



## Launch of a tender for the certification of the Final Financial Report of the National Erasmus+ Office in Lebanon

The National Erasmus+ Office (NEO) in Lebanon, beneficiary of a grant from the Education, Audiovisual and Culture Executive Agency (EACEA) is launching a call for tenders to find an external auditor for the certification of its Final Financial Report which will be submitted by 28 February 2018 following its 3-year grant. The external auditor will be in charge of preparing a Report of Factual Findings on the Final Financial Report of the NEO. This will be done according to a set of guidance notes and procedures defined by the EACEA and the auditor is not responsible for the suitability and appropriateness of these procedures.

The external auditor will have a contractual relationship solely with the NEO and the Report will set out information provided by the NEO in response to specific questions or as obtained and extracted from the NEO's information and accounting systems.

The auditor will use a reporting format provided by the NEO and will be provided with all supporting documents needed to carry out the auditing exercise and to perform the required testing procedures.

Because the procedures performed by the auditor do not constitute either an audit or a review in accordance with International Standards on Auditing or International Standards on Review Engagements, the auditor will not have to express any assurance on the Final Financial Report.

The external auditor must be **qualified** to carry out audits of accounting documents in accordance with national legislation. In addition, 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 EACEA requires that the auditor also complies with the independence requirements of the *Code of Ethics for Professional Accountants*.

### Auditor's role:

The auditor's role is limited to reporting only factual findings that confirm whether:

- All costs as well as all receipts (including other sources of financing) declared in the Final Financial Report are justified by the relevant supporting documents;

- All costs are incurred in the eligibility period in accordance with the Grant Agreement;
- Expenses incurred in a currency other than Euro have been converted in accordance with the provisions of the Grant Agreement;
- The NEO has complied with the rules for accounting and record keeping in accordance with the Articles of the Grant Agreement;
- Sub-contracting and procurement costs comply with the related provisions set by the Grant Agreement.

Auditing Firms interested in the above-mentioned tendering can express their interest in writing to the National Erasmus+ Office at the address: [neo@erasmusplus-lebanon.org](mailto:neo@erasmusplus-lebanon.org).

Deadline for the expression of interest is 15 May 2017

Deadline for submitting tenders is 15 June 2017

Contracting and start of implementation 15 July 2017