



No. 2-4-1/24

Date: 17.04.2024

Subject: Invitation to Tender - External Audit of Financial Operations for DPPI SEE

Dear recipient,

Following a comprehensive market analysis, we are pleased to extend an invitation to your company to participate in a competitive procedure aimed at conducting an external audit of the financial operations of the Secretariat of the Disaster Preparedness and Prevention Initiative for South Eastern Europe (DPPI SEE) for the fiscal year 2023.

General Background of DPPI SEE:

Southeastern Europe faces various natural and anthropogenic disasters that often transcend borders and overwhelm individual country capacities. Preparedness levels vary significantly across the region, with certain threats, such as floods and forest fires, recurring seasonally, presenting opportunities for coordinated emergency preparedness and mutual assistance among neighboring countries.

In November 2000, the Stability Pact for Southeast Europe initiated the DPPI SEE to foster a unified regional approach to disaster preparedness and prevention among its 10 member states: Albania, Bosnia and Herzegovina, Bulgaria, Croatia, North Macedonia, Montenegro, Romania, Serbia, Slovenia, and Turkey. DPPI SEE serves as a regional platform to facilitate the development of programs and projects aimed at enhancing disaster resilience through collaboration and information exchange.

DPPI SEE's objectives include:

- Promoting regional stability and good neighborly relations through sharing of knowledge and best practices in disaster management.
- Facilitating cooperation among DPPI SEE partners in the context of EU enlargement and Euro-Atlantic integration.
- Supporting the development and implementation of modern disaster management laws, environmental regulations, and codes across the region in line with international standards.

Description of Tasks:

The selected bidder will be tasked with reviewing DPPI SEE's internal Financial Management Rules and examining the Secretariat's financial documentation for the year 2023 to assess the legality and accuracy of financial operations. A comprehensive report detailing the findings and recommendations for enhancing financial management practices will be expected.

Place of External Financial Audit:

The audit will be conducted at the DPPI SEE's Secretariat's premises located at Branilaca Sarajevo 34, Sarajevo 71 000, Bosnia and Herzegovina. Subsequent communication between the contractor and DPPI SEE's Secretariat will be conducted via email, video conferencing, or other means until the completion of the audit, with all travel and accommodation expenses to be covered by the contractor.

Delivery:

The contractor is required to complete the external audit within 15 working days from the date of contract signing. Failure to meet agreed conditions, including deadlines, will constitute a breach of contract. The audit report must be delivered in three identical hard copies in English, along with an electronically compatible PDF version. Both initial draft and final versions of the report should adhere to DPPI SEE's Financial Management Rules and be verified by an English-proficient individual.

Indicative Time Frame:

We anticipate contract signing by May 2024, with the final audit report to be prepared within 15 working days thereafter.

Should you be interested in collaborating on this project, please reach out to us at secretariat@dppl.info.

Best Regards,
Prof. Dr. Rade Rajkovchevski, Head of the DPPI SEE's Secretariat
