



Project
funded by the
EUROPEAN UNION



Università per Stranieri
"Dante Alighieri"

TECHNICAL SPECIFICATION

CIG Z440A1B703

CUP C38B12000070003

NEGOTIATED PROCEDURE WITHOUT PUBLICATION FOR THE EXPENDITURE VERIFICATION SERVICE IN THE STRATEGIC PROJECT "SUSTAINABILITY AND TOURISM IN THE MEDITERRANEAN – S&T MED": "SUSTAINABILITY AND TOURISM IN THE MEDITERRANEAN – S&T MED"

1. General information and references

This negotiated procedure without publication for the acquisition of professional services is informed to the provisions of art. 125, paragraph 11 of the Legislative Decree no. N. 163/2006.

The strategic project "Sustainability And Tourism in the Mediterranean" (hereinafter S & T DM) is funded by the Operational Program ENPI CBC Mediterranean Sea Basin 2007/2013 (hereafter PO CBCMED ENPI).

Planned activities concern the implementation of integrated actions for local development aimed to promote sustainable tourism in the territory of four marine protected areas in the Mediterranean basin. There will be activities for training and technical assistance, studies and research, development of small-scale infrastructure, implementation of environmental monitoring systems, disbursement of contributions to support private enterprise, communication and dissemination of results.

The project is supported by an international partnership from Jordan, Italy, Spain and Tunisia.

Beneficiary: Università per Stranieri "Dante Alighieri", Reggio Calabria (Partner n. 4)

Project responsible: Prof. Salvatore Berlingò

Total budget: 205.413,00 euros

Duration: 1st January 2013 – 31st December 2015

Target areas Jordan, Italy, Spain, Tunisia

PO ENPI CBCMED 2007/2013 website: <http://www.enpicbcmec.eu/>

2. Object

The selection procedure concerns the assignment of the service of expenditure verification for activities carried out within the Project S & T MED.

The service consists in the periodic preparation, throughout the duration of the Project S & T MED, of the Audit Reports that the Beneficiary shall submit to the Managing Authority of the ENPI CBCMED PO 2007/2013 in support of the transmission of each request of payment for the reimbursement of expenses incurred for the accomplishment of the project.

The service also includes the preparation of the final audit report to be delivered at the completion of the implementation process of the project.



Università per Stranieri
"Dante Alighieri"

3. Personal qualifications

The candidate must meet the following eligibility requirements:

- being a citizen (or legal person) of a Member State, or of a Partner State in accordance with the regulatory provisions of the ENPI programs, or of a beneficiary State of the Instrument for Pre-Accession (IPA), or of a Member State of the European Economic Area (EEA) in accordance with the provisions of Article 21 of the ENPI Regulation;
- being enrolled from at least 5 years in the Order of Chartered Accountants and Accounting Experts;
- being enrolled from at least 5 years in the register of statutory auditors in accordance with Article 1, c1 letter. g) of Legislative Decree no. 39/2010 and Article 2, c1 Decree 20 June 2012 no. 144, established at the Ministry of Economy and Finance;
- being aware of and act in accordance with the Standard ISRS 4400 and the IESBA Code of Ethics for Professional Accountants, as defined by the International Federation of Accountants (IFAC);
- having carried out for at least 3 years the activity of verification and certification of the expenditure incurred for the implementation of programs and / or projects financed with EU funds;
- not having relationships of dependency or subordination with the client;
- being fluent in the English language.

The possession of these requirements must be declared using the model in Annex 1, which will be combined with a photocopy of an identity document in course of validity.

4. Detailed rules for execution of the service

Verification activities specified in this tender have as their object the examination the factual elements given in the financial report produced by the Beneficiary and their assessment and control in accordance with the terms and conditions stated in the Grant Contract stipulated between the Beneficiary and the Managing Authority of the ENPI PO CBCMED

The activity of verification is regulated by the document "ANNEX VII - Expenditure Verification" of the Grant Contract, whose text is annexed to this tender. The facsimile of the entire file of the Grant Contract is available at the following web address:

<http://www.enpicbcmmed.eu/sites/default/files/Annex%20D%20-%20Grant%20Contract%20and%20related%20annexes.zip>

The Auditor will carry out verification activities in order to ensure the continuity of payment flows, in accordance with the deadlines set by the regulation of relations between the Beneficiary and the Managing Authority of the ENPI PO CBCMED. To this end, the Auditor will operate in accordance with the procedures set out in Annexes 2A and 2B of the abovementioned ANNEX VII.

The evidence to be used to perform the procedures laid down in that Annex 2A consist of all financial and non-financial information that allow to examine the expenditure declared by the Beneficiary in the Financial Report. The auditor will use the evidence obtained from these procedures as the basis for a report on factual findings.





Università per Stranieri
"Dante Alighieri"

At the end of control activities, the auditor is required to prepare and sign a report of expenditure verification according to the model set out in Appendix 3 to the ANNEX VII mentioned, in order to enable the Beneficiary and the Managing Authority to understand the factual elements found and the nature and extent of the audit procedures performed.

Verification activities are performed in accordance with the Standard IFAC ISRS 4400 concerning appointments to perform agreed-upon procedures regarding financial information, as well as with the IESBA Code of Ethics for Professional Accountants IFAC, with reference to ethical principles in of integrity, objectivity, independence, professional competence and confidentiality.

The Beneficiary is responsible for providing the Auditor a copy of the financial report of the Project S & T MED and to ensure that this financial report can be reconciled to the accounts of the beneficiary and the accounting system of the project. The Beneficiary is also responsible for providing sufficient and appropriate information, both financial and non-financial, to support the verification of the financial report, ensuring the Auditor full and free access to its accounting system and the accounting system for the project.

5. Duration

The contract will be valid from the date of signing to the accounting closure of the activities of the Project S & T MED, scheduled to 31/12/2015.

6. Economic treatment

The comprehensive maximum fee allowed for the service required is 2.700,00 euro.

This amount will be paid in the following modes:

- 10% as advance payment upon subscription of the contract of services;
- 25% upon completion of the verification activities for each of the years of implementation of project (2013, 2014, 2015);
- 15% upon completion of the procedure for the submission of the final certification report

7. Economic offer

The financial offer must be drafted using the model set out in Annex 2, the same should be placed in separate sealed envelope.

The financial offer will be valid for 120 days from the date of its presentation.

8. Application

The application must be made by sending to the Administration requesting - within the period expressly indicated in the letter of invitation - only by registered mail, the following documents:

- Application form duly signed and dated, filled in by using the model in Annex 1;
- Economic offer placed in a sealed envelope separate, compiled using the model in Annex 2;





Università per Stranieri
"Dante Alighieri"

- Curriculum vitae compiled in Europass format.

For the purpose of determining the date of transmission shall prevail the postmark of the post office from which the package is sent.

The envelope containing the aforementioned documentation must be delivered to the address below, within the time limit specified in paragraph of this article by a registered letter (as attested by the date affixed to the accepting post office) or by hand delivery:

**Università per Stranieri "Dante Alighieri",
Ufficio 1 di Staff_ Sez. III- Rapporti con l'Europa ed altre Istituzioni estere
c.a. Dott. Stefano Morabito
Via del Torrione, 95
89125 – Reggio Calabria**

The envelope must bear the following heading:

"Project S & T MED - Procedure for the award of the expenditure verification service - DO NOT OPEN"

Applications may be sent within the time specified, including by PEC to the following address:
protocollo.unistrada@legalmail.it

9. Award criteria

The candidate will be selected according to the criterion of the most economically advantageous proposal.

The proposal will be evaluated by a special internal committee made up of officials of this Department. The evaluation of the bids received will take account of the expertise declared by the applicant and the price indicated in the offer economic offer, according to the evaluation criteria listed in the following chart:

Criterion	Maximum score
A. Seniority of registration in the Register of auditors established at the Ministry of Economy and Finance (4 points for each year of service)	40
B. Professional experience of the candidate in performing activities of Auditor for the verification of the expenditure incurred in the implementation of projects and / or program financed by Community funds, as evidenced in the curriculum vitae to be attached (5 points for each reference consistent with the services in object)	40
C. Downward on the comprehensive maximum fee as reported in the economic offer	20
Total	100

We will proceed with the award of service even in the presence of a single tender

Reggio Calabria, 29.05. 2013

The Person in charge of the Procedure
Signed: Salvatore Berlingò

