



Terms of Reference (TOR) for External Auditor for IP Capacities for Smart, Sustainable and Inclusive Growth in the MEDiterranean Region (IPMED)

REF. JEDCO/IPMED/EA/2020-2

Duration: One year (renewable for a maximum of 2 years based on ENI acceptance of the performance of external auditor's work.)

❖ Background

A solid bond between Intellectual Property Rights (IPR), research and innovation constitutes a fundamental pillar for knowledge-based societies. Crucial for the development and competitiveness of start-ups, micro, small and medium-sized enterprises (MSMEs) and entrepreneurs, IPR is, however, the element of the axis most often unknown or overlooked by these groups in business decision-making both in Europe and beyond. Recent studies on firm competitiveness and economic performance highlight that only 9% of SMEs make use of IPR in Europe (against 40% of large companies). Yet small firms owning IPR perform better than those that do not (increased reputation, strengthening of long-term business prospects and increased turnover). In the Euro-Mediterranean area, changing this pattern of low interest/access to IPR is critical to help regions of both shores of the basin achieve smart, sustainable and inclusive growth.

IP Capacities for Smart, Sustainable and Inclusive Growth in the MEDiterranean Region (IPMED) is a project that intends to contribute to the change aforementioned by helping local authorities understand how they can better support entrepreneurs in accessing, using and optimizing the growth potential of IPR, and enhancing the IPR of young entrepreneurs.



IPMED was initiated under ENI CBCMED, a cross border cooperation initiative program funded and implemented by the EU, with business and SMEs development as the thematic objective. Led by JEDCO in Jordan, the project has partners in Greece, Italy, Spain and Tunisia that will work in harmony to achieve its objectives. The project is also controlled by Regione Autonoma della Sardegna, the Managing Authority (MA) of ENI-CBMED.

Jordan Enterprise Development Corporation (JEDCO) is a government organization that designs and runs a variety of programs and projects for supporting entrepreneurs and SMEs in Jordan in terms of access to finance, training, building export readiness and technical assistance.

This TOR enables the auditors to examine whether the costs declared by the lead beneficiary (JEDCO) and the revenue of the project are real, accurately recorded and eligible in accordance with the contract.

❖ **The accounting period to be covered by the audit**

The auditor work should cover the transactions of fiscal from 5/9/2019 to 04/09/2020.

❖ **Objective of the audit**

To enable the auditors to examine whether the costs declared by the lead beneficiary (JEDCO) and the revenue of the project are real, accurately recorded and eligible in accordance with the contract.

❖ **Scope of the audit**

The project auditors will check the documents through the ENI Monitoring System of the Programme. However, they must ensure to carry out in situ verification at least once in the lifetime of the project and most preferably during the verification of the final report, in order to verify the original supporting documents, the procurement procedures, the outputs of the project, the evidence of services, works, equipment, goods co-financed through the projects, the adequacy of the accounting systems. A list of project outputs will be produced and signed by the auditors as attachment to the EVR.

The tasks of the auditors appointed are as follows:

- A verification that goods and services have been delivered and the works have been performed.
- A verification that the expenditure declared by the beneficiaries relates to the eligible period or previous ones and it has been paid.
- A verification that the compliance with applicable rules (including eligibility rules), also including procurement and visibility requirements.
- A verification that the compliance of the expenditures with the approved project and the signed Grant Contract.
- To check the related documents and accounting on avoidance of possible double funding.
- To verify the adequacy of supporting documents.
- To check the registration of the expenditure in the accounting records of the beneficiary and that the expenditure is determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary.
- To check the record-keeping and archiving rules for the documentary evidence related to the implementation of the project.
- To notify irregularities and suspicion of fraud or corruption, as the case may be.
- To fill an Expenditure Verification Package and its annexes.
- A consolidated Expenditure Verification Report EVR, including the results of the verifications carried out by all partners' auditors shall be fill-in by the auditor. The auditor shall be granted all access rights necessary for the verification purposes.

❖ **Conditions of Participation**

The external auditor must meet at least the following conditions:

- The auditor must be a chartered accountant or an accounting firm. For public accounting firms, the intervening team must include at least one member with the quality of chartered accountant.

- The participant must not, by the deadline for receipt of tenders, be performing tasks specialties related to monitoring, organization, accounting or advisory assistance in the organization concerned.
- The participant must not be in one of the exclusion cases provided for by the legislation in force.
- Only accountants and consulting firms can participate in the selection procedure.
- Undertakes to carry out the mission in accordance with the standards and ethics outlined in the TOR of the grant contract.
- The above conditions must be met by applicants by the deadline for submission of applications indicated in the notice launched by the beneficiary.
- The absence of any of the general or professional conditions required leads to the exclusion of the application of the selection procedure.

❖ **Submission Procedures**

Chartered accountants must: send their files on the following email ENI@jedco.gov.jo:

The deadline for receipt of offers is **26th July 2020**, Offers received after the date and time mentioned will not be considered.

The submission is presented in one step. It includes the technical offer and the financial offer, as well as all requested parts and documents. Any offer that does not meet the above conditions will be excluded. The participant submits the offer with the documents necessary for the presentation of the application.

All pages of the Terms of Reference should be targeted. The last page must contain the date, the participant's signature and stamp.

Any offer is rejected if:

- Arrived after the deadline.
- Of which one or more requested documents are not present or which are not present in accordance with the requirements of the conditions of participations of these TOR.
- Not meeting the terms of reference or the participant has made changes to it.

Parts constituting the offer:

- A copy of the Company's Control registration (CCD)
- A certificate of registration with the Order of Chartered Accountants
- CV of the participant presenting the project audit experience



- CVs of all team members for the consulting firms accountant answering this call

Financial documents:

- The financial offer in words and in numbers

❖ **Examination of applications**

Nominations submitted within the time limits specified in the external auditor's selection notice are reviewed by the competent commission to the beneficiary of the project.

Only candidates who meet all the conditions will be admitted to the selection. The competent committee shall review requirements of the offers presented. The offer is excluded in the event of non-compliance with the deadline or in the event of non-presentation of the documents received.

❖ **Payment Schedule:**

Payments will be exclusively paid by the Jordan Enterprise Development Corporation as the body in charge of the Financial Management of the project, within the meaning of the budget which is sent to it.