

CALL FOR PROFESSIONAL SERVICES

Reference: 001-026

1. SUBJECT OF THE CALL

Internal Audit Services

Purpose of the Call:

The purpose of an internal audit is to provide independent and objective assurance and professional services designed to add value and improve the organisation's operations. Internal audit supports the organisation in achieving its objectives by applying a systematic and disciplined approach to evaluating and enhancing the effectiveness of risk management, internal controls, and governance processes, as further detailed in Annex I – Terms of Reference.

Period of Services Provision: 2026-2028

2. PARTICIPATION

Participation in this procedure is open to respective legal entities, companies specialising in internal audit in an international environment, as further explained in the Eligibility Criteria.

3. TECHNICAL OFFER

The Technical Offer must be prepared in accordance with the instructions bellow and in line with a detailed list of required services and qualifications, which are further explained in **Annex I Terms of Reference**.

ELIGIBILITY CRITERIA

Companies specialising in internal audit with a minimum of 10 years of experience in an international environment.

REQUIRED DOCUMENTS:

1. General documentation

- About the Company/Profile of the company (up to 2 pages)
- Actual copy of company and tax registration
- Evidence of a proven track record in internal auditing of EU-funded projects

2. Personnel Competencies

a) Curriculum Vitae of the dedicated internal audit professional assigned to provide internal audit services

Requirements

- Education: University degree in accounting and auditing; PhD is a strong asset.
- 10+ years of progressively responsible internal audit experience, specialising in risk-based assurance and advisory engagements across governance, risk management, and internal controls.
- Demonstrated ability to design and deliver internal training programmes on internal controls, risk management, and internal audit readiness.

- Full professional proficiency in English

3. Concept Note - An Internal Audit Strategy Approach, tailored to the anticipated needs of the RCC Secretariat, clearly and concisely outlining the proposed engagement and demonstrating alignment with the Terms of Reference (max 3 pages).

4. FINANCIAL OFFER

Applicants are requested to indicate their proposed monthly fee for internal audit services, based on an estimated level of effort of 8 to 10 days per month.

5. SUBMISSION OF BIDS

Applications should be submitted by **16 January 2025, by 12:00 Central European Time** through the website link [Apply now](#).

6. EVALUATION OF THE BIDS

The technical proposal is evaluated on the basis of its responsiveness to the Terms of Reference (ToR), and the financial offer

The offers will be evaluated based on the following requirements:

1. Personnel Competencies, Education, expertise and track record
2. Concept Note - Internal audit strategy approach
3. Financial Offer

EVALUATION GRID	Maximum score
A. Technical Offer (A.1+A.2+A.3)	100
A.1. Personnel Competencies-Education and Skills	35
A.2. Personnel Competencies -Work experience	35
A.3 Quality of the Concept Note; Internal audit strategy approach	30
B. Financial Offer/ lowest price has maximum score	100

Score for offer X =

A: [Total quality score (out of 100) of offer X / 100] * 80

B: [Lowest price / price of offer X] * 20

In addition to the results of the technical and financial evaluation, a competency-based interview may be held with the short-listed bidder.

7. INFORMATION ON SELECTION OF THE BEST BIDDER

The RCC Secretariat shall inform bidder of decisions reached concerning the award of the contract as soon as possible, including the grounds for any decision not to award a contract for which there has been competitive Calling or to recommence the procedure.

Standard letter of thanks for participation shall be sent to unsuccessful bidders within 15 days of signing the contract with the awarded bidder.

8. APPEALS PROCEDURE

Bidders believing that they have been harmed by an error or irregularity during the award process may petition the RCC Secretariat directly. The RCC Secretariat must reply within 15 days of receipt of the complaint.

The appeal request may be sent to ProcurementforRCC@rcc.int or to the address of the RCC Secretariat:

Regional Cooperation Council Secretariat
Attention to: Administration Department
Building of the Friendship between Greece and Bosnia and Herzegovina
Trg Bosne i Hercegovine 1/V
71000 Sarajevo
Bosnia and Herzegovina

ANNEX I TERMS OF REFERENCE

Background

The Regional Cooperation Council (RCC) was established in 2008 as a regionally owned and led framework. It works under the political guidance of the SEECP to promote regional cooperation and European and Euro-Atlantic integration of South East Europe (SEE). RCC's activities are guided by its triannual Strategy and Work Programme and the South East Europe (SEE) 2030 Strategy, as its integral part and a principal working document until 2030.

The RCC consists of 46 participants. The RCC and its Secretariat receive operational guidance and supervision from the RCC Board. The RCC has a Secretariat based in Sarajevo, Bosnia and Herzegovina, headed by the Secretary General, and Liaison Office in Brussels. The organisational structure of the RCC Secretariat consists of: Office of the Secretary General, Political Department, Programme Department and Administration Department. The organisation maintains close working relations with all relevant actors, such as governments, international organisations, international financial institutions, regional organisations, private sector and civil society.

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The Regional Cooperation Council deals with the implementation of a handful of agendas across various sectors, including the investment and financial markets, digital agenda, green and sustainable growth, education and mobility, research and innovation, industry and women's entrepreneurship and horizontal processes (monitoring, reporting and coordination). The Brussels Liaison Office is responsible for external relations with RCC partners, including the European Commission, regional organisations, international donors and other potential partners. The Office is supporting the RCC Secretary General and Head of Program Department in their endeavours to communicate the accomplishments and results of RCC work along the above-mentioned areas.

Internal Audit function role in the RCC Secretariat

Internal Audit's role is to provide an assurance to the Head of the Organisation on the adequacy of the systems of internal control in that organisation. It helps an organisation achieve its objectives by carrying out a systematic assessment and evaluation of the risk management, control, and governance processes in order to:

- Determine whether applicable policies and procedures are followed;
- Establish compliance with laws and regulations;
- Assess risk management procedures, effectiveness and efficiency of processes and compliance with the rules and procedures, review procurement and HR processes;
- Support communication with third parties;
- Appraise the economy, efficiency and effectiveness of operations;
- Determine that financial (and related) information is complete and accurate;
- Ensure assets are adequately safeguarded;

- Ensure the accuracy, reliability, and timeliness of significant financial, managerial, and operational information;
- Ad hoc consulting assignments agreed with Head of Administration.

Estimated Level of Effort: The assignment is expected to require approximately 8–10 working days per month.

Guiding framework

The internal audit is to work in compliance with the International Standards for the Professional Practice of Internal Auditing and Code of Ethics and the Definition of Internal Auditing, issued by the Institute of Internal Auditors. These require internal audit's integrity aiming to establish reliance on its judgment; the highest level of professional objectivity; confidentiality concerning information disclosure; and competency in applying relevant knowledge, skills and experience.

Internal audit is to conform to the IIA definition of internal auditing as an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations; helping an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.