



Call for Proposal

Audit of the 9th International Congress on AIDS
in Asia & the Pacific

CALL FOR PROPOSAL
for Audits of the 9th International Congress on AIDS in Asia & the Pacific

Introduction

The Secretariat of the National AIDS Commission would like to invite qualified international and national audit firms with offices in Jakarta to submit a proposal to conduct an audit of the 9th International Congress on AIDS in Asia and the Pacific (ICAAP).

The proposal may form the basis of a contract with the Secretariat of the National AIDS Commission on behalf of the 9th ICAAP Local Organizing Committee. The contract will cover the audit of the financial performance and expenditures of the congress.

The overall objective of the audit is to assess whether the implementation and financial reports of the congress are reflected on the expenditures, whether the grants directed toward the congress have been utilized for the purposes described in the Letter of Agreements, whether incomes generated from the sales plan have been utilized for the purposes of implementing the congress and whether appropriate procedures have been followed and proper documentation is available.

Scope of Work

The scope of work of audit include all income received and expenses incurred during the preparation and the implementation of the 9th ICAAP or from May 2008 to November 30 2009. About 98 % income received and expenses incurred, took place during April to August 2009. The total funds to be accounted for is about USD \$2,5million.

Financial audit shall be performed in accordance with generally accepted auditing standards in Indonesia. The specific objectives are to:

- Express an opinion on whether the fund accountability statement present fairly, in all material respects, revenues received and cost incurred during congress period.
- Express an opinion on whether the financial statements of the congress organization as a whole present fairly, in all material respect, the financial position of the congress organization and the result of its operations and change in fund balance for the end of congress period.
- Evaluate and obtain a sufficient understanding of the internal control structure of the congress organization, asses control risk and identify reportable condition, including material internal control weaknesses.
- Perform test to determine whether the congress organization complied, in all material respect, with agreement term and applicable law and regulations.

Proposal Content

The proposals and all related correspondence and documents shall be in English. The contents of the requested proposal should include, but may not be limited to the following:

1. Technical Component

The firm, qualifications and proposed audit team:

- Description of the firm and the firm's qualifications, number of personnel, experience with similar projects and clients referrals
- Brief presentation of the composition of the team proposed and the curriculum vitae of the members of the team

Proposed approach, methodology, timing and outputs:

- With reference to the TOR, provide a presentation of the approach and methodology employed to undertake the audit
- Suggested time plans (indicate commencement and closure date)
- Indication of person-days to be utilized for specified purposes
- Description of expected outputs

2. Price Component

- The fee proposal must be a total fixed price quotation indicating overall total amount in US dollars proposed
- The calculation of the fee should indicate the all inclusive-cost in US dollars and an estimate of the time-effort to be allocated for the services, expressed in number of working days by the employees performing the audit
- Any incidental out of pocket expenses, such as travel and accommodation must be included in the overall fixed price fees submitted
- No amount other than the proposed total fixed price shall be paid
- NAC's general policy is to effect payment upon the achievement of specific milestones described in the contract

Proposal Submission

1. The submitted proposal shall comprise of the following documents:
 - Technical components
 - Price component
2. Each document must be submitted in a separate inner envelope and both documents shall be enclosed in one outer envelope.
3. Your proposal must be marked - **Proposal to Conduct 9th ICAAP Audit** - and delivered before 4pm on Friday, 20 November 2009 to the following address: 9th ICAAP Secretariat - Menara Eksekutif 8th Floor, Jalan MH Thamrin Kav. 9 Jakarta 10330.
4. Any inquiries prior to the submission should be directed to Mr. Edy Haryanto, Phone: +62 21 39838845-46. Inquiry and or submission by email or fax will not be entertained.

TERMS OF REFERENCE
Audits of the 9th International Congress on AIDS in Asia & the Pacific

Background Information

The International Congress on AIDS in Asia and the Pacific (ICAAP) is a principle biennial congress on AIDS in the region. It is convened by the AIDS Society of Asia and the Pacific (ASAP) and it has played a key role in building commitment and networks in the struggle against HIV and AIDS in Asia and the Pacific region for over fifteen years. UNAIDS is the Joint United Nations Programme on AIDS and is one of the main Co Sponsors of the 9th International Congress on AIDS in Asia and the Pacific (ICAAP).

Indonesia was successfully selected as the host of the 9th ICAAP by ASAP, which has taken place from 9 – 13 August 2009 in Nusa Dua, Bali. The theme of the 9th ICAAP was “Empowering People; Strengthening Networks.” It underscored a movement for change and highlights the importance of inclusiveness and participative engagement in the Asia Pacific region’s response to HIV and AIDS.

A Local Organizing Committee (LOC) was established by a consortium of Indonesian AIDS activists to ensure a smooth operation of the organization, management, implementation and reporting of the 9th ICAAP. ASAP also formed an International Advisory Committee (IAC) to provide guidance and assistance to the LOC and ensure that the goals of ICAAP were fully realized during the implementation of the Congress.

The LOC realized that the responsibility for the organization, administration, implementation and hosting of the 9th ICAAP was a major undertaking and would require support by stakeholders at all levels—international, national and local. This was reflected in the organization of the committees and the sub-committees within the LOC which was working to ensure broad representation, interacting not only with academics or government departments but also reaching out to include the civil society and groups working with young people, women groups, faith based organizations, marginalized population such as injecting drug users, sex workers, LGBT and organizations of people living with HIV (PLHIV).

Since its inception, the 9th ICAAP LOC agreed that it would not become a legal entity of its own. The Indonesian National AIDS Commission (NAC) was asked to function as its administrative and financial agent. A full time secretariat team was formed by the NAC to provide support for the operation of the Local Organizing Committee. On behalf of the LOC, the NAC also opened and managed four separate accounts for registration payment (USD & IDR) and for income generated from the sponsorship menu (USD & IDR).

Upon the completion of the 9th ICAAP, a public financial report is due. The 9th ICAAP LOC has agreed that it will appoint a local external auditor to review and endorse the final project report.

Project Period: May 2008 – November 2009

Primary Implementing Partner:

Pacto Convex Ltd. - Lagoon Tower Sultan Hotel Basement Level
Jalan Sudirman Jakarta

Consultations with Concerned Parties

Prior to the start of the audit work, the auditor is required to consult with the 9th ICAAP Secretariat as implementing team and Pacto Convex as implementing partner for the detailed scheduling of the audits. The auditor will then proceed with more detailed planning and preparations.

The consultations must ensure:

- Provision of general information on background and implementation of the congress, as well as other relevant information as appropriate
- Agreement on the audit work plan, detailed and well defined division of roles/tasks between the different parties involved, clear channels to maintain regular contacts with the parties and procedures for adjustment of work plan if changes occur.

Consultations will provide the auditor with information on which secretariat staff is responsible for outputs and activities and additional congress documents relevant to the auditing. The auditor will also be provided with all relevant reports and documents, including but not limited to: Financial and implementation reports, including summaries of expenditures statement for the projects; and any supporting documentations (invoices, receipts, etc) and evidence to support the reports.

Upon completion of the audit reports, the auditors will meet with the 9th ICAAP Congress Chairs to debrief on its major findings and recommendations and to achieve feedback before finalization of reports.