Audit report template letter

The template below is expected to facilitate the drafting of a report which addresses the minimum audit requirements.

[Agency Name and address]

We, [Company Name] established in [City], [Country], represented by the signature of this audit report by [Auditor’s name], hereby certify that:

* We have conducted an audit relating to the Financial Report of Economy and Environment Partnership for Southeast Asia at University of Economics Ho Chi Minh City hereinafter referred to as EEPSEA, to which this audit report is attached, and which is to be presented to the Environment for Development Initiative Secretariat (EfD Secretariat) at the Department of Economics, University of Gothenburg, Sweden, under the contract “Environment for Development Initiative in Vietnam 2017-2020” for the period 1 January 2017 to 31 December 2017.
* We confirm that our audit was carried out in accordance with the International Standards of Auditing, ISA 800 and ISA 315. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial report is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures on the abovementioned financial report. ISA 315 is used as a basis for the risk assessment. Our audit was also carried out in accordance with the relevant terms of the agreement and the attached terms of reference provided by the EfD Secretariat.
* We confirm that our audit reviewed additional areas in line with the International Standard on Related Services (ISRS) 4400. Our findings are outlined on page X of our report.
* The abovementioned financial report was examined and all tests of the supporting documentation and accounting records deemed necessary were carried out in order to obtain reasonable assurance that, in our opinion, based on our audit:
* The financial report has been prepared in accordance with the project accounts and Sida’s requirements for financial reporting;
* The financial report has been prepared in compliance with the relevant financial terms and conditions of the abovementioned agreement and applicable laws and regulations regarding accounting and taxes;
* Supporting documentation exists for the audited sample of costs. The sample is based on our risk assessment;
* There was missing supporting documentation for [XX] amount

OR There was no evidence of any missing supporting documentation.

* Agreements have been signed with the organizations to which EEPSEA channels parts of the funds and the audit requirements have been fulfilled. The terms of reference for the annual audit of received funds has been forwarded to receiving organizations. Satisfactory routines are in place to act on received audit reports from these organizations

OR There were no funds channeled to other organizations.

* Reporting has been conducted in accordance with ISRS 4400 and the results can be seen on page [X] and below.

Exceptions, recommendations and response

In our audit we have identified the following exceptions which affect our statements above:

|  |  |
| --- | --- |
| **Exception** | **Recommendations** |
|  |  |
|  |  |

Measures taken in response to previous audits:

|  |  |
| --- | --- |
| **Recommendation from audit of 2016 funds** | **Measures taken during 2017 and recommendations for 2018** |
|  |  |
|  |  |

The response and measures taken as a result of this audit will be described by EEPSEA separately in their management response to the EfD Secretariat.

Our company is qualified to deliver this audit certificate in full compliance with the terms of the contract.

[Date Month Year]

[Signature]

[Auditor’s name]

[Auditor’s job title]

[Company name]

Template – Statement on the Audit from EfD Centre

To be printed on EEPSEA’s letterhead

|  |  |
| --- | --- |
| [Auditor name][Auditor’s Company name][Address] | Date: DD MM 2018 |

**Re: Statement on the Audit – Environment for Development Initiative**

This statement is provided in connection with your firm’s audit of the Sida project EfD 61050043 for the reporting period beginning 2017-01-01 and ending 2017-12-31. I am aware that the auditors’ mission was to perform the audit in accordance with International Standards on Auditing (ISA), generally accepted auditing standards in Vietnam and according to Sida’s Terms of Reference for the Annual Audit. The scope of the audit is to make an accurate statement about the financial component of the EEPSEA at UEH which reports to the Environment for Development Initiative Secretariat at the Department of Economics, University of Gothenburg, Sweden regarding projects financed via the EfD Secretariat.

I acknowledge that management has the ultimate responsibility for the statements being prepared in accordance with the umbrella contract with the EfD Secretariat, and that EEPSEA has established and maintains a sound internal control structure adapted for financial reporting required to Sida and other donors.

I also confirm, to the best of my knowledge, the following:

* There have not been any irregularities regarding the project managers or senior employees in the accounting and internal control systems, or any other person who could have affected the reports substantially. Nor am I aware of other staff having been involved in irregularities which may materially affect the report.
* I have provided access to all accounting documents including supporting documentation, contracts and agreements.
* All business transactions are recorded in the accounts that form the basis for the financial reports. The reports contain no material misstatements, no omission of material facts, and no change of accounting occurred during the period beyond what is stated in the reports.
* I confirm that all transactions between EEPSEA and related parties occurred on market terms.
* The centre followed the host institution’s regulations for procurement.
* EEPSEA has fulfilled all terms that may have affected the reports significantly if they had not been fulfilled.
* Apart from what is presented in the reports, there have been no incidents after the reporting period that require modification or disclosure in the reports.
* If we have channeled funds to other organisations, we have signed agreements with these organisations which contain all the requirements Sida prescribes.
* Our own financial contributions have been accounted for in accordance with the principal agreement with the EfD Secretariat.
* Unutilized funds have been accounted for in the reports to EfD Secretariat.

Sincerely

[Name]

[Job title], EfD in Vietnam, [Agency name]

**FORM FOR SUBMITTING SERVICE PROVIDER’S TECHNICAL PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[1]](#footnote-1))***

 [insert: *Location]*.

[insert: *Date]*

To: Environment and Economy Partnership for Southeast Asia

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to EEPSEA in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments.

1. **Qualifications of the Service Provider**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of EEPSEA by indicating among others the following with appropriate supporting documents:

1. Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
2. Business Licenses – Registration Papers, Tax Payment Certification, etc.
3. Track Record – list of clients for similar services as those required by EEPSEA, indicating description of contract scope, contract duration, contract value, contact references

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client** | **Contract value** | **Duration of activity** | **Services/goods provided** | **References contact (name, phone, email)** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc. (if any)
2. **Proposed Methodology for the Completion of Services**

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

Propose work-plan.

1. **Qualifications of Key Personnel**

The Service Provider must provide:

1. Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
2. CVs demonstrating qualifications

We agree to abide by this Proposal for 90 days from the date of proposal submission deadline.

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

**FORM FOR SUBMITTING SERVICE PROVIDER’S FINANCIAL PROPOSAL**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[2]](#footnote-2))***

The Proposer is required to prepare the Financial Proposal in an email separate from the rest of the RFP as indicated in the Instruction to Proposers.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Any estimates for cost-reimbursable items should be listed separately.

The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

1. **Cost Breakdown per Deliverable\***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |   |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Applicable taxes |  |  |
|  | **Total**  | **100%** |  |

1. **Cost Breakdown by Cost Component *[This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  1. Services from Home Office |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
|  2. Services from Field Offices |  |  |  |  |
|  a . Expertise 1 |  |  |  |  |
|  b. Expertise 2  |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |
| **Applicable taxes** |  |  |  |  |

We agree to abide by this Proposal for 90 days from the date of proposal submission deadline.

[Name and Signature of the Service Provider’s Authorized Person]

[Designation]

[Date]

1. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-1)
2. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-2)