



Terms of Reference

Consultancy Service (Auditing)

Project Title:

"Career Oriented Curricula Development for Road Vehicle Maintenance"

Title of the Post:

External Financial AUDITOR

Duty Station:

Palestine Polytechnic University – Hebron – West Bank

Duration of Assignment:

Three Weeks: May 9, 2017 – May 29, 2017

Introduction:

Palestine Polytechnic University (PPU) is the grant holder of the Tempus project "Career-Oriented Curricula Development for Road Vehicle Maintenance (CODE)", it is co-funded by European Commission with the reference No. "544046-TEMPUS-1-2013-1-PS-TEMPUS-JPHES".

CODE aims at creating a sustainable model for an academic-official-professional partnership that can deliver concrete results in terms of targeted higher education reform and employability. To serve this purpose, CODE is designed to develop specific competencies and know-how through joint implementation of well-structured activities and cross-cutting initiatives to develop career-oriented curricula for road vehicle maintenance.

Based on that PPU is seeking on a lump-sum assignment, a consultant to provide PPU and EACEA **Report of Factual Findings on the Final Financial Report** with a reasonable assurance that the costs as well as the receipts have been declared in the Final Financial Report in accordance with the relevant legal and financial provisions of the Grant Agreement.

Main Duties and Responsibilities:

The auditor shall ensure that the work has been undertaken:

- In accordance with the International Standard on Related Services ('ISRS') 4400 Engagements to perform Agreed-upon Procedures regarding Financial Information as promulgated by the International Auditing and Assurance Standards Board (IAASB) of IFAC;
- In compliance with the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants (IESBA) of IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedures engagements, the Agency requires that the auditor also complies with the independence requirements of the Code of Ethics for Professional Accountants.
- The auditor invoices PPU directly, giving a breakdown of the amount of fees charged, travel & subsistence reimbursement(s) as well as the VAT applied.

- An engagement letter should be signed by both the PPU and the auditor.
- The auditor must use the reporting format required by the grant terms, and is given by the EACEA guide lines given on website:
http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_2013_en.php
- The Report of Factual Findings on the Final Financial Report – Type II should be composed of two separate documents:
 - the auditor's Report of Factual Findings to be issued on the auditor's letterhead and dated, stamped and signed by the auditor.
 - the list of invoices relating to the Action (Annex IV to the Grant Agreement), compiled by the beneficiary and dated, stamped and signed by the auditor.
- The Report of Factual Findings on the Final Financial Report – Type II must be written in English.

Deliverables:

Report of Factual Findings on the Final Financial Report Type II is composed of two separate documents:

- The auditor's Report of Factual Findings to be issued on the auditor's letterhead and dated, stamped and signed by the auditor
- The list of invoices relating to the Action (Annex IV to the Grant Agreement), compiled by the beneficiary and dated, stamped and signed by the auditor
- The Report of Factual Findings on the Final Financial Report – Type II must be written in English based on the guidelines given on website:

http://eacea.ec.europa.eu/tempus/beneficiaries/beneficiaries_tempus4_2013_en.php

Eligible Auditor

The Auditors eligible to deliver the Report of Factual Findings on the Final Financial Report – Type II, could be any qualified external auditor, including its statutory external auditor, provided that the following cumulative requirements are met:

The external auditor must be independent/company from the beneficiary;

The external auditor must be qualified to carry out statutory audits of accounting documents in accordance with national legislation implementing the Directive on statutory audits of annual accounts and consolidated accounts or any European Union legislation replacing this Directive.

The auditor:

- was not involved in the preparation of the Final Financial Report;
- should not stand to benefit directly should the Report of Factual Findings be accepted;
- has not a close relationship with any person representing the beneficiary;
- is not a director, trustee or partner of the beneficiary;
- Is not in any other situation that compromises his/her independence or ability to establish the Report impartially.

Interested qualified candidates are invited to submit their (CVs , Technical and Financial Offer)

Via email at riyad@ppu.edu no later than 08/5/2017 12:00 pm.

For additional information do not hesitate contact Dr Momen zughier , cell phone: 0599253753

