

Subject: Tender to contract qualified auditors to carry out a special purpose audit for the Project *Take Care II*, implemented in North Macedonia.

Dear Madame/Sir,

Caritas Österreich (Caritas Austria) is planning to award service contracts to a qualified auditor for audit of the Project **Take Care II**, implemented in North Macedonia. The Project is co-financed by Federal Minister for Social Affairs, Health, Care and Consumer Protection (BMSGPK) and own contributions of Caritas Austria.

Details regarding the project's background (objectives and activities, implementing partners, donor contracts) can be found in **Annex 1 Terms of Reference** under points 1. and 2.

Cooperation among local partners and Caritas Austria:

Caritas Austria is responsible for the overall coordination. Cooperation agreements were concluded with all three partners and Caritas Austria.

Donors' requirements regarding audit report:

In accordance with the different donor requirements Caritas Austria has elaborated Terms of Reference for the audit (see Annex 1). Although donors are *contributing* their respective share to the total programme budget, they have agreed to accept comprehensive audit reports comprising the total expenses of the project.

Audit process:

Audits have to be carried out in line with *Annex 1 Terms of Reference*. A consolidated financial report will be elaborated by Caritas Austria, based on expenses verified by the audit report.

Requests for clarification:

Requests for clarifications can be sent no later than **10.02.2025** to Lydia.nagel@caritas-austria.at

Submission of tender application/offer:

For your application please use **Annex 2 Expenditure Verification Tender application template**¹. Applications can be submitted in English or German.

Please note that **only signed offers can be accepted** (see Annex 2, page 7 of Tender application). A scanned copy of the signature will be accepted (via E-Mail).

Deadline for reception of offers:

Offers have to be presented per e-mail no later than **12.02.2025**.

E-mail: michael.klipstas@caritas-austria.at

¹ Other forms of presentation are valid as far as they refer to all details requested in the application template.

Annexes

Annex 1 Terms of Reference

Annex 2 Expenditure Verification Tender application template

Annex 3 Exclusion Criteria

Vienna, 24.01.2025

Caritas Österreich
Finance & Service
Institutional Partnership and Project Support

Storchengasse 1/E1 05,
1150 Vienna