

Tender for External Auditor for Donor-Funded Project

742/2025

Please submit offers on the subject above as detailed in the attached file, taking into consideration the following:

1. Abidance to the required **audit scope, methodology, and quantity of reports** as stated in the technical specifications.
2. The University is not obligated to accept the lowest financial offer, **without providing reasons or justifications**.
3. The offer should be **valid for at least 90 days** from the deadline date.
4. Prices must be **quoted in USD, excluding VAT**.
5. For further information about this tender, please contact **Mr. Abdallah Suleiman** at telephone **02-2982136**.
6. The offer should be submitted in a **sealed envelope**, clearly stating the **company name, address, and the tender title & number**.
7. The deadline for submitting offers is **26 November 2025** at 12:00 noon, by email to: **tenders@birzeit.edu**.
8. The auditing firm must be **experienced and specialized in external auditing and financial review of donor-funded projects**.
9. The supplier must have a **valid bank account under the company's name** that accepts **bank transfers**.
10. The auditing firm must be **registered with the tax authorities**, hold a **valid professional license**, and be **authorized to issue tax invoices and tax-exempt invoices**.
11. The supplier must be able to issue a **deduction-at-source certificate**.
12. Payment will be made **by bank transfer** in the **invoice currency**, within **60 days after delivery** of the final audit report and submission of all required financial documents and claim forms.
13. University employees are **not allowed to participate or provide services** directly or indirectly in this tender.
14. **First-degree relatives** of the employees of the **Procurement & Supplies Unit** are **not allowed to participate** in the University's tenders.
15. Any offer that does **not comply with the above conditions** will **not be considered**.

Contract / Purchase Order Terms

1. If the awarded firm **declines or delays** in acknowledging the award or **signing the contract** within the designated period, the **bid security (if applicable)** will be **forfeited** and credited to the University's account. The award may then be granted to the **next qualified bidder**.
2. If the awarded auditor **fails to perform the required services**, or **delays submission** of the audit report within the agreed timeframe, or **violates** any tender terms or specifications, the University has the right to **contract another firm** to complete the work and **charge the defaulting auditor** for any price difference or additional costs incurred.
3. In addition, the case and violations will be **referred to the Central Tenders Committee** to consider further penalties based on the severity of the violations, including:
 - a. **Suspension** from participating in University tenders for **one year** from the notification date.
 - b. **Permanent ban** and inclusion in the **blacklist**, to be lifted only by a formal decision from the **University President**.
4. The **Procurement & Supplies Unit Manager** will notify the auditor or contractor of the Central Tenders Committee's decision **within ten (10) days** from the date of issuance.

Please refer to the attached file for the Technical Specifications and Scope of Work for the Audit.

Best regards,

Adel Ghaith

Procurement & Supplies Unit

Birzeit University

Duration: 3 years

Tentative starting date: November 25 2025

Duty Station: Palestine

Expiration date of the Request for Services: November,25, 2025

I.Tasks of Auditor

- Provide all required audit deliverables for BZU-affiliated Interreg NEXTMED projects (MEDAIGENCY), based on the project's reporting timeline.
- Perform 6 expenditure verification audits (one every 6 months) of BZU-affiliated Interreg NEXTMED projects' financial documentation in line with Interreg NEXTMED audit guidelines and national eligibility rules, ensuring use of any compulsory financial reporting and expenditure verification templates provided by the grant program.
- Prepare six expenditure verification reports (one per reporting cycle) per project verifying the completeness and accuracy of provided expenditure documentation.
- Conduct biannual reviews of financial performance and compliance status. Highlight financial risks, potential audit flags, or areas for improvement.
- Ensure consistent quality of the 6 audit reports per project.

- Liaise with the projects' financial and coordination teams to ensure timely access to documents, explanations, and clarifications.
- Participate in ad hoc coordination or clarification meetings with the Lead Beneficiary's auditor or external controllers.

II. Indicative Schedule of Deliverables

Deliverable	Due
1st Interim report	Month 7–8
2nd Interim report	Month 13–14
3rd Interim report	Month 19–20
4th Interim report	Month 25–26
5th Interim report	Month 31–32
Final report	Month 39

III. Auditor Qualifications

- Registered and licensed audit firm or certified public accountant (CPA) legally authorized to perform audits in the country where the partner is established.

Member of the Palestine Association of Certified Public Accountants (PACPA)

- Proven experience in EU-funded projects auditing, preferably under Interreg, ENI/ENPI CBC, IPA, or similar cross-border or structural funds.

- Strong understanding of:
 - EU financial regulations and eligibility rules
 - Public procurement compliance
 - Audit trail and documentation standards required by the European Commission
- Use of internationally recognized audit standards (e.g. ISAs, INTOSAI standards).
- Capacity to liaise with multiple partners in cross-border projects and understand audit data from international partners.
- Experience with digital tools or platforms used in Interreg/ENI financial reporting is desirable.
- Excellent reporting skills in English (written and spoken), as all audit deliverables must be submitted in English.

IV. Time Frame

The above-mentioned tasks will be performed through the project period extending from August 19th 2025 till August 19th 2028.