



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

Assignment Title: Audit Service Contract

Reference No: ASC 2016

Date: 21/12/2016

The Government of Mongolia has received financing from the Asian Development Bank (ADB) and World Bank (WB) toward the cost of 30 projects and intends to apply part of the proceeds to payments under contracts for Consulting Services for Financial Audit of the WB and ADB funded projects.

The Mongolian National Audit Office now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services to carry out financial audit on project financial statements funded by the donor credits or grants and co-financed by the Government of Mongolia, if any for the year ended December 31, 2016. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (brochures, completed questionnaire, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.) in accordance with the Expression of Interest format.

Interested firms may obtain detailed information on the Request for Expressions of Interest and Terms of Reference for the consulting assignment from the following link:

<http://www.audit.mn/> and <http://cms-csrn.adb.org/>

Deadline of submitting EOI: January 4, 2017, 17:00 pm (Ulaanbaatar time)

Expressions of interest must be delivered in a written form to the address below in person or by mail by January 4, 2017. Online submission is NOT available for this selection.

Mongolian National Audit Office
Attn: Financial Audit Department
Government Building IV
Baga Toiruu - 3
Chingeltei District
Ulaanbaatar -15160
Mongolia
Tel: +976-51-260512
E-mail: nyamdavaan@audit.gov.mn

Further information can be obtained at the address above during office hours 9:00-17:00.

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – FIRMS SELECTION)

MONGOLIA NATIONAL AUDIT OFFICE

Assignment Title: Audit service contract

Reference No: ASC 2016

Dated: 21/12/2016

The Government of Mongolia has received financing from the World Bank (WB) and the Asian Development Bank (ADB) toward the cost of 28 projects and intends to apply part of the proceeds to payments under contracts for Consulting Services for Financial Audit of the WB and ADB funded projects listed below:

Project name

WB

LOT 1

- | | | |
|---|---------|---|
| 1 | P148110 | MN Education Quality Reform Project |
| 2 | P131290 | E-Health Project |
| 3 | P125964 | Mongolia Livestock and Agricultural Marketing Project |
| 4 | P122320 | Ulaanbaatar Clean Air Project |
| 5 | P130760 | Mongolia: Improving Primary Education Outcomes for the most vulnerable children in rural Mongolia |

LOT 2

- | | | |
|---|---------|--|
| 6 | P130891 | MN: SMART Government |
| 7 | P125232 | Third Sustainable Livelihoods Project |
| 8 | P118109 | MN-Mining Infrastructure Investment Supp |
| 9 | P119825 | Mongolia Multi-Sectoral Technical Assistance Project |

ADB

LOT 1

- | | | |
|---|-----------|--|
| 1 | 41193-015 | Western Regional Road Corridor Investment Program - Tranche 1 |
| 2 | 41193-019 | MFF: Western Regional Road Corridor Investment Program - Tranche 2 |
| 3 | 41243-012 | Fourth Health Sector Development Project |
| 4 | 41243-012 | Fourth Health Sector Development Project – Additional Financing |
| 5 | 49168-001 | Improving School Dormitory Environment for Primary Students |

LOT 2

6	41192-013	Regional Logistics Development Project
7	41192-013	Regional Logistics Development Project
8	42322-023	Food and Nutrition Social Welfare Project-Additional Financing
9	46312-001	Payment System Modernization Project
10	42184-022	Southeast Gobi Urban and Border Town Development Project

LOT 3

11	45009-002	Fifth Health Sector Development Project
12	45010-002	Skills for Employment Project
13	37697-025	Darkhan Wastewater Management Project
14	39229-033	Additional Financing of Agriculture & Rural Development Project

LOT 4

15	43007-023	Higher Education Reform Project
16	45007-004	MFF: Ulaanbaatar Urban Services and Ger Areas Development
17	45007-004	MFF: Ulaanbaatar Urban Services and Ger Areas Development Investment Program – Tranche 1
18	48216-001	Integrated Livelihoods Improvement and Sustainable Tourism in Khuvsgul
19	49409-001	Strengthening Institutional Framework and Management Capacity

Audit firms may express interest in any one or more than one lot. Only one expression of interest in the requested format is required if the eligible firm expresses interest for both ADB and WB lots.

The Assignment for each lot is expected to cover audit periods of three years commencing from FY 2016. The initial contract for each lot will be for the FY16 audit period and subject to satisfactory performance, the Client will negotiate contract(s) for the FY17 and FY18 audit periods with the selected Consultant(s). The terms of reference for the assignment can be found at the following website [<http://www.audit.mn/>]

The Mongolian National Audit Office now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, completed questionnaire, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff etc.) in accordance with the Expression of Interest format. The shortlisting criteria are: experience in carrying out financial audit of projects and companies of similar complexity financed by an international financing institution or bilateral sometime within the past 5 years; experience in carrying out financial audit of public sector institutions; experience in carrying out audit assignment of similar nature and complexity in a developing country with comparable administrative and financial management and treasury systems; number of years of audit experience of firm;

availability of appropriate skills among staff; organization and management; and adoption and use of proven Audit Quality Assurance measures.

A consultant will be selected in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011) and the Guidelines on the Use of Consultants by Asian Development Bank and Its Borrowers (2013, as amended from time to time). The attention of interested Consultants is drawn to paragraphs 1.10 & 1.11 of the ADB Guidelines and paragraph 1.9 of the World Bank's Guidelines setting forth policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a subconsultancy to enhance their qualifications.

A Consultant will be selected in accordance Selection Based on the Consultants' Qualifications/Consultants' Qualifications Selection (CQS) method set out in the above stated Guidelines.

Further information can be obtained at the address below during office hours 9:00-17:00. Further information is also available at (*CSRN address to be added upon assignment*)

Expressions of interest must be delivered in a written form to the address below in person or by mail by 4 Jan, 2017. Online submission is NOT available for this selection.

Mongolian National Audit Office
Attn: Financial Audit Department
Government Building IV
Baga toiruu - 3
Chingeltei district
Ulaanbaatar -15160
Mongolia
Tel: +976-51-260512
E-mail: nyamdavaan@audit.gov.mn

AUDIT OF PROJECT FINANCIAL STATEMENTS

TERMS OF REFERENCE

I. INTRODUCTION AND BACKGROUND

The Mongolia National Audit Office (MNAO) requires auditors to carry out project financial statement audits of internationally financed credits and grants for the year ended December 31, 2016 for each of the projects in the lots shown below:

Project name

WB

LOT 1

- | | | |
|---|---------|---|
| 1 | P148110 | MN Education Quality Reform Project |
| 2 | P131290 | E-Health Project |
| 3 | P125964 | Mongolia Livestock and Agricultural Marketing Project |
| 4 | P122320 | Ulaanbaatar Clean Air Project |
| 5 | P130760 | Mongolia: Improving Primary Education Outcomes for the most vulnerable children in rural Mongolia |

LOT 2

- | | | |
|---|---------|--|
| 6 | P130891 | MN: SMART Government |
| 7 | P125232 | Third Sustainable Livelihoods Project |
| 8 | P118109 | MN-Mining Infrastructure Investment Supp |
| 9 | P119825 | Mongolia Multi-Sectoral Technical Assistance Project |

ADB

LOT 1

- | | | |
|---|-----------|--|
| 1 | 41193-015 | Western Regional Road Corridor Investment Program - Tranche 1 |
| 2 | 41193-019 | MFF: Western Regional Road Corridor Investment Program - Tranche 2 |
| 3 | 41243-012 | Fourth Health Sector Development Project |
| 4 | 41243-012 | Fourth Health Sector Development Project – Additional Financing |
| 5 | 49168-001 | Improving School Dormitory Environment for Primary Students |

LOT 2

- | | | |
|----|-----------|--|
| 6 | 41192-013 | Regional Logistics Development Project |
| 7 | 41192-013 | Regional Logistics Development Project |
| 8 | 42322-023 | Food and Nutrition Social Welfare Project-Additional Financing |
| 9 | 46312-001 | Payment System Modernization Project |
| 10 | 42184-022 | Southeast Gobi Urban and Border Town Development Project |

LOT 3

11	45009-002	Fifth Health Sector Development Project
12	45010-002	Skills for Employment Project
13	37697-025	Darkhan Wastewater Management Project
14	39229-033	Additional Financing of Agriculture & Rural Development Project

LOT 4

15	43007-023	Higher Education Reform Project
16	45007-004	MFF: Ulaanbaatar Urban Services and Ger Areas Development
17	45007-004	MFF: Ulaanbaatar Urban Services and Ger Areas Development Investment Program – Tranche 1
18	48216-001	Integrated Livelihoods Improvement and Sustainable Tourism in Khuvsgul
19	49409-001	Strengthening Institutional Framework and Management Capacity

II. OBJECTIVE

2.1 The objective of the audit for each of the above mentioned project financial statements is to enable the auditor to express a professional opinion on the financial position for the year ended December 31, 2016 and on the funds received and expenditures for the year ended on the same date.

2.2 The project accounts (books of account) provide the basis for preparation of the financial statements and are established to reflect the financial transactions in respect of the project, as maintained by the project implementing agency.

III. SCOPE

3.1 The audit will be carried out in accordance with International Standards on Auditing (ISAs) or International Standards of Supreme Audit Institutions (ISSAI's) and will include such tests considered necessary in order to provide sufficient evidence that gives reasonable assurance that the financial statements are free from material misstatement whether caused by fraud or other irregularity or error.

3.2 In conducting the audit, special attention should be paid to the following:

- a. All sources of project financing should be included in the audited financial statements;
- b. All external funds have been used in accordance with the relevant financing agreements, with due attention to economy and efficiency, and only for the purposes intended;
- c. Counterpart funds have been provided and used in accordance with relevant financing agreements, with due attention to economy and efficiency, and only for the purposes intended;

- d. Goods, works and services financed have been procured in accordance with the financing agreement and the applicable World Bank or Asian Development Bank procurement guidelines.
- e. All necessary supporting documents and records have been kept and there is a clear audit trail between such records and the reports presented to the Bank;

IV. PROJECT FINANCIAL STATEMENTS

4.1 The auditor should verify that the project financial statements have been prepared in accordance with an acceptable accounting standards framework. The financial statements consist of the following:

- a. A Statement of Sources and Uses of Funds showing separately funds received from:
 - the World Bank or Asian Development Bank;
 - other donors;
 - the government as counterpart funds; and
 - other sources of funds, if applicable.

Expenditures should be shown by main project component and by credit/grant agreement category.

- a. A Balance Sheet.
 - b. A Statement of Designated Account (for World Bank financed projects) or a Statement of Imprest Account (for Asian Development Bank) financed projects.
 - c. Notes to the financial statements which should include a summarized description of the project, significant accounting principles used by the project, the project fiscal period, reconciliation between amounts shown in the project records as having being received from the World Bank or Asian Development Bank and that shown as having being disbursed by that Bank, and other explanatory notes. The reconciliation should include a list of Withdrawal Applications and reference the individual Withdrawal Application numbers, amounts and method of disbursement (advance, reimbursement or direct payment) of each Withdrawal Application.
- 4.2 The format of interim unaudited financial reports (IFRs) is generally acceptable as the format for year-end financial statements.

V. STATEMENTS OF EXPENDITURES AND INTERIM UNAUDITED FINANCIAL REPORTS

5.1 In addition to the audit of the project year-end financial statements, the auditor is required to audit all Statements of Expenditures (SOEs) and Interim Unaudited Financial Reports (IFRs) used as the basis for the submission of Withdrawal Applications to the World Bank or Asian Development Bank. The auditor should carry out such tests as are considered necessary to give reasonable assurance that expenditures so claimed are eligible under the relevant financing agreement and that the Bank can rely on SOEs or IFRs as a basis for disbursement. Where ineligible expenditures are identified as having been included in and reimbursed against the Withdrawal Applications, these should be separately noted and reported by the auditor.

VI. DESIGNATED ACCOUNTS/IMPREST ACCOUNTS

6.1 In conjunction with the audit of the project financial statements, the auditor is also required to audit the activities of the Designated Accounts (World Bank) or Imprest Accounts (Asian Development Bank) to verify the degree of compliance with the Bank's procedures for such accounts and the accuracy of account balances. Activities to be examined will include deposits received, payments made, interest earned, reconciliation of period-end balances, the operation of the accounts in accordance with the financing agreement, and the adequacy of internal controls surrounding the operation of the accounts.

VII. AUDIT REPORT

7.1 The auditor's reports on the project financial statements should closely adhere to the report formats required by the International Standards on Auditing (ISAs) or the International Standards of Supreme Audit Institutions (ISSAIs), but at a minimum should include the following matters:

- a. A title identifying the person or persons to whom the report is addressed;
- b. An introductory paragraph identifying the financial statements audited and the basis of accounting used for preparation of the financial statements;
- c. Separate sections, appropriately headed, dealing with:
 - Respective responsibilities of project management (or equivalent persons)
 - The basis of the auditor's opinion
 - The auditor's opinion on the financial statements;
- d. The manuscript or printed signature of the auditors; and
- e. The date of the auditor's report.

VIII. MANAGEMENT LETTER

At the time of the audit, the auditor should prepare a management letter, which details:

- a. Any material weaknesses in the accounting and internal control systems, which were identified during the audit;
- b. Recommendations to rectify weaknesses so identified;
- c. Significant matters raised in previous reports which have not been dealt with effectively;
- d. The degree of compliance with each of the financial covenants in the Loan Agreement and recommendations for improvement;
- e. The value of expenditures that are considered to be ineligible and either paid out of the designated or imprest account(s) or which have been claimed from the World Bank or Asian Development Bank;
- f. Matters which have come to the auditor's attention during the course of the audit which might have a significant impact on the implementation of the project;
- g. Any other matters which the auditor considers should be brought to the attention of Project management.

IX. General

- 10.1. The audited financial statements, including the management letter, should be prepared in Mongolian and English and be received by the World Bank or Asian Development Bank no later than six months after the end of the accounting period. The auditor should therefore submit, on a timely basis, the relevant documentation to the Project Implementing Units, MOF and MNAO. The borrower or grant recipient is responsible for forwarding English and Mongolian copies of the audited financial statements and management letter to the World Bank or Asian Development Bank.
- 10.2. The auditor shall be given access to all legal documents, project appraisal documents, correspondence and any other information associated with the project and considered necessary by the auditor.
- 10.3. It is highly desirable that the auditor become familiar with the applicable financial management, disbursement and procurement policies and guidelines of the international financing institution financing the project (World Bank or Asian Development Bank).

Timing:

The assignment is expected to commence on or about March 01, 2017 and to be completed on June 30, 2017 for audits of FY2016.

Expression of Interest (EOI) Consulting Firms¹

Project Number	ASC 2016
Project Name	Audit Service Contract
Project Country	Mongolia

I. Consulting Firm Information

CMS No. ² / date:	Country of Incorporation: ³
Consultant Name:	Acronym:
EOI Submission Authorized by:	Position
License number of the Firm:	Date of issue and Date of expiration of the license:
Auditor Type: <input type="checkbox"/> Private <input type="checkbox"/> Governmental <input type="checkbox"/> Other _____	Is the Firm the member of MonICPA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Legal Address:	
Postal address:	
Email:	
Telephone (with area code):	
Telefax/Telex Number:	
State the legal nature of the Firm:	
Years of audit work experience:	

Associations (Joint Venture or Sub-consultancy)

ADB CMS No. ¹	Consultant	Acronym	Country of Incorporation ²	Joint Venture (JV) or Sub-consultant	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association (JV or Sub-consultant) with

¹ This EOI form is only applicable for the indicated consulting services contracts and should not be used for assignments under other ADB/World Bank funded projects.

² If already registered on ADB's Consultant Management System (CMS). CMS registration is not mandated. No registration is required in the case of World Bank-financed contracts

³ The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI Attachments.

others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

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Address and Telephones of Branches (if any)

Branch name	Address/ telephone	Contact person

Name / Address of Foreign Affiliations (if any)

Name	Address	Contact person

Associations or affiliations with any other professional firm such as auditors, accountants, consultants or lawyers, either in the country or abroad (if any)

Name	Country of Incorporation	Address

Details about the Firm's staff

	Number	Accounting designation ⁴	Licensed/Certified accountants/auditors
Partners			
Senior staff			
Junior staff			
Support staff			

Indicate which of the following services are provided by the Firm and show approximate share of each service to the Firm's total Fee Income.

	% of Total Fee Income
Auditing, i.e. In accordance with ISA In accordance with local standards	
Accounting, i.e. In accordance with IAS In accordance with local standards	
Consulting services	
Other	
TOTAL	100%

I confirm that:

- ☐ Documentation regarding our corporate structure including beneficial ownership has been attached.
- ☐ Documentation regarding our Board of Directors has been attached.
- ☐ A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.⁵

⁴ Accounting designation refers to a member currently in good standing of a recognized accounting association (i.e., Mongolian Institute of Certified Public Accountants, ACCA, or other internationally recognized association).

⁵ Paras. 3 and 7, Section 1 of the Standard Request for Proposal (SRFP), ADB website & Para . 3 of the World Bank's Sample Request for Proposal for CQS

II. Assignment Specific Qualifications and Experience

Please provide relevant project information in Section E below.

A. Technical Competence

Cross-referencing from your profile projects in Section E. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

B. Geographical Experience

Cross-referencing from your profile projects in Section E. Project References, present experiences in similar geographic areas.

C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)

1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

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5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

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D. Other Information (maximum of 500 words)

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E. Project References

Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 10 projects). If the Firm has experience of governmental and non-for-profit organization audit or experience of World Bank's and ADB's project audit, please highlight such experience.

SN	Project	Period	Client	Country	Firm
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

(Please insert more tables as necessary)

III. Comments on Terms of Reference

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IV. Comments on Budget Adequacy

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V. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

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VI. Key Experts

Attach CV of each expert. CV shall include following information:

- Academic education and qualifications
- Membership of professional audit or accounting associations
- Details of audit and accounting work experience, including any work experience outside the country
- Written and spoken fluency in English or other languages
- Training experience on International Accounting Standards (IAS) and International Standards on Auditing (ISA).

SN	Name	Email	Position/Title	Nationality
1				
2				
3				
4				
5				

(Please insert more rows as necessary)

VII. EOI Attachments

SN	Description
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the JV member (for each member)
3	Certificate of Incorporation of the Sub-Consultant (for each sub-consultant)
4	Letter of Association
5	

(Please insert more rows as necessary)

VIII. Eligibility Declaration⁶

We, the undersigned, certify to the best of our knowledge and belief:

- ☐ We have read the advertisement, including the terms of reference (TOR), for this assignment.
- ☐ Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- ☐ We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.

⁶ Eligibility refers to ADB's Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers, Clause 1.13 together with Clauses 1.10-1.11 and 1.23-1.25 on integrity and anti-corruption policies. In the case of the World Bank-financed contracts please refer to *Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011)*, paragraphs 1.11-1.13 on Eligibility, paragraph 1.23 on integrity and anti-corruption and 1.9 and 1.10 on conflict of interest and unfair competitive advantage

- ☐ We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- ☐ All consulting entities and experts proposed in this EOI are eligible to participate in ADB and World Bank-funded, -supported and -administered activities.
- ☐ The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB, World Bank or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- ☐ We understand that it is our obligation to notify ADB and World Bank should any member of the consortium become ineligible to work with ADB, World Bank or other MDBs or be convicted of an integrity-related offense or crime as described above.
- ☐ JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- ☐ JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- ☐ None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- ☐ We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's and the World Bank's Anticorruption Policy.

QUESTIONNAIRE FOR AUDIT FIRMS

I. Firm Information

- 1.1 Legal name of Audit Firm: _____
- 1.2 License number of the Firm: _____
- 1.3 Date of issue: _____ Date of expiration: _____
- 1.4 Years of audit work experience: _____
- 1.5 Legal address: _____

- 1.6 Postal address: _____

- 1.7 Email: _____
- 1.8 Telephone (with area code): _____
- 1.9 Telefax / Telex Number: _____
- 1.10 Address and Telephones of Branches (if any)

Branch name	Address/ telephone	Contact person

- 1.11 Name / Address of Foreign Affiliations (if any)

Name	Address	Contact person

- 1.12 Auditor Type:
☐ Private ☐ Governmental ☐ Other _____
- 1.13 State the legal nature of the Firm: _____
- 1.14 Is the firm the member of MICPA?

The information provided in this questionnaire will be used solely for the purpose of evaluating the audit firm and will be held confidential.

1.15 Fully describe the ownership structure of the Firm

[illegible]

1.16 Fully describe the management structure of the Firm

[illegible]

1.17 Detail the Firm's liability insurance

1.18 Fully describe the quality control program of the Firm

1.19 Indicate which of the following services are provided by the Firm and show approximate share of each service to the Firm's total Fee Income.

	% of Total Fee Income
Auditing, i.e. In accordance with ISA In accordance with local standards	
Accounting, i.e. In accordance with IAS In accordance with local standards	
Consulting services	
Other	
TOTAL	100%

1.20 Does the Firm have any associations or affiliations with any other professional firm such as auditors, accountants, consultants or lawyers, either in the country or abroad? If so, please supply details.

Firm name	Home country	Legal address

- 1.21 Does the Firm have experience of governmental and non-for-profit organizations audit? If so, please supply details.

Organization name	Legal address	Period of audit

- 1.22 Does the Firm have experience of World Bank's projects audit? If so, please supply details.

Project name	Project number	Period of audit

II. Staff Information

- 2.1 Supply details about the Firm's staff

	Number	Accounting designation*	Licensed/Certified accountants/auditors
Partners			
Senior staff			
Junior staff			
Support staff			

*Accounting designation refers to a member currently in good standing of a recognized accounting association (i.e., Mongolia Institute of Certified Public Accountants, ACCA, or other internationally recognized association).

The information provided in this questionnaire will be used solely for the purpose of evaluating the audit firm and will be held confidential.

- 2.2 For each auditor from column 2 above (only senior staff and above) provide a separate attachment with their names and a brief summary of their qualifications and experience, including:
- Academic education and qualifications
 - Membership of professional audit or accounting associations
 - Details of audit and accounting work experience, including any work experience outside the country
 - Written and spoken fluency in English or other languages
- 2.3 Staff training programs: state whether the Firm's staff have participated in training courses on International Accounting Standards (IAS) and International Standards on Auditing (ISA). Please, supply details.

Name of training course	Year	Duration	Names of the tutors	Number of staff

I certify the above information is true and correct.

Signed

Position

Date

Please feel free to submit any additional information that further describes the Firm.