

Annex II

TERMS OF REFERENCE

1. Background Information and Aim of the Project

ICCROM is an Intergovernmental Organization working in service to its 138 Member States to promote the conservation of all forms of cultural heritage in every region of the world.

For more than six decades, ICCROM has partnered with Member States to support them in safeguarding heritage within their borders and beyond. Working at the international and governmental levels, and with institutions and professionals on the ground, the organization engages and informs new generations of professionals and the general public with an interest in heritage.

The only institution of its kind in the world, ICCROM is small and agile, enabling it to respond swiftly to the needs of its Member States.

At its 73rd session held in November 2007, ICCROM Council endorsed a policy to ensure transparency and competitiveness in the appointment of the External Auditor. As part of this policy, it was decided that the selection of the External Auditor should follow an open bidding process every six years.

In line with this decision, ICCROM is now launching a new Invitation to Bid to identify a qualified auditing firm capable of conducting an independent and professional audit of the Organization's consolidated financial statements, including, if needed, audits of individual ICCROM projects.

The terms and conditions of the External Auditor's work are defined in ICCROM's Financial Regulations and Basic Texts. The External Auditor is accountable to the ICCROM Council and is expected to provide an objective assessment of the Organization's financial position, as well as constructive observations on financial management and internal controls.

This ITB process reflects ICCROM's commitment to good governance, accountability, and the continuous improvement of its financial oversight mechanisms.

2. Objectives

The purpose of these ToRs is to identify and contract an external audit firm to:

- Conduct annual audits of ICCROM's financial statements for three (3) biennia from 2026 to 2031.
- Provide audit opinions and management letters in accordance with IPSAS (International Public Sector Accounting Standards).

- Assess compliance with ICCROM's financial policies and donor requirements (when conducting audits of individual ICCROM projects).
- Support the Organization's accountability and transparency commitments toward its Governing Bodies and stakeholders.

3. Scope of work

The selected firm will be responsible for:

- Annual audit of ICCROM's financial statements, in accordance with IPSAS (International Public Sector Accounting Standards).
- Review of internal control systems and risk management processes relevant to financial reporting.
- Issuance of:
 - Audit Report (including opinion on the financial statements);
 - Management Letter with recommendations on internal control and compliance matters.
- Presentation of the audit findings to the Governing Bodies of the Organization, specifically to the Finance and Audit Committee, and to the Council, as required.
- Communication with ICCROM throughout the audit process, including clarification of issues and provision of status updates.
- Coordination with ICCROM's Finance team to ensure access to required documentation and personnel.
- Ensure the proper evaluation of the Archives in accordance with IPSASB standards.
- Conduct, when requested, audits of the financial statements of individual ICCROM projects, ensuring compliance with donor requirements and ICCROM's financial policies.

4. Support provided by ICCROM

While the awarded company will be responsible for delivering all activities under these ToRs, the ICCROM Secretariat will play an active role in the following way:

- Access to all relevant financial records and documentation.
- Workspace and support during on-site visits (if required).
- A focal point within the Finance Unit for coordination.

- A laptop with access to the organization's ERP system, including financial records and transactions.

5. Minimum Qualifications

The bid may be submitted by any company that meets the minimum requirements described below:

- At least five (5) years of professional experience in external audit services.
- Proven experience auditing international organizations or UN entities that adopt or comply with IPSAS.
- Official registration with a recognized regulatory or professional body for audit services.
- No conflict of interest with ICCROM or its Member States.

6. Submission Requirements

Technical Proposal

1. Proposed methodology:
 - a. **Methodology:** Detailed methodology for conducting the audit, including specific audit objectives and approach
 - b. **Timeline:** Definition of the timeline for the completion of the Financial Statements audit with key milestones and deliverables
2. Company Profile and Relevant Experience:
 - a. **Company Profile and Experience:** Detailed profile of the firm and its relevant experience in similar audit projects
 - b. **Team Member Qualifications:** Resume and qualifications of the audit team members, including roles and responsibilities

Economic Proposal

3. Submit a:
 - a. Comprehensive budget breakdown covering all associated costs, with a detailed breakdown of costs per item and stated in EUR. Please separate the value of VAT from the taxable amount.

Please, since the final decision to award the service lies with the ICCROM Council, as per the organization Statutes, bidders are kindly requested to submit offers valid until 31 December 2025.