

**INVITATION FOR EXPRESSION OF INTEREST
FOR
INTERNAL AUDIT CO-SOURCING PARTNER(S)**

Funding source:	Asian Infrastructure Investment Bank (AIIB)
Sector:	Internal Audit
Project Name:	AIIB Internal Audit Co-sourcing partner(s) - Consulting Services
Project No.	AIIB SR235251382
Deadline:	July 21, 2019

1. The Asian Infrastructure Investment Bank (AIIB) invites qualified suppliers, to submit an Expression of Interest (EOI) to provide Internal Audit Co-sourcing partner(s) Consulting Service. The selection will follow AIIB's draft Corporate Procurement Policy and relevant rules and procedures. Depending on the number of the EOIs received and the qualifications of the suppliers, AIIB may or may not shortlist all firms who have submitted EOIs.
2. The EOI should provide information about the supplier's technical qualifications and experience in providing Internal Audit Co-sourcing partner(s) Consulting Service in the past three to five (3-5) years. Please provide the information requested in Annex B.
3. Consulting firms should submit all related documents as required under Annex A and B to the following Client's Email address in PDF format, before **24:00, July 21, 2019 (Beijing time)**.
4. Contact information:

Corporate Procurement Unit
E-mail Address: procurement@aiib.org
Facilities and Administration Services Department
Asian Infrastructure Investment Bank
B-9 Financial Street, Xicheng District
100033 Beijing, China

Annex A – Simplified Terms of Reference

Annex B - EOI Form

Annex A

Simplified Terms of Reference

Terms of Reference – Internal Audit Co-sourcing partner(s)

1 Introduction

The mission of internal audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The Internal Audit Office (IAU) helps Asian Infrastructure Investment Bank (AIIB) accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

2 Services

A Objective

The “Bank” seeks co-sourcing partner(s) to execute the audit assignments as per agreed internal audit plan.

B Scope of Work

The co-sourcing partner(s) are to assist IAU to carry out internal audit engagements, special reviews and/or ad-hoc projects.

a) Consultancy Content

Based IAU's audit plan, the co-sourcing partner(s) will provide AIIB with consultant(s) with the relevant subject matter expertise (specific to the audit project and/or IAU's requirements) and hands on experiences, to perform the following task(s) (not exhaustive)

- Prepare planning memo
- Perform Risk analytics
- Perform Fraud Risk assessment
- Draft Work program(s)
- Prepare Working paper(s) and Testing Sheet(s)
- Draft Audit Report(s)
- Issue discussion

b) Implementation Arrangement

Implementation Arrangement for the consultancy service can be in the form of loan staff or any other arrangements deemed necessary and applicable by AIIB.

c) Output Requirements

- Audit Report(s)
- Planning memo
- Risk analytics
- Fraud Risk assessment
- Work program(s)
- Working paper(s)
- Testing Sheet(s)

d) Knowledge Transfer and Training Requirements (If Required)

Subject matter expertise.

C Timeline

Estimated Total Consultancy Inputs Required is on an ad-hoc basis for the next thirty-six (36) months.

D Assignment Location

AIIB HQ, Beijing, China

3 Minimum Qualification Requirements and Key Expertise Required for The Team

- relevant experience/expertise in multi-lateral development bank;
- Hands on experience performing internal audit engagements within the financial services industry;
- Sound knowledge of internal control, governance, risk management;
- Good understanding of the IIA Professional Practice Framework (IPPF), Basel, COSO Internal Control Framework, COBIT, etc.
- Strong research skills
- Strong project management skills
- Strong communication skills and English language skills (both written and verbal), with the ability to work effectively at all levels.

Annex B: EOI Form

[Expressions of interest are subject to a 10-page limit, including any attachments.]

Expression of Interest (EOI) by Consulting Firm

Date: [dd/mm/yyyy]

Dear Mr./Ms. [copy the AIIB's representative's name, designation and department as indicated in the EOI],

We have read carefully your Invitation for Expression of Interest for the captioned assignment/project and find the Terms of References (TOR) match our firm's capacity for providing the services required in the TOR. We would like to express our interest for being considered for the Shortlist. We understand that AIIB does not have an obligation that we must be shortlisted.

Our firm's profile and information relevant to this EOI are in provided below:

I. Consulting Firm Profile

Firm's Name:	
Country of Incorporation:	
Firm's Address: (Street name, City, State/Province, Country, ZIP code) Fax No.: Phone No.: Email: Website:	

II. Specific Qualifications and Experience

[Notes to consultant: Highlight the technical qualifications and experiences of your firm in undertaking tasks in any of the areas of focus, as indicated in the REOI].

III. Methodology of Work

[Notes to consultant: Describe the methodology to provide relevant services. This is an opportunity for the firm to demonstrate its understanding about the scope of this work]

IV. Other Information

[Notes to consultant: Provide other information that you consider to be useful for the AIIB in its consideration of your candidacy for the shortlist].

V. Project References

[Notes to consultant: Please select at least three of the most relevant projects to demonstrate the firm's technical qualifications and experience.

Period	Client	Project	Country	Role of the Firm (As lead firm or partner?)	Contract Value

VI. Project Team members' CVs

VII. Eligibility Declaration

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

- ☐ We confirm that the project references submitted as part of this EOI accurately reflect the experience of our firm.
- ☐ We confirm our firm has ever been convicted of an integrity-related offense or crime related to theft, corruption and fraud.
- ☐ We confirm our firm and all the personnel indicated in the EOI have met the requirements of Corporate Procurement Policy of AIIB, which can be found on <https://www.aiib.org/en/policies-strategies/download/corporate-procurement-policy/corporate-procurement-policy.pdf>
- ☐ We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the EOI or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with AIIB's Policy on Prohibited Practices (PPP), which can be found on https://www.aiib.org/en/policies-strategies/download/policy-on-prohibited-practices/policy_on_prohibited_practices.pdf

Signature: _____

Name and Title of the firm's authorized representative: _____