;
- Any matters that come to the auditors' attention during the audit that may have a significant impact on the implementation of the work of the Center.

Timeline

Activity	Estimate date
Issuance of the RFP	April 11 th 2019
Applicants consultations	April 24 th - 25 th 2019
Reply to consultations	May 2 nd 2019
Deadline for submission of proposals	May 7 th 2019
Final Decision of CIP on Appointment of Auditors	May 8 th 2019
Commencement of audit	September 2 nd 2019
Draft audit report and management letter submitted	February 28 th 2020
Final audit report submitted to ARC (no later than)	March 27 th 2020

PREPARATION AND SUBMISSION OF PROPOSAL

During the preparation of the written proposal, the external audit firm should pay particular attention to the following:

CIP requires the firm to nominate a senior partner who would have overall responsibility for the quality and timeliness of the audit assignments, and for formal contact between the firm and the center.

CIP requires that the firm, wishing to respond to this proposal, must disclose in their proposal any current situations or existing client relationships that may rise to perceive or have conflicts of interest in undertaking the assignment.

CIP's official language is English therefore, the audit report and all related correspondence should be in this language.

CIP will assess proposals based on these technical and financial criteria:

- Overall capabilities of the firm
- Professional team assigned
- Proposed methodology
- Understanding of the assignment
- Cost
- Any other specific criteria that may be deemed pertinent during the selection process

The financial proposal (for fee and estimated "out of pocket" expenses) must be supported with an appropriate breakdown analysis.

Technical and financial components of the written proposal must be submitted in electronic format only to Mrs. Ximena Ganoza at the following address: **x.ganoza@cgiar.org**

The deadline for the receipt of the proposals is May 7th, 2019 at 5:00pm PET.

Upon receipt of the proposal, the Center will evaluate it and the firm may be requested to provide additional information if needed. Only organizations shortlisted will be invited to make a presentation to an internal evaluation committee.

Luis Felipe Mendes
Chief Financial Officer

Patricia Mendoza
Corporate Controller