



**DERAL DEMOCRATIC REPUBLIC OF ETHIOPIA
HARAMAYA UNIVERSITY (HU)**



**Africa Centre of Excellence for Climate Smart
Agriculture and Biodiversity Conservation
(ACE-CSABC)
Haramaya University**

**Final Report
For
Independent Procurement Audit (IPA)**

Credit/Grant No.: 57940-ET

Project ID: P151847

**Project Name: Africa Center of Excellence for Climate Smart Agriculture and
Biodiversity Conservation (ACE-CSABC)**

Implementing Agency: Haramaya University (HU)

Mission Duration: December 18 – 21, 2023

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December 28, 2023

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ACRONYMS

ACE: Africa Centre of Excellence
ACECSABC: Africa Centre of Excellence for Climate Smart Agriculture and Biodiversity Conservation
DC: Direct Contracting
EFY : Ethiopian Fiscal Year
FA : Financing Agreement
FWA: Frame Work Agreement
GOE : Government of Ethiopia
HU: Haramaya University
IBRD : International Bank for Reconstruction and Development
IC: Individual Consultant
ICB : International Competitive Bidding
IDA : International Development Association
IFB: Instruction for bidders
IPA : Independent Procurement Audit
ITB Instruction to bidders
LCS: Least Cost Selection
M&E: Monitoring and Evaluation
NCB: National Competitive Bidding
NCS: Non Consultancy Services
NO : No Objection
PIM : Project Implementation Manual
PPM: Project Procurement Manual
PP : Procurement Plan
PO: Purchase Order
QCBS: Quality and Cost Based Selection
SBD : Standard Bidding Documents
SRFP : Standard Request for Proposal
UNDP: United Nations Development Program
USD: United States Dollar
USAID: United States Agency for International Development
WB : World Bank

I. EXECUTIVE SUMMARY

This Final Independent Procurement Audit (IPA) Report covers the audit of ACE-CSABC for the period from July 8, 2020 to July 7, 2022 (EFY 2013 and 2014). The inception and draft reports were submitted on December 18, 2023 and December 25, 2023 respectively. The consultative workshop to share the findings of the Procurement Audit with concerned officials of the ACECSABC was conducted on December 28, 2023. The deliverable of the fourth stage of the Independent Procurement Audit is a Final Report. This final report is the output of the fourth stage.

The IPA exercise at the project site has been commenced on December 18, 2023 and completed on December 21, 2021. The audit has covered a total of 46 contracts out of the total implemented contracts of 46 [7 Goods contracts which is 15.22% and 39 Non-Consultancy services Contracts [5 printing, 22 Hotel, 3 Vehicle maintenance and 9 Ticket from EAL Services] which is 84.78%) during the audit period with a total contract amount of USD **49,922.58** (ETB 2,084,517.37).

Key Information, findings and recommended action plans in the areas of the consultancy contract and audit period, basic information, audit coverage, contents of the IPA, lists and values of contracts audited, statistics – summary sheet, documents considered and in the areas of **Procurement system, Procurement Process and Contract Management/Administration** are addressed in section II of this report while the summary is presented below.

The audit of the **PROCUREMENT SYSTEM** encompassed reviewing of **legal framework** (Suitability of the laws, rules and regulations applicable to the Implementing Agency), **organization/staffing** (Organization of the Procurement and Property administration Directorate and allocation of functions; quality and adequacy of procurement staff), **controls/manuals** (Quality of internal administrative practices, including special anticorruption initiatives, existence of dispute resolution systems, internal procedural manuals and instructions, oversight and auditing practices, and code of professional behavior and ethics) **and record-keeping** (Availability, quality, security and completeness of procurement records and files). The expected outputs of the audit are thus, the brief description of findings on procurement system, including legal framework, organization/staffing, controls/manuals, and record-keeping.

The audit finding revealed the fact that:

- There are no major non-compliances/deficiencies with regard to legal framework, organization/staffing and controls/manual.
- Record keeping has been closely reviewed and the finding exposed that records are complete and sequentially ordered. This has made retrieval easy for the auditor. The only problem observed is that dates are missing on a total of 11 evaluation approvals (4 goods, 4 printing services and 3 Vehicle maintenance), award letters or POs (5 goods, 5 printing services and 1 vehicle maintenance) and Bank payment vouchers (7 goods, 5 printing services, 6 air ticket and 2 hotel services) Box files are labelled on the external side with their contents and a content list in each file. Each procurement is in a separate file and separators are used between records of each procurement. This is an improvement observed. The records are placed in safe place in finance unit in lockable metal filing cabinets.

The review of the **PROCUREMENT PROCESS** for the procurement of Goods incorporated auditing of **Procurement Planning, Publications, Bidding, Evaluation and Award**. Thus, brief description of findings on procurement processes, including procurement planning, publications, bidding, evaluation and award are the expected results of the audit.

Accordingly,

- An electronic PP exist for the audit period and the implemented contracts are indicated in the PP

- Out of the 7 evaluation recommendations of Goods, 4 of them did not capture date of evaluation approval; Out of 5 printing services, 4 of them lack dates of evaluation approval; Out of the 3 vehicle maintenance contracts, all of them lack evaluation approval dates.
- Out of the 7 contract awards of Goods, 5 of them did not capture dates; Out of 5 contract awards for printing services, 5 of them lack dates; Out of the 3 vehicle maintenance contracts, one of them lack award dates.

The following table exhibits summary of number of contracts lacking dates:

	Goods	Non- Consultancy Services			
		Printing Services	Vehicle Maintenance	Air Flight	Hotel Accommodation
Contract Award	5	5	1		
Evaluation Approval	4	4	3		

- The good thing is that there are evaluation recommendations and approvals and there are award letter which could be accepted as Purchase orders. They only lack dates. The accountant and procurement staff are advised to pay attention to dates and they register accordingly.

The audit of **CONTRACT ADMINISTRATION** includes audit of **Implementation** (Assessment of quality of and adherence to contract implementation criteria, including results of physical inspections), **Payments** (Assessment of adherence to contract payment schedules, including timeliness of payments to suppliers/contractors) and **Compliance** (Assessment of adherence to all contractual compliance with agreed provisions; adherence to all related anti-corruption practices). Therefore, the expected results include brief description of findings on contract administration, including implementation, payments and compliance.

The audit finding thus, discovered that:

- All payments were effected with Bank transfer to the suppliers and service providers which is an improvement based on our recommendation during the previous audit.
- Bank Payment vouchers (BPV) did not capture dates. Out of the 7 BPVs for Goods, 7 of them did not capture dates; Out of 5 BPVs for printing services, 5 of them lack dates; Out of the 9 BPV for Air ticket, 6 of them lack dates; Out of 22 BPVs for hotel services, 2 of them lack dates.
- The accountant and procurement staff are advised to pay attention to dates and they register accordingly.

The following table exhibits summary of number of contracts lacking dates:

	Goods	Non- Consultancy Services			
		Printing Services	Vehicle Maintenance	Air Flight	Hotel Accommodation
Bank Payment Voucher (BPV)	7	5		6	2

Concluding Remarks:

1. The review of each selected contract coupled with direct discussions with officials involved in the procurement process was made against a list of various criteria that reflect elements of the **Procurement System, Procurement Process, Contract Performance (Administration)** throughout the procurement cycle were the main sources of information

for this Procurement Audit. Stages of the procurement activity cycle for each contract were analysed to establish whether they complied with the Financing Agreement, World Bank Procurement Guidelines, the Federal Public Procurement Proclamations and accompanying Directive, the PPM and their effect towards attainment of value for money. Accordingly, values for money (need for economy and efficiency) has been attained though there have been the listed minor non compliances/deficiencies observed.

2. It could be concluded that one of the Objectives of Procurement, “*obtaining of high quality Goods or Services*” is attained that were verified during the technical evaluation and inspection at delivery despite the observed minor deficiencies.
3. Giving eligible bidders’ opportunity to compete has been witnessed by the auditor since each procurement has been open at least for three suppliers. It is recommended that quotations should always be requested from more than three suppliers so that at least 3 may submit their quotations provided adequate suppliers are available in the market.
4. Transparency in the procurement process has been ensured for Quotations were evaluated to select the winner. There were attendance sheet of the procurement committee, minutes of opening and registered read out prices at quotation openings.
5. Accountability for Procurement Decisions has been in place. The procurement committee analyzed quotations and forward recommendations to the center head. The Center head approves evaluation recommendations but date of approval by the center head are missing for 11 contracts out of the total 46 contracts as shown in the table above..
6. There were no complaints and entertainment of same is not observed. However, the mechanism of handling the complaint is in place. Currently, the Center deputy head (Training and Research head) is responsible for complaint handling. The IPA Consultant recommends that the center head who is currently responsible for approving the evaluation recommendations should be responsible for complaint handling and his deputy may approve the evaluation recommendations.
7. There are inspection reports found in the files for all goods procurements and vehicle maintenance. Inspection reports are absent for the printing services and the IPA consultant considered the sample print out during the evaluation time and visual inspection during printing. It can be avoidable for small items procured by shopping from shelves. There should be an inspection report in the file for each delivery of goods by a committee except small items procured by shopping from shelves. The committee should check compliance with the technical specifications, the quantities delivered against the contract quantities, whether the goods are new or old (used) and whether or not the delivered items are in good conditions or damaged during transportation.
8. The Risk Rating Profile indicated that out of the 46 contracts audited, 35 contracts are rated as **Low Risk** (76.09%), 11 contracts are rated as **Moderate Risk** (23.91%). With regard to contract values, out of the total audited contract value of USD **49,922.58** (ETB **2,084,517.37**), USD 23,230.02 (ETB 802,255.69) (46.55%) is rated as **Low Risk**, USD **26,682.56** (ETB **1,282,261.68**) (53.43%) is rated as **Moderate Risk**. The overall project is rated as **Moderate Risk** since the percentage of the total value for moderate risk is higher than the value of the low risk although the numbers of contracts with low risk are higher than the numbers of the moderate risk. The definitions of Risk Rating are presented in section III (1) or Annex IV of this report.

II. General Procurement Information

1. Introduction

The World Bank, (The International Development Association (IDA) is financing the implementation of Eastern and Southern Africa Higher Education Centre of Excellence Project (ACE II) whose objectives is to support selected Eastern and South African higher education institutions to deliver quality post-graduate education and build collaboration research capacity in the regional priority areas.

Ethiopia is selected to participate in the Four ACE II program and one academic institution under Haramaya University are implementing entities under the financing agreement.

The MoFEC (Ministry of Finance & Economic Cooperation) is the recipient and MoE (Ministry of Education) will provide coordination and project implementation support for the project.

The Africa Centre of Excellence for Climate Smart Agriculture and Biodiversity Conservation (ACECSABC), as approved through their proposed individual implementation plans, will conduct the procurement of Goods, Works, consultancy services and non-consulting services following the World Bank's Procurement Guidelines and/or standard Government procedures acceptable to the World Bank. These procedures are designed to ensure the major procurement principles of efficiency, economy, development of national contractors/consultants/suppliers and transparency of the procurement process. Hence the ACECSABC, through an independent procurement Audit, plan to enhance procurement oversight over the project procurement activities by identifying strengths and weaknesses, opportunities for and threats to capacity of procurement of the ACECSABC.

The ACECSABC realize the importance of procurement oversight over the ACECSABC procurement activities through an independent procurement Audit by signing a contract for a period of three years with possibility of extension based on satisfactory performance of the auditing firm. The Independent Procurement Audit (IPA) to be carried out annually in the ACECSABC shall assess the planning, contracting, implementation processes, internal control and procurement documentation under ACECSABC financed contracts. The independent procurement audits play an important role in the HU-ACECSABC audit responsibility by:

- i. acting as a reminder for HU-ACECSABC of the importance of its fiduciary responsibilities for procurement;
- i. creating a deterrent to negligence in procurement management, decision-making and oversight, to ensure that an environment conducive to corrupt and fraudulent practices is not allowed to develop and that any such practices are brought to light and eliminated; and
- ii. Monitoring both procurement and audit functions and stimulating corrective action by the appropriate parties wherever non compliances or deficiencies are identified.

1.1. Objectives of the Assignment

The objective of the audit of the Project Procurement Process is to enable the procurement auditor to express a professional opinion(s) on the procurement positions, processes and procedures related to the Ethiopian Government and World Bank policy and procedures of the project for the procurement transactions carried out from February 28, 2017 to July 7, 2020 (*3 EFY and 4 months*). The implementing agency will maintain adequate internal controls and should have supporting documentation for procurement transactions.

The objectives of this Procurement Audit are to:

- 1.1.1. review the planning, procurement, contracting, implementation processes and record keeping for contracts under the HU-ACECSABC, to confirm their consistency with the Project Appraisal Document (PAD), and approved (adopted) Procurement Plan;
- 1.1.2. seek a professional opinion on compliance of the procurement processes with the general principle of economy, efficiency, equal opportunities, transparency and verify technical compliance, physical completion and price competitiveness of each contract;
- 1.1.3. review the capacity of implementing agencies in handling procurement efficiently, comment on the quality of planning, procurement, contracting, procurement internal control, record keeping and identify reasons for delays, if any and overall, how procurement management facilitates project implementation;
- 1.1.4. identify any indicators of questionable standards of ethics in the procurement management and oversight environment that make the processes vulnerable to fraud and corruption or collusive and obstructive practices, and report any suspicious cases; and
- 1.1.5. recommend actions needed to improve project procurement performance in light of deficiencies.

To attain the specific objectives of the IPA assignment, the consultant has carried out the review in the following four stages.

- **First Stage - Inception Planning:** The objective of this stage was to finalize the work plan, scope and review program of the IPA ;
- **Second Stage- Independent procurement audit:** The objective of this second stage is to carry out the reviews at the project site i.e. the Implementing Agency (HU-ACECSABC);
- **Third Stage- Procurement Audit Report Workshop:** The independent procurement Audit workshop involves the presentation of the findings and recommendations of the independent procurement review to concerned Government officials at the Africa Centre of Excellence for Climate Smart and Biodiversity Conservation under the Haramaya University and to the World Bank.
- **Fourth Stage- Final Procurement Audit Report:** The objective of the fourth stage is to finalize the IPA. This stage will be implemented when the final report is submitted after the draft report of the second stage is submitted and the IA comments on it. This report is the output of this stage.

1.2. Scope of the Procurement Audit

The Independent Procurement Audit has covered all completed contracts executed by the African Centers of Excellences for Climate Smart and Biodiversity Conservation (under Haramaya University) for the period from July 8, 2020 to July 7, 2022 (EFY 2013 and 2014)

1.3. Procurement Methods and threshold Limits

1.3.1. Procurement Methods and thresholds for Goods, Works and Non - Consulting Services

The agreed methods of procurement include:

1. International Competitive Bidding (ICB)
2. National Competitive Bidding (NCB)
3. Direct Contracting (DC)
4. Shopping (SH)
5. International Limited Bidding

Table 1: The agreed **thresholds** for different procurement methods are the following:

Procurement Method	Estimated Value (US\$)			Remark
	Works	Goods	Non-Consulting Services	
International Competitive Bidding (ICB)	>10,000,000	≥ 1,000,000	≥ 1,000,000	Mandatory to use the World Bank's Standard Bidding documents and Prequalification documents
National Competitive Bidding (NCB)	100,000 and less than 10,000,000	100,000 and less than 1,000,000	100,000 and less than 1,000,000	Use the Federal Government's Standard Bidding Documents with few exceptions
International Limited Bidding				Use the World Bank's Standard Bidding Documents
Shopping (SH)	<100,000	<100,000	<100,000	Use the Standard RFQ documents provided in annex 12
Direct Contracting (DC)	<5,000	<5,000	<5,000	Mandatory to get the head of center approval and justification
	≥ 5,000	≥ 5,000	≥ 5,000	Mandatory to get the World Bank's prior No Objection

1.4. Selection methods and threshold limits for consultancy service

The following are the agreed procurement methods, to be used for the selection and employment of consultants' services. The Procurement Plan specified the circumstances under which such methods may be used.

1. Quality and Cost Based Selection (QCBS)
2. Quality Based Selection (QBS)
3. Least Cost Selection (LCS)
4. Single Sources Selection (SSS)
5. Individual Consultant (IC)
6. Selection Based on Consultants' Qualifications (CQS)

Table 2: The agreed threshold for the selection and employment of consultancy services:

Expenditure Category	Prior Review Threshold (US\$)	National Short-List Max Value (US\$)
Consultants (Firms)	500,000 and above	Below 200,000
Consultants (Engineering & Works Supervision)	300,000 and above	Below 300,000
Consultants (Individuals)	100,000 and above	NA

III. IPA Findings

1. Project Implementation Introduction

Procurements were implemented based on the Annual work Plan (AWP) where it was related to the different activities of the centre comprising the procurement of goods and non-consultancy services. The non-consultancy services include printing, vehicle maintenances, Hotel accommodation and refreshments and Air transport services. The air transport services and hotel accommodations are directly related to the movement & numbers of the students and lecturers/instructors involved in the project under the centre.

Therefore, there are a lot of piecemeal procurements under the two major categories namely Goods and Non Consultancy Services for the period under audit. There are 46 procurements/contracts/POs under the two categories where the IPA was conducted for all implemented Contracts (100%).

The Risk rating is done based on the definitions given in Annex IV of this Report and presented below. Accordingly, the Implementing Agency’s (HU-ACECSABC) overall Risk is rated as **Moderate** signifying that *IA’s Procurement systems, procurement processes, and/or contract administration are of generally good quality, reliability, timeliness, and transparency with minor corrective actions needed by the Management.*

The observed deficiencies during the audit need minor corrective actions by the Management.

Risk rating is done based on the following definitions

Low Risk (LR)	IA’s Procurement systems, procurement processes, and/or contract administration are of highest quality, reliability, timeliness, and transparency, and required little or no corrective action needed by the Management
Moderate Risk (MR)	IA’s Procurement systems, procurement processes, and/or contract administration are of generally good quality, reliability, timeliness, and transparency with minor corrective actions needed by the Management.
Substantial Risk (SR)	Moderate shortcomings in IA’s Procurement systems, procurement processes, and/or contract administration have limited or jeopardized the timely or efficient achievement of one or more major outputs, but resolution(s) is/are likely
High Risk (HR)	Significant shortcomings in IA’s Procurement systems, procurement processes, and/or contract administration have limited or jeopardized the timely or efficient achievement of one or more major outputs, and resolution is uncertain or unlikely

Table 3: Procurement types, methods, findings and Risk rating							
No	Procurement	No of Contracts	Procurement method	Amount (Birr)	Amount (USD)	Findings (Non-Compliances or Deficiencies)	Risk ratings
Goods							
1	Procurement of Building materials	1	Shopping	70,920.5	1,486.4	Award is without date, BPV without date.	Moderate
2	Procurement of Building materials	1	Shopping	95,450.00	1,996.33	The publication of advert and award letter do not capture dates; BPV is not dated.	Moderate
3	Procurement of Laptop	1	Shopping	344,000.00	7,718.28	Evaluation approval is without a date; BPV not dated.	Moderate
4	Procurement of Stationery items	1	Shopping	58,857.00	1,318.05	BPV not dated.	Low
5	Procurement of Carpet	1	Shopping	169,050.00	3,535.66	Purchase requisition is without a date, Publication of advert, evaluation approval and award publication are without dates; BPV is not dated.	Moderate
6	Procurement of Tonner	1	Shopping	88,780.00	1,881.88	Purchase requisition is without a date, The RFQ doc without a date and floating time could not be determined, Evaluation approval without a date, Award is without a date, BPV not dated.	Moderate
7	Procurement of Mobile apparatus	1	Shopping	218,500.00	4,166.98	Purchase requisition is without a date, The RFQ doc without a date and floating time could not be determined, Evaluation approval without a date, Award is without a date, BPV not dated.	Moderate
	Sub Total	7		1,045,557.50	22,103.58		
Non-Consultancy Services							
Printing Services							
1	Procurement of color printing services of 500pcs booklet (facts and figures)	1	Shopping	50,453.38	960.77	RFQ document without a date, Evaluation approval is without a date, Award is without a date, BPV not dated,	Moderate
2	Procurement of printing services of 1,500pcs Note book with ACE Logo and 2,000 pens with ACE Logo.	1	Shopping	94,823.25	2,103.92	No RFQ document in the file, Award is without a date, BPV not dated.	Moderate
3	Procurement of printing services of 5 sizes, Banner, 30 pcs Poster, 4 pcs Roll up and 6 pcs Table top	1	Shopping	90,984.55	1,707.96	No RFQ Document in the file and only specifications and BOQs, No publication of advert date; evaluation approval is without a date, No PO or Award, BPV not dated.	Moderate

4	Procurement of printing services of 3 pcs award for PhD	1	Shopping	12,300.00	229.72	No RFQ Document in the file and only specifications and BOQs, No publication of advert date, Evaluation approval is without a date, No PO or Award, BPV not dated.	Moderate
5	Procurement of printing services of 100 pcs Poster and 10 pcs Roll up	1	Shopping	47,000.00	894.66	No RFQ Document in the file and only specifications and BOQs, No publication of advert date, Evaluation approval is without a date, No PO or Award, BPV not dated.	Moderate
Sub Total		5		295,561.18	5,897.03		
Hotel Accommodation Services							
Harar Ras Hotel							
1-11	Different services at different times for different numbers of people	12	Direct Contracting (FWA)			No finding for there is a Framework contract with the Hotel. The Hotel is selected by competitive method of shopping.	Low
Diredawa Ras Hotel							
1-7	Different services at different times for different numbers of people	7	Direct Contracting (FWA)			No finding for there is a Framework contract with the Hotel. The Hotel is selected by competitive method of shopping.	Low
ZM, Triangle and Kereyu Hill							
1-3	Different services at different times for different numbers of people	3	Direct Contracting (FWA)	235,431.81	12,905.42	Different services at different times for different numbers of people	Low
Sub-Total		22		235,431.81	12,905.42		
Vehicle Maintenance							
1-3	Different services and maintenance services at the sister company of the supplier	3	Direct Contracting with the sister company of the supplier	162,008.88	3,043.69	No other findings for the services and maintenances were done by the sister company of the supplier.	Low
Sub-Total		3		162,008.88	3,043.69		
Air Transport (Tickets)							
1-9	Different air transport services for different people mainly instructors at the center.	9	Direct Contracting (FWA)	345,958.00	5,972.86	No findings since the direct procurement of the tickets at different times are made based on the contract signed with the EAL.	Low
Sub-Total		9		345,958.00	5,972.86		
TOTAL		46		2,084,517.37	49,922.58		

2. The consultancy contract and audit period:

The contract for this IPA exercise was concluded by and between the **Africa Centre of Excellence for Climate Smart Agriculture and Biodiversity Conservation (ACE-CSABC) and LIFE CONSULT PLC** on December 18, 2023 to conduct the present IPA under **ACE-CSABC** for the period from July 8, 2020 to July 7, 2022 (EFY 2013 and EFY2014), which was employed using Least Cost method. In accordance with Sub-Clause 13.1 of the SCC, the commencement of the service after signing of the contract is 5 days. Therefore, the commencement date of the service is on December 20, 2023. Submission of the inception report according to the requirements of the TOR and the consultant’s proposal is within 1 week which is 7 days after the commencement date. Thus, contractually, the inception report submission date is on December 27, 2023. However, since the consultant wanted to accelerate the audit process, the inception report was submitted on December 18, 2023 and it was accepted by the Client. The IPA Consultant commenced the audit on the date of signing of the contract and the IPA has been conducted between December 18 and 21, 2023.

3. Contents of the IPA:

The IPA consisted reviewing the Borrowers’ procurement, contracting and implementation processes under ACE-CSABC and the Bank’s effectiveness in issuing timely and appropriate no-objections in conformity with the Legal Agreements and associated documents; i.e. Procurement Plans (Implementation Plan) and Project Procurement Manual (PPM). The procurement comprised Goods and non - consultancy services (Printing, Hotel, Vehicle maintenance and Air Ticket Services)

The procurements were executed based on the Procurement Plan (Implementation Plan) where it was related to the different activities of the centre i.e. the goods (Furniture, Computers, Vehicles and related materials) are procured when there is a demand according to the progress of the project. The non-consultancy services like Air transport/flights and Hotel Services are directly related to the activities and movement & numbers of the students and instructors involved in the project under the centre.

4. Audit Coverage:

The Procurement Audit was expected to cover at least 30% of completed or partially completed sample contracts within the audit period in the **ACE-CSABC**. However, the IPA consultant has audited all the implemented contracts since the numbers are manageable. To this end, the contract register (list of implemented contracts availed to the Auditor) containing all the implemented contracts within the review period has been referred to select the number and types of contracts for the audit. The total numbers of contracts audited are 46 out of the total of 46 contracts implemented. Thus, **the audited contracts are 100%**.

5. Basic Information:

Table 4: Basic Information

Country:	Africa, Ethiopia	
Loan No: NA	Credit No.:	57940-ET
Project Name:	African Centers of Excellences for Climate Smart and Biodiversity Conservation (under Haramaya University)	
Project ID:	P151847	
Name (s) of Implementing Agency (ies):	Haramaya University (HU)	
TTL:	Roberta Malee Bassett	
PS/PAS:	Amare	

Hub Coordinator		Arun Kumar Kolsur	
IPA Conducted by:		Life Consult PLC	
Date of this review:	Mm/dd/year 12/18/2023 – 12/21/2023	Date of Last Audit:	06/28/2021 – 06/30/2021
Date Hub Coordinator Reviewed	Mm/dd/year	Date TTL Informed:	Mm/dd/year
Date of sharing final report (with cover letter) to the Implementing Agency (ies)		Mm/dd/year	

6. Lists, values, and risk rating of contracts audited and methods of procurements:

List of contracts audited:

The total numbers of contracts Audited are 46 out of the total 46 implemented contracts during the audit period. The lists of contracts audited are presented in the following table.

Table 5: List of Contracts Audited

No	Description	No of Procurement	No of Contracts	Methods of Procurement	Amount (ETB)	Amount (USD)	Risk
EFY 2013 and EFY 2014 Implementation							
Goods							
1	Procurement of Building materials	1	1	Shopping	70,920.50	1,486.40	Moderate
2	Procurement of Building Materials	1	1	Shopping	95,450.00	1,996.33	Moderate
3	Procurement of Laptop	1	1	Shopping	344,000.00	7,718.28	Moderate
4	Procurement of Stationery items	1	1	Shopping	58,857.00	1,318.05	Low
5	Procurement of Carpet	1	1	Shopping	169,050.00	3,535.66	Moderate
6	Procurement of Tonner	1	1	Shopping	88,780.00	1,881.88	Moderate
7	Procurement of Mobile apparatus	1	1	Shopping	218,500.00	4,166.98	Moderate
	Sub Total	7	7		1,045,557.50	22,103.58	
Non Consultancy services							
A. Printing Services							
1	Procurement of color printing services of 500pcs booklet (facts and figures)	1	1	Shopping	50,453.38	960.77	Moderate
2	Procurement of printing services of 1,500pcs Note book with ACE Logo and 2,000 pens with ACE Logo	1	1	Shopping	94,823.25	2,103.92	Moderate
3	Procurement of printing services of 5 sizes, Banner, 30 pcs Poster, 4 pcs Roll up and 6 pcs Table top	1	1	Shopping	90,984.55	1,707.96	Moderate
4	Procurement of printing services of 3 pcs award for PhD	1	1	Shopping	12,300.00	229.72	Moderate
5	Procurement of printing services of 100 pcs Poster and 10 pcs Roll up	1	1	Shopping	47,000.00	894.66	Moderate

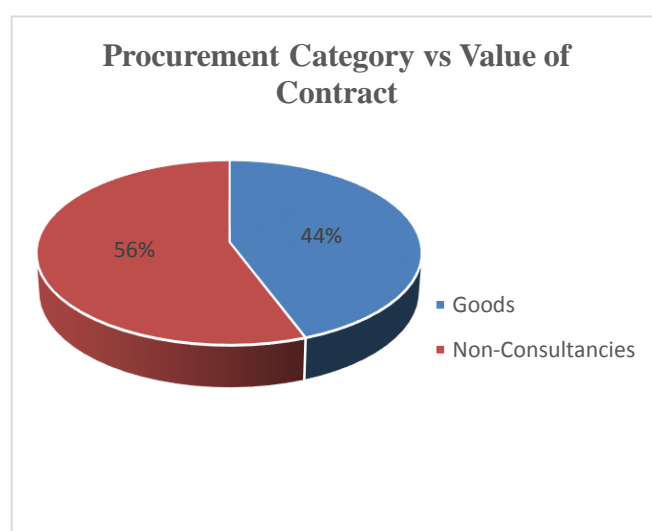
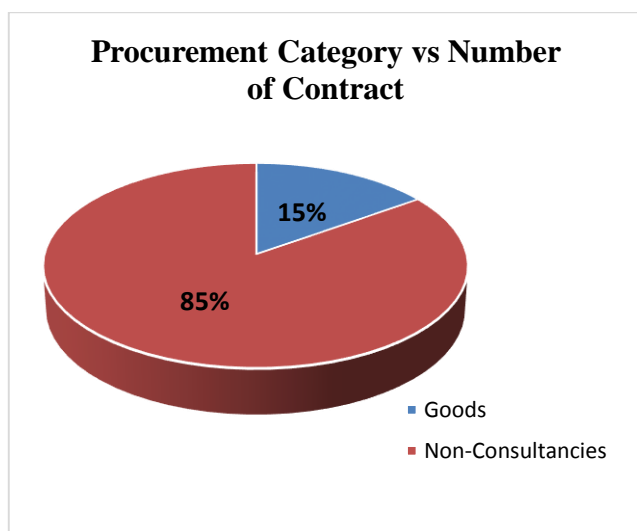
B. Vehicle Maintenance							
1	Procurement of vehicle maintenance	1	1	DC	84,457.20	1,580.29	Low
2	Procurement of vehicle maintenance	1	1	DC	44,827.15	845.89	Low
3	Procurement of vehicle maintenance	1	1	DC	32,724.53	617.51	Low
C. Air Flight							
1-9	Procurement of Air Travel Service	1	9	FWC	345,958.00	5,972.86	Low
D. Hotel Accommodation							
1-22	Procurement of Hotel Services	1	22	FWC	235,431.81	12,905.42	Low
Sub Total		10	39		1,038,959.87	27,819.00	
Total		17	46		2,084,517.37	49,922.58	

Value of Contracts Audited:

The total contracts selected for the audit amounted to **ETB 2,084,517.37** which is equivalent to **USD 49,922.58**. The audit report provides information on contracts as per Table 6 below based on information availed from the IA.

Table 6: Procurement Category, Number and value of Contracts Audited

No	Procurement Category	Number of Contracts	%age of contract	Value (Birr)	Value (USD)	%age value
1	Goods	7	15.22%	1,045,557.50	22,103.58	44.28%
2	Non-Consultancy Services Contracts (Printing =5, Vehicle maintenance = 3, Hotel Services 10, Air Tickets 23)	39	84.78%	1,038,959.87	27,819.00	55.72%
Total		46	100%	2,084,517.37	49,922.58	100%



7. Statistics – Summary Sheet:

The following table presents statistics – Summary Sheet of IPA conducted in the IA ACE-CSABC.

Table 7: Statistics – Summary Sheet

No	ACE-CSABC at Haramaya University	Total # of Contracts From last IPA to this IPA (cumulative)	Goods		Non Consultant Services		Total	
			Reviewed	(USD) amount of reviewed contracts	Reviewed	(USD) amount of reviewed contracts	Reviewed	\$ (USD) amount of reviewed contracts
1	ACE-CSABC	46	7		39		46	

8. Documents Considered:

The procurement of Goods and non- consulting services are checked against the provisions of the Legal Agreement and associated documents. Furthermore, the procurement undertakings have been ascertained whether or not they are in accordance with the requirements of the procurement arrangements provided in the Implementation Plan (Procurement Plan), Project’s Procurement Manual, WB Guidelines, the GOE’s Federal (FPPAA’s), Procurement Proclamations, Directives and National SBDs.

9. Procurement rating over all: Moderate Risk

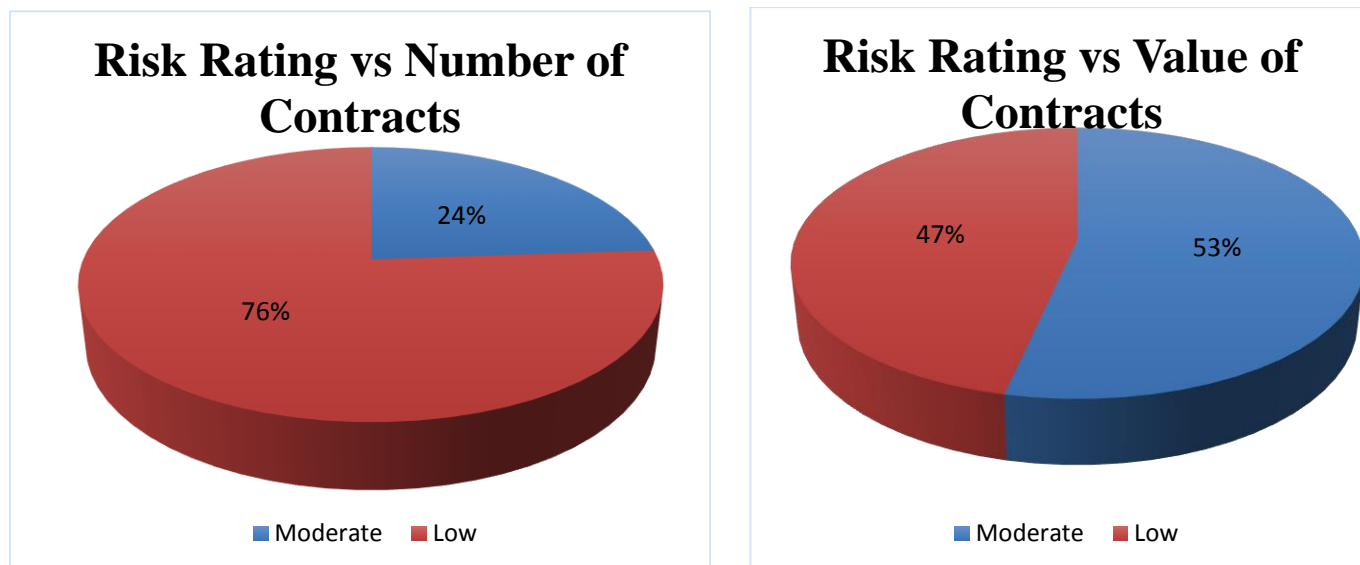
Moderate Risk (MR)	IA’s Procurement systems, procurement processes, and/or contract administration are of generally good quality, reliability, timeliness, and transparency with minor corrective actions needed by the Management.
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The Overall Risk Rating

No	Project Centre (ACE-SSABC)	Procurement Value in USD	Number of Contract/ POs Audited	Risk Rating			
				Percentage of Contracts rated as			
				Low Risk	Moderate Risk	Substantial Risk	High Risk
1	ACE-CSABC	49,922.58	46	76.09%	23.91%	-	-

Risk Rating	Number of Contracts	Percentage of Total Contract	Total Contract Value (USD)	Percentage of Total Value
High Risk				
Substantial Risk				
Moderate Risk	11	23.91%	26,682.56	53.45%
Low Risk	35	76.09%	23,240.02	46.55%
TOTAL	46	100%	49,922.58	100%

Graphical representation (Pi chart) of the Table above



10. Key issues identified (areas needing attention) and corresponding recommended action plans

The Key issues identified (Areas needing attention) and corresponding recommended action plan are summarised below. (Detailed information is available under the contract specific findings for each contract in Annex III of this report.

Table 8: Key issues identified and corresponding recommended action plans

Procurement System																																		
Finding				Recommended action plans		Target date																												
<p>Record Keeping and Management:</p> <p>Files are kept at Finance Unit. The files are not complete. The missing records are: RFQ documents and solicitation letters for four printing services, there is neither Job order nor PO to the service provider for maintenance services. The following table shows the numbers of contracts lacking dates.</p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Goods</th> <th colspan="4">Non- Consultancy Services</th> </tr> <tr> <th>Printing Services</th> <th>Vehicle Maintenance</th> <th>Air Flight</th> <th>Hotel</th> </tr> </thead> <tbody> <tr> <td>Contract Award</td> <td>5</td> <td>5</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Evaluation Approval</td> <td>4</td> <td>4</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>Bank Payment Voucher (BPV)</td> <td>7</td> <td>5</td> <td></td> <td>6</td> <td>2</td> </tr> </tbody> </table> <p>Files are kept in a safe lockable metal cupboard.</p>					Goods	Non- Consultancy Services				Printing Services	Vehicle Maintenance	Air Flight	Hotel	Contract Award	5	5	1			Evaluation Approval	4	4	3			Bank Payment Voucher (BPV)	7	5		6	2	<p>Records should be complete comprising all data and dates.</p>		Immediately
	Goods	Non- Consultancy Services																																
		Printing Services	Vehicle Maintenance	Air Flight	Hotel																													
Contract Award	5	5	1																															
Evaluation Approval	4	4	3																															
Bank Payment Voucher (BPV)	7	5		6	2																													
<p>Organization and Staffing:</p> <ul style="list-style-type: none"> There is a Project Manager of the Centre and one procurement and property management officer assigned for the centre under the Head of the ACECSABC. There is a procurement committee comprising 5 members. The existing number of manpower is adequate for the efficient implementation of procurement activities. 				<ul style="list-style-type: none"> The efficiency can be upgraded if a three days' tailor made training is given on 		Immediately																												

<ul style="list-style-type: none"> • The legal frame work used is as per the Project Procurement Manual, WB procurement guidelines, SBD and RFQ. The procurement implementation comply with the requirements in the PPM regarding the approved procurement methods, procurement guidelines and laws, threshold limit for prior and post reviews. • Procurement documents like PPM is in place and in use. Ethics and anticorruption initiative are in place and used under the Haramaya University. No dispute resolution provisions. • The HU does the oversight activities. WB mission has not visited the project during the audit period. • Internal audit has been conducted every year. • External audit has been conducted by the Federal Audit General annually. 	<p>procurement of Goods and Services.</p>	
Procurement Process		
<p>Procurement Plan:</p> <ul style="list-style-type: none"> • There is an electronic copy of the Implementation plan of the Centre for 2021 and 2022. 	<ul style="list-style-type: none"> • There should be separate hard copies of procurement plans and updated periodically with the progress of activities in the procurement file. • The PP should always be prepared to reflect the actual implementation or the implementation should be in accordance with the approved PP. 	<p>Immediately</p>
<p>RFQ Documents:</p> <ul style="list-style-type: none"> • There are no RFQ documents in the file for 4 printing services. Only description of items and Bill of quantities are issued to potential suppliers for shopping. • The Specifications and Bill of quantities are issued to potential suppliers by hand. No submission place, date and time indicated. Other pertinent requirements like quotation validity date, warranty, etc. are absent. 	<ul style="list-style-type: none"> • The standard RFQ document should be used after particularized for each type of shopping. • RFQ should be properly and completely filled with current data as per the requirements of the Project Procurement Manual (PPM). 	<p>Immediately</p>
<p>Publication of Invitation:</p> <p>No dates written on 2 RFQs.</p>	<p>Each RFQ should capture a date of issuance.</p>	<p>Immediately</p>
<p>Time given to submit quotations:</p> <p>The time given to submit quotations for Goods is in the range of 8, 10, 14 and 20 and for printing services is 9 and 14 days which are adequate.</p>	<p>The time to be given to submit quotations should be a minimum of one week and all submissions should indicate dates.</p>	<p>Immediately</p>
<p>Methods of Procurement:</p> <p>Shopping method is used for the procurement of goods, printing and hotel non consulting services. Frame Work Agreements (FWA) were made for air tickets with EAL and with 5 hotels for hotel. The EAL was the only flexible service provider providing credit services as well as it is a government organization having many years of experience with the HU. The five hotels are Harar Ras Hotel, Diredawa Ras Hotel, Triangle Hotel, ZM Hotel and Kereyu Hill Hotel. They were selected by the Haramaya University that can fulfil the requirements of the university in the two cities. DC method is used for vehicle maintenance.</p>	<p>No Comments and Recommendations.</p>	<p>-</p>

<p>Receiving and Opening of Quotations/Bid:</p> <p>No finding.</p>	<p>No Comments and Recommendation.</p>	<p>-</p>																
<p>Quotation Evaluations:</p> <p>No findings</p>	<p>No Comments and Recommendations</p>	<p>-</p>																
<p>Evaluation Approval (Authorization):</p> <p>The center head approves evaluation recommendations without dates.</p> <table border="1" data-bbox="97 465 991 638"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Goods</th> <th colspan="4">Non- Consultancy Services</th> </tr> <tr> <th>Printing Services</th> <th>Vehicle Maintenance</th> <th>Air Flight</th> <th>Hotel</th> </tr> </thead> <tbody> <tr> <td>Evaluation Approval without dates</td> <td>4</td> <td>4</td> <td>3</td> <td></td> <td></td> </tr> </tbody> </table>		Goods	Non- Consultancy Services				Printing Services	Vehicle Maintenance	Air Flight	Hotel	Evaluation Approval without dates	4	4	3			<p>The approvals should capture dates.</p>	<p>Immediately</p>
			Goods	Non- Consultancy Services														
	Printing Services	Vehicle Maintenance		Air Flight	Hotel													
Evaluation Approval without dates	4	4	3															
<p>Publication of Contract Award:</p> <p>Contract awards did not capture date as presented in the table below.</p> <table border="1" data-bbox="97 770 991 891"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Goods</th> <th colspan="4">Non- Consultancy Services</th> </tr> <tr> <th>Printing Services</th> <th>Vehicle Maintenance</th> <th>Air Flight</th> <th>Hotel</th> </tr> </thead> <tbody> <tr> <td>Contract Award</td> <td>5</td> <td>5</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table>		Goods	Non- Consultancy Services				Printing Services	Vehicle Maintenance	Air Flight	Hotel	Contract Award	5	5	1			<p>Contract awards should always be numbered.</p>	<p>Immediately</p>
			Goods	Non- Consultancy Services														
	Printing Services	Vehicle Maintenance		Air Flight	Hotel													
Contract Award	5	5	1															
<p>Contracts:</p> <p>There were no contracts or POs for 2 shopping of printing services.</p>	<p>It is recommended to have PO or simplified contract for any shopping.</p>	<p>Immediately</p>																

Contract Administration

<p>Contract Register:</p> <p>The contract register considered and issued to the Independent Procurement Auditor contains most of the information required though not in the format of Annex 11 of the Project Procurement Manual (PPM).</p>	<p>It is a good practice to place the hard copy of the contract register for implemented contracts of each year in the file in the format of Annex 11 of the project procurement manual. It should not be prepared only for the purpose of the Independent Procurement Audit.</p>	<p>Immediately</p>
<p>Deliveries:</p> <p>The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.</p> <p>Whether there are delays or not could not be ascertained for there are no POs or contracts and thus, delivery dates could not be known.</p>	<p>There should be POs or contracts with dates for shopping and delivery dates should be indicated so that delays could be ascertained.</p>	<p>Immediately</p>
<p>Inspection:</p> <p>There are inspection reports in the files for all goods procurements except for 1 shopping (printing services). It may be avoidable for small items procured by shopping from shelves.</p>	<p>There should be an inspection report in the file for each delivery of goods by a committee except small items procured by shopping</p>	<p>Immediately</p>

	<p>from shelves. The committee should check compliance with the technical specifications, the quantities delivered against the contract quantities, whether the goods are new or old (used) and whether or not the delivered items are in good conditions or damaged during transportation.</p>	
<p>Payment:</p> <ul style="list-style-type: none"> • Other payments are made by bank transfer or Bank Payment Voucher to the suppliers. • Suppliers have produced invoices for the payment they received. 	<p>No Comment, no recommendation</p>	<p>-</p>
<p>Non-Compliances/deficiencies and Risk Ratings:</p> <ul style="list-style-type: none"> • Non Compliances and Risk Ratings are presented in this table (Table 8). Accordingly, the risk of the ACE-CSABC procurement for the audit period is rated as Moderate Risk for Goods procurement while Non Consultancy Services are Low Risks. As the result, the overall procurement is rated as Moderated Risk where Goods procurement has more weight than the two services. <i>The goods procurement has to follow the whole procurement cycle for the individual procurement.</i> • <i>Moreover, the overall rating for a report is not an average rating of all indicators combined but rather a final rating based on reviewer's objective conclusions about the findings as a whole, therefore, the Overall risk Rating of the ACE-CSABC is Moderate Risk. The overall Risk Rating is shown in the tables 5 and 6 above.</i> • Moderate Risk is defined as “IA’s Procurement systems, procurement processes, and/or contract administration are of generally good quality, reliability, timeliness, and transparency with minor corrective actions needed by the Management”. • Requests to the EAL and the Hotels are made through letters instead of Purchase Orders based on the FWA. 	<ul style="list-style-type: none"> • Adherence to the requirements of the PPM and procurement guidelines is recommended to implement the requirements of procurement system, process and contract administration. • Implement all mitigation recommendations given for Procurement System, Process and Contract Administration above. • Requests to the EAL and the Hotels should be made by sequentially ordered Purchase Orders (PO). A standard sample of the PO as per the PPPAA is attached in Annex VI of this report. 	<p>Immediately</p>

IV. Detail Findings on Procurement System, Process & Contract Administration and mitigation Recommendations

1. Procurement System

Records:

Files are kept at Finance Unit. The files are not complete, but sequentially ordered following the procurement cycle implementation and retrieval was easy. The missing records are: RFQ documents (2 for printing services) and solicitation letters. The missing documents and dates are shown in the table below. Box files are numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

	Goods	Non- Consultancy Services			
		Printing Services	Vehicle Maintenance	Air Flight	Hotel
Contract Award	5	5	1		
Evaluation Approval date	4	4	3		
Bank Payment Voucher (BPV) date	7	5		6	2

Records should be complete comprising all data

Organization/Staffing:

There is a Project Manager of the Centre and a procurement and property management officer assigned for the centre under the Head of the ACECSABC.

Educational background of procurement staffs

Educational Background
Staff
BA in Purchasing – Procurement and property management Officer - 16 years

Capacity Assessment:

The Procurement and Property Management Officer has been engaged in the project for 5 years but he has not attended any procurement related trainings during the audit period. Coordination, Monitoring and Evaluation Roles at the ACECSABC level is good. The M&E requirement is as stipulated in the PPM.

The procurement and property management officer and committee members should be trained on procurement processing and contract administration for Goods and Services procurement to handle the procurement to a satisfactory level.

Legal Framework

The legal frame work used is as per the Project Procurement Manual, WB procurement guidelines, SBD and RFQ. The procurement implementation comply with the requirements in the PPM regarding the approved procurement methods, procurement guidelines and laws, threshold limit for prior and post reviews.

Controls/Manuals

Procurement documents like PPM is in place and in use. Ethics and anticorruption initiative are in place and used under the Haramaya University. No dispute resolution provisions

The HU does the oversight activities. WB mission has not visited the project periodically for the last three budget years.

Internal audit has been conducted every year. External audit has been conducted by the Federal Audit General annually.

The WB mission should visit the project & conduct close oversight periodically.

2. Procurement Process

Procurement Planning

There is an electronic copy of the Implementation Plan of the Centre for 2021 and 2022. There should be separate hard copies of procurement plans and updated periodically with the progress of activities in the procurement file. The PP should either prepared to reflect the actual implementation or the implementation should be in accordance with the approved PP.

RFQ Documents:

There are RFQ documents in the file. Only description of items and Bill of quantities are issued to potential suppliers. The Specifications and Bill of quantities are issued to potential suppliers by hand. No delivery place, date and time indicated. Other pertinent requirements like quotation validity date, warranty, submission date and place, etc. are absent. The bidding document for NCB method could not be accessed.

The standard RFQ document should be used after particularized for each type of shopping. RFQ should be properly and completely filled with current data as per the requirements of the Project Procurement Manual (PPM). The bidding document as issued should be found in the file.

Publication of advertisement (Invitation)

Only 3 suppliers are invited and participated in 4 shopping, 4 suppliers in 5 shopping. The Advert for NCB could not be accessed.

It is recommended to invite a minimum of 5 potential suppliers in order to have a minimum of three offers. Copy of the advert should be placed in the file and all RFQs should be dated.

Time given to submit quotations:

The time given to submit quotations ranges between 14-20 days which is adequate for shopping. No submission dates indicated in 2 shopping.

The time to be given to submit quotations should be a minimum of one week and all submissions should indicate dates.

Methods of Procurement

Shopping method is used for the procurement of goods. Regarding Non-Consultancy Services, Frame Work Agreements (FWA) were made for air tickets with EAL and with five hotels for hotel services. The EAL was the only flexible service provider providing credit services as well as it is a government organization having many years of experience with the HU. The five hotels are Harar Ras Hotel, Diredawa Ras Hotel, Triangle Hotel, ZM Hotel and Kereyu Hill Hotel. They were selected by the Haramaya University that can fulfil the requirements of the university in the two cities. Direct Contracting (DC) method is used for the procurement of Vehicle maintenance service from the sister company of the supplier.

Receiving and Opening of Quotations/ Bid

The actual opening date & time were recorded and there are opening records like attendance sheet, opening minute and registered read out prices for all procurements. The opening, evaluation and recommendations of bids have been made by tender/procurement committee.

Evaluation of Quotations

There are separate preliminary examinations, technical and financial evaluations for all shopping

Approval/ Authorization of Procurement Evaluations

All evaluation recommendations are approved but the center head. The following table shows those recommendations approved without dates.

	Goods	Non- Consultancy Services			
		Printing Services	Vehicle Maintenance	Air Flight	Hotel
Evaluation Approval date	4	4	3	-	-

Publication of Contract Award

There are contract awards or Purchase Orders (POs) for shopping for the winners except those presented in the table blow.

	Goods	Non- Consultancy Services			
		Printing Services	Vehicle Maintenance	Air Flight	Hotel
Contract Award	5	5	1	-	-

There should be POs for selected suppliers for shopping. The POs should contain start & end dates, payment conditions and terms and delivery dates. The standard PO of the FPPPAA can be utilised as it is simple and complete as presented in Annex V of this report.

Contracts

There are contract awards (POs) for shopping. There are Framework agreement for Hotels and Ethiopian airlines.

It is recommended to have PO or simplified contract for any shopping. It is also advised to use PO for the FWAs with the EAL and the Hotels instead of sending request letters.

3. Contract Performance/Administration/Implementation/Management and Monitoring

Procurement/Contract Register

The contract register considered and issued to the Independent Procurement Auditor contains most of the information required though not in the format of Annex 11 of the Project Procurement Manual (PPM). But it is as shown in Annex II of this report. It contains list of items procured with procurement methods and contract amounts.

It is a good practice to place the hard copy of the contract register for implemented contracts of each year in the file in the format of Annex 11 of the project procurement manual. It should not be prepared only for the purpose of the Independent Procurement Audit.

Delivery

The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

There should be POs or contracts for shopping and delivery dates should be indicated so that delays could be ascertained.

Inspection Reports

There are inspection reports found in the files for all goods procurements. It may be avoidable for small items procured by shopping from shelves.

There should be an inspection report in the file for each delivery of goods by a committee except small items procured by shopping from shelves. The committee should check compliance with the technical specifications, the quantities delivered against the contract quantities, whether the goods are new or old (used) and whether or not the delivered items are in good conditions or damaged during transportation.

Payments:

Payments are made by bank transfer or Bank Payment Voucher to the suppliers and service providers too. Suppliers have produced invoices for the payment they received.

Indication of Fraud or Corruption:

No indications of Collusion, Fraud or Corruption observed.

Ineligible Expenditure or Mis-procurements:

There was no ineligible expenditure and no mis-procurement observed

Physical Inspection:

There were no physical inspections made since the goods are used.

4. Assessment of Risk to Procurement and Recommendations for Improvement

The detailed Risk Rating definitions are indicated in Annex IV. Risk assessment against the procurement cycle criteria i.e. Procurement System, Process and Contract Administration is indicated below.

5. Overall Assessment based on elements of Procurement System, Process and Contract Administration (monitoring) criteria

Pursuant to the TOR, the consultant has (i) checked the compliance of the project management entity with the action plan resulting from the initial capacity assessment; (ii) conducted a “Risk Profiling” which has consisted in assessing risk factors (inherent risks such as borrower country environment) and control risks (such as institutions and organizations responsible for contract management and procurement oversight), mitigating and tracking procurement risks; (iii) assessed the risks related to efficiency (delays), economy (sub-standard quality or high costs),

fairness (limited competition), transparency (fraud and corruption), proper governance, and reputation (bad press); (iv) identified inappropriate practices or questionable decisions/actions where there is evidence of corrupt practices and (v) propose a “Mitigating Actions and Development Plan”.

Table 9: Overall Assessment of audited contracts against elements of Procurement system, Process and Contract Administration (monitoring) criteria

Criteria	Risks
PROCUREMENT SYSTEM	
	MR
Legal Framework	LR
Organization/Staffing	LR
Controls/Manuals	LR
Procurement Documentation (Record keeping)	MR
PROCUREMENT PROCESS	
	MR
Procurement plan	MR
Publication of RFQ	MR
RFQ Documents	LR
RFQ Opening	MR
Evaluation of RFQ/Bid	LR
CONTRACT PERFORMANCE or ADMINISTRATION	
	MR
Implementation	MR
Payments	LR
Possibility of Fraud or corruption	LR
Ineligible expenditure/ Mis- procurement	LR
Overall Compliance	
	MR
Low Risk = LR; Moderate Risk = MR; Substantial Risk = SR; High Risk = HR	

Table 10: Summary of Recommendations for Improvements of Risks (Based only on specific risks identified)

Subject	Recommendations
Recommendations on Overall Risk:	<ul style="list-style-type: none"> ○ Adherence to the requirements of the PPM and procurement guidelines is recommended to implement the requirements of procurement system, process and contract administration. ○ Hard copies of the procurement register (Contract Register) should be placed in the file as per Annex 11 of the Project’s Procurement Manual. ○ Procurement Plan has to available in hard copy updated periodically. ○ RFQs, approvals, awards (POs) and BPVs should always be dated. ○ To enhance the oversight practices, the WB mission should pay oversight visits.
Recommendations for Procurement System Risks:	<ul style="list-style-type: none"> ○ The capacity limitation should be mitigated by training on procurement processing and contract administration for Goods and Services. The training should include the Procurement Committee members. ○ The records should be complete.
Recommendations for Procurement Processes Risks:	<ul style="list-style-type: none"> ○ Hard copies of the procurement plans should be placed in the file though electronic copy exists. ○ There should always be RFQ documents for shopping with dates. ○ The evaluation approving authority should write name and date on evaluation recommendations. ○ All award letters (PO) should capture dates.
Recommendations for Contract Administration Risks:	<ul style="list-style-type: none"> ○ All contracts should have a simplified contract or PO. ○ The BPVs should capture dates.

Annex I

Procurement Plan

Africa Center of Excellence for Climate Smart Agriculture and Biodiversity Conservation-Haramaya University																						
PROCUREMENT PLAN																						
S.No	Item/Description	Estimated Amount in US\$	Procurement Method	Market Approach	Selection Method	Year of Procurement	User Department	Package No.	Source of Fund	Time Process	Prep & Submission	No-Objection	Bidding Period		Bid Evaluation		Contract Finalization			Contract Implementation		
													Bid Invitation Date	Bid Closing - Opening	Submit bid Evaluation report	No-Objection	Contract Amount in US\$'000	Date Contract Award	Date Contract Signature	Opening of Letter of Credit	Arrival of Goods	Inspection Final Acceptance
1	STATIONARY	30,000.00	SH	RFQ	LCS	2021/22	ALL	OS1	WB-IDA	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	10000	SEP	SEP	SEP	SEP	SEP
	Planned Dates									JULY	JULY	JULY	AUG	AUG	AUG	10000	SEP	SEP	SEP	SEP	SEP	
	Planned Dates									JULY	JULY	JULY	AUG	AUG	AUG	10000	SEP	SEP	SEP	SEP	SEP	
2	OFFICE MACHINE	30,000.00	SH	RFQ	LCS	2021/22	ALL	OS2	WB-IDA	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	10000	SEP	SEP	SEP	SEP	SEP
	Planned Dates									JULY	JULY	JULY	AUG	AUG	AUG	10000	SEP	SEP	SEP	SEP	SEP	
	Planned Dates									JULY	JULY	JULY	AUG	AUG	AUG	10000	SEP	SEP	SEP	SEP	SEP	
3	SANITATION MATERIAL	30,000.00	SH	RFQ	LCS	2021/22	ALL	OS3	WB-IDA	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	10000	SEP	SEP	SEP	SEP	SEP
	Planned Dates									JULY	JULY	JULY	AUG	AUG	AUG	10000	SEP	SEP	SEP	SEP	SEP	
	Planned Dates									JULY	JULY	JULY	AUG	AUG	AUG	10000	SEP	SEP	SEP	SEP	SEP	
4	BOOKLET	5,000.00	SH	RFQ	LCS	2021/22	COMMUNICATION	P1	WB-IDA	Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
5	MEGAZINE	5,000.00	SH	RFQ	LCS	2021/22	COMMUNICATION	P2	WB-IDA	Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
6	NEWSLETTER	5,000.00	SH	RFQ	LCS	2021/22	COMMUNICATION	P3	WB-IDA	Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
7	BAG	5,000.00	SH	RFQ	LCS	2021/22	COMMUNICATION	P4	WB-IDA	Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
8	BANNER	5,000.00	SH	RFQ	LCS	2021/22	COMMUNICATION	P5	WB-IDA	Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
	Planned Dates									OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC	
16	AIR TICKET	50,000.00	DP	SS	SSS	2021/22	ALL	OS1	WB-IDA	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	8000	SEP	SEP	SEP	SEP	SEP
	Planned Dates									NOV												
17	HOTEL ACUMUDTION	40,000.00	SH	RFQ	LCS	2021/22	ALL	OS1	WB-IDA	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	8000	SEP	SEP	SEP	SEP	SEP
	Planned Dates									NOV												

Africa Center of Excellence for Climate Smart Agriculture and Biodiversity Conservation-Haramaya University																										
PROCUREMENT PLAN																										
S.No	Item/Description	Estimated Amount in US\$	Procurement Method	Market Approach	Selection Method	Year of Procurement	User Department	Package No.	Source of Fund	Time Process	Prep & Submission	No-Objection	Bidding Period		Bid Evaluation		Contract Finalization			Contract Implementation						
													Bid Invitation Date	Bid Closing - Opening	Submit bid Evaluation report	No-Objection	Contract Amount in US\$'000	Date Contract Award	Date Contract Signature	Opening of Letter of Credit	Arrival of Goods	Inspection Final Acceptance				
1	Equipment for Climate Smart and biodiversity innovation center	100,000.00	SH	RFQ	LCS	2022	RESEARCH	EC1	WB-IDA/HU	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	100000	SEP	SEP	SEP	DEC	DEC				
2	International accreditation	70,000.00	ICB	OPEN-INT	LCS	2022	RESEARCH	IA1	WB-IDA/HU	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	70000	SEP	SEP	SEP	DEC	DEC				
										Actual Dates	JULY	JULY	JULY	AUG	RE-INVITATION											
3	STATIONARY	50,000.00	SH	RFQ	LCS	2022	ALL	OS1	WB-IDA	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	8000	SEP	SEP	SEP	SEP	SEP				
4	OFFICE MACHINE							OS2		Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	29000	SEP	SEP	SEP	SEP	SEP	SEP	SEP	SEP	
5	Building Materilas							OS3		Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	8000	SEP	SEP	SEP	SEP	SEP	SEP	SEP	SEP	SEP
6	SANITATION MATERIAL							OS		Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	5000	SEP	SEP	SEP	SEP	SEP	SEP	SEP	SEP	SEP
										Actual Dates	NOV															
7	BOOKLET	8,000.00	SH	RFQ	LCS	2022	COMMUNICATION	P1	WB-IDA	Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC				
8	MEGAZINE							P2		Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC				
9	NEWSLETTER							P3		Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC				
10	BAG							P4		Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC				
11	BANNER							P5		Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC				
12	NOTE BOOK							P6		Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC				
13	PEN							P7		Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC				
14	T-SHIRT							P8		Planned Dates	OCT	OCT	OCT	OCT	NOV	NOV	1000	NOV	NOV		DEC	DEC				
15	AIR TICKET	50,000.00	DP	SS	SSS	2022	ALL	OS1	WB-IDA	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	8000	SEP	SEP	SEP	SEP	SEP				
16	HOTEL ACUMUDTION	40,000.00	SH	RFQ	LCS	2022	ALL	OS1	WB-IDA	Planned Dates	JULY	JULY	JULY	AUG	AUG	AUG	8000	SEP	SEP	SEP	SEP	SEP				

ANNEX II

Contract Register

no	Contract Description	Contractor	Contractual Start Date	Contractual Completion Date	Method of Proc.	Contract Sum
1	sign	papilion	27/11/21	11/12/2021	SHOPING	16,790.00
2	BULIDING MATERIAL	SAM BUILDING	1/11/2021	30/12/21	SHOPING	70,920.50
3	BULIDING MATERIAL	SAM BUILDING	1/9/2021	11//12/21	SHOPING	95,450.00
4	note book	central printing	27/06/21	18/08/21	SHOPING	94,823.25
5	lap top	online computer	2/7/2021	4/9/2021	SHOPING	344,000.00
6	stationary	trsit zewedu	7/7/2021	9/7/2021	SHOPING	58,857.00
7	carpent	roba carpent	1/8/2021	30/11/21	SHOPING	169,050.00
8	poster	y2 printing	1/4/2022	6/6/2022	SHOPING	47,000.00
9	PRINT	MASTER PRINTING	10/6/2022	21/08/22	SHOPING	50,453.38
10	tonner	orion stationary	15/8/22	5/9/2022	SHOPING	88,780.00
11	banner	papilion	12/10/2022	12/12/2022	SHOPING	90,984.55
12	award	nany production	1/12/2022	1/1/2023	SHOPING	12,300.00
13	mobile aparatus	girma electronics	25/04/22	30/06/22	SHOPING	218,500.00
14	ACCUMUDATION	HARAR RAS	15/12/20	15/01/21	SHOPING	5,751.98
15	ACCUMUDATION	HARAR RAS	30/12/20	25/01/21	SHOPING	5,487.04
16	ACCUMUDATION	DIREDAWA RAS	7/1/2021	30/7/21	SHOPING	1,520.87
17	ACCUMUDATION	TRIANGLE	12/3/2021	3/30/2021	SHOPING	700.00
18	ACCUMUDATION	HARAR RAS	1/7/2021	08//08/21	SHOPING	7,695.06
19	ACCUMUDATION	DIREDAWA RAS	28/06/21	2/7/2021	SHOPING	284.98
20	ACCUMUDATION	HARAR RAS	1/8/2021	5/9/2021	SHOPING	7,945.06
21	ACCUMUDATION	DIREDAWA RAS	8/10/2021	16/11/21	SHOPING	34,649.13
22	ACCUMUDATION	DIREDAWA RAS	15/8/21	15/09/21	SHOPING	20,849.34

23	ACCUMUDATION	DIREDAWA RAS	11/5/2021	12/11/2021	SHOPING	56,304.51
24	ACCUMUDATION	HARAR RAS	8/9/2021	8/10/2021	SHOPING	10,112.18
25	ACCUMUDATION	ZM HOTEL	15/8/21	1/10/2021	SHOPING	4,880.02
26	ACCUMUDATION	HARAR RAS	24/08/21	21/09/21	SHOPING	41,920.60
27	ACCUMUDATION	HARAR RAS	14/08/22	22/09/22	SHOPING	28,943.73
28	ACCUMUDATION	HARAR RAS	14/06/22	12/7/2022	SHOPING	9,630.02
29	ACCUMUDATION	HARAR RAS	28/08/22	15/09/22	SHOPING	8,120.13
30	ACCUMUDATION	HARAR RAS	24/09/22	21/10/22	SHOPING	8,315.07
31	ACCUMUDATION	HARAR RAS	30/12/22	25/01/23	SHOPING	5,351.96
32	ACCUMUDATION	DIREDAWA RAS	10/4/2022	24/06/22	SHOPING	20,989.76
33	ACCUMUDATION	DIREDAWA RAS	10/5/2022	24/06/23	SHOPING	10,550.16
34	ACCUMUDATION	RESOURCE	23/05/22	24/06/22	DIRECT	121,500.00
35	ACCUMUDATION	KEREYU HILL	31/10/22	11/11/2022	SHOPING	86463.65
36	MAINTENANCE	CAR CARE	1/8/2022	5/8/2022	DIRECT	25616.35
37	MAINTENANCE	CAR CARE	1/6/2022	17/06/22	DIRECT	44,827.15
38	MAINTENANCE	CAR CARE	28/10/2021	12/11/2021	DIRECT	32,724.53
39	AIR TICKET	EAL			DIRECT	40,968.00
40	AIR TICKET	EAL			DIRECT	35,993.00
41	AIR TICKET	EAL			DIRECT	72,475.00
42	AIR TICKET	EAL	20/12/20	27/01/21	DIRECT	19,360.00
43	AIR TICKET	EAL	1/6/2022	18/07/22	DIRECT	29,438.00
44	AIR TICKET	EAL	1/1/2022	24/03/22	DIRECT	35,665.00
45	AIR TICKET	EAL	1/3/2022	28/04/22	DIRECT	48,135.00
46	AIR TICKET	EAL	1/5/2022	22/06/22	DIRECT	48,376.00
47	AIR TICKET	EAL	1/9/2022	8/11/2022	DIRECT	15,548.00

Annex III

Contract Specific Findings on Procurement System, Process and Contract Administration

Implementing Agency: Africa Centre of Excellence for Climate Smart Agriculture and Biodiversity Conservation (ACE-CSABC-HU)

A. Procurement of Goods

Procured Item: 1. Procurement of Building materials through shopping method. Box File No.PGS-2; Filate No.CG- 006	Selected Suppliers: SAM Building materials Supplier	Contract Value: USD 1,486.40 (ETB 70,920.50)
FINDINGS		
<p>PROCUREMENT SYSTEM:</p> <p>Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.</p> <p>PROCUREMENT PROCESS:</p> <p>Procurement plan: There is a PP for the project during the audit period..</p> <p>Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.</p> <p>RFQ Document: There is a RFQ document in the file. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are indicated. Selection criteria whether or not it is an item based or package based selection not known.</p> <p>Publication: Purchase requisition was submitted to central procurement process on 01/10/2021.The RFQ was hand delivered to 4 potential suppliers on 25/10/2021. The closing date (dead line) for submitting of quotation was on 04/11/2021 at 2:00 PM. The floating time is 8 days which is adequate for shopping.</p> <p>Quotation Opening: The quotation opening date and time were on 04/11/2021 at 2:30 PM. The selected suppliers requested to submit their quotations are the following: 1. SAM Building Materials supplier 2. Naas General Trading 3. Oris materials suppliers 4. Eskinder Mohammed. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered.</p> <p>Preliminary examination: There is preliminary examination report in the file and all of the suppliers have complied with the requirements of verification, eligibility, bid security, completeness and substantial responsiveness. Thus all are qualified for the next level of evaluation.</p> <p>Technical evaluation: There is a Technical Evaluation report in the file.</p> <p>Financial Evaluation: There is a financial evaluation report complied with the following total price of goods with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, SAM’s offer after VAT is Birr 70,920.50; Oris’s offer after VAT is Birr 76,687.75; Naas’s offer after VAT is Birr 76,360.00 and Eskindir’s offer after VAT is Birr 74,238.25. Accordingly, SAM has been found the lowest evaluated supplier.</p>		

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge on 15/11/2021. The Audit consultant has found it perfect.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order without a date. It captured purchase order amount (Birr 70,920.50), delivery date of 25 calendar days after order and list of goods with quantities, unit and total amounts.

Contract Signature: There is a Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is an inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 1,360.76 (Birr 65,061.85) after deducting of 2% withholding tax. The Bank payment Voucher no 322236 for the amount of USD 1,360.76 (Birr 65,061.85) not dated is in the file. There is no invoice of the supplier in the file.

Cost: USD 1,360.76 (Birr 65,061.85) is paid to the supplier and thus, no discrepancy observed.

Compliance: There are non-compliances observed with regards to the following:

- The award letter is without a date
- Bank Payment Voucher (BPV) not dated

The Risk is **Moderate.**

<p>Procured Item: 2. Procurement of Building Materials through shopping method.</p> <p>Box File No.PGS-2; Filate File No. CG-007</p>	<p>Selected Suppliers: SAM Building materials supplier</p>	<p>Contract Value USD: 1,996.33 (ETB 95,450.00)</p>
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is a RFQ document in the file. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition was submitted to central procurement process without a date. The RFQ was hand delivered to 4 potential suppliers on 25/10/2021. The closing date (dead line) for submitting of quotation was on 04/11/2021 at 2:00 PM. The floating time is 8 days which is adequate for shopping.

Quotation Opening: The quotation opening date and time were on 04/11/2021 at 3:00 PM. The selected suppliers requested to submit their quotations are the following: 1. SAM Building Materials supplier 2. Naas General Trading 3. Oris materials suppliers 4. Eskinder Mohammed. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered.

Preliminary examination: There is preliminary examination report in the file and all of the suppliers have complied with the requirements of verification, eligibility, bid security, completeness and substantial responsiveness. Thus all are qualified for the next level of evaluation.

Technical evaluation: There is a Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of goods with the 15% VAT. The procurement committee has opened the financial envelops and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, SAM’s offer after VAT is Birr 95,450.00; Oris’s offer after VAT is Birr 109,595.00; Naas’s offer after VAT is Birr 117,990.00 and Eskindir’s offer after VAT is Birr 113,620.00. Accordingly, SAM has been found the lowest evaluated supplier with the offer of Birr 95,450.00.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge on 15/11/2021. The Audit consultant has found it perfect.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order without a date. It captured purchase order amount (Birr 95,450.00), delivery date of 25 calendar days after order and list of goods with quantities, unit and total amounts.

Contract Signature: There is a Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is an inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 1,831.41 (Birr 87,565.00) after deducting of 2% withholding tax. The Bank payment Voucher no 322237 for the amount of USD 1,831.41 (Birr 87,565.00) not dated is in the file. There is an invoice of the supplier in the file.

Cost: USD 1,831.41 (Birr 87,565.00) was paid to the Supplier which agrees with the evaluation amount after deducting of taxes

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete.
- The publication of advert and award letter do not capture dates.
- BPV is not dated.

The Risk is **Moderate**.

Procured Item: 3. Procurement of Laptop through shopping method. Box file No. PGS 3; Filate File No. CG-009	Selected Suppliers: Online Computer	Contract Value USD: 7,718.28 (ETB 344,000.00)
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is a RFQ document in the file. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition for 4 pcs of Laptop with a brief Technical Specification was submitted to central procurement process on 2/7/2021. The RFQ was hand delivered to 4 potential suppliers on 08/7/2021. The closing date (dead line) for submitting of quotation was on 22/7/2021 at 2:00 PM. The floating time is 14 days which is more than adequate for shopping. The specification attached with the RFQ document was brief and inadequate. Therefore, the suppliers have submitted their technical specifications with their quotations.

Quotation Opening: The quotation opening date and time were on 22/7/2021 at 4:00 PM. The selected suppliers requested to submit their quotations are the following: 1. Online 2. Visual 3. Pro-Kid 4. Curis. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered. The read-out offers are the following:

No	Suppliers	Readout offer in Birr	Corrected Offer in Birr
1	Online Computer Trading	138,000.00	552,000.00
2	Visual Tech Importer	146,200.00	584,800.00
3	Pro Kidtech Computer Technology	152,000.00	608,000.00
4	Chris Techno Tech	391,000.00	391,000.00

Preliminary examination: There is preliminary examination report in the file and all of the suppliers have complied with the requirements of verification, eligibility, bid security, completeness and substantial responsiveness. Thus all are qualified for the next level of evaluation.

Technical evaluation: There is a Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of goods with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the totals for 4 laptops are compared. Accordingly, Online’s offer after VAT is Birr 344,000.00; Visual’s offer after VAT is Birr 354,400.00; Pro Kid’s offer after VAT is Birr 392,000.00 and Kuri’s offer after VAT is Birr 391,000.00. Accordingly, Online Computer bTrading has been found the lowest evaluated supplier with the offer of Birr 344,000.00.

Evaluation approval: The evaluation report and recommendation by the procurement committee was

approved by center head, Professor Mengistu Urge without a date. The Audit consultant has found it perfect.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order dated 02/08/2021. It captured purchase order amount (Birr 344,000.00), delivery date of 5 calendar days after order and list of goods with quantities, unit and total amounts.

Contract Signature: There is a Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is an inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 7,080.69 (Birr 315,582.61) after deducting of 2% withholding tax. The Bank payment Voucher no 734303 for the amount of USD 7,080.69 (Birr 315,582.61) not dated is in the file. There is an invoice of the supplier in the file.

Cost: USD 7,080.69 (Birr 315,582.61) was paid to the supplier which agrees with the award value.

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete.
- The evaluation approval did not capture a date.
- BPV is not dated

The Risk is **Moderate.**

Procured Item: 4. Procurement of Stationery items through shopping method. Box file No. PGS-3; Filate File No. CG--10	Selected Suppliers: Trsit Zewdu	Contract Value USD: 1,318.05 (ETB 58,857.00)
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is a RFQ document in the file. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition for 6 items was submitted to central procurement process on 07/07/2021. The RFQ was hand delivered to 3 potential suppliers on 12/7/2021. The closing date (dead line) for submitting of quotation was on 27/7/2021 at 10:00 AM. The floating time is 20 days which is more than adequate for shopping.

Quotation Opening: The quotation opening date and time were on 27/07/2021 at 11:30 PM. The selected suppliers requested to submit their quotations are the following: 1. Seyefe Abebe Computer and Stationery Retail Trade 2. Tersit Zewdu Stationery and Computer shop 3. Kasu Omega Stationery, Sanitary, Computer and Electric MaterialRetail Trade. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered as shown below

No	Supplier	Readout Prices in Birr	Corrected Prices in Birr
1	Seyefe	65,945.00	65,945.00
2	Tersit	58,742.00	61,617.00
3	Kasu	65,471.80	65,471.80

Preliminary examination: There is preliminary examination report in the file and all of the suppliers have complied with the requirements of verification, eligibility, bid security, completeness and substantial responsiveness. Thus all are qualified for the next level of evaluation.

Technical evaluation: There is a Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of goods with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, Seyefe’s offer after VAT is Birr 62,840.00; Tersit’s offer after VAT is Birr 58,857.00; Kasu’s offer after VAT is Birr 62,481.80.00. Accordingly, Tersit has been found the lowest evaluated supplier with the offer of Birr 58,857.00.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge on 02/08/2021. The Audit consultant has found it perfect.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order dated 02/8/2021. It captured purchase order amount (Birr 58,857.00), delivery date of 10 calendar days after order and list of goods with quantities, unit and total amounts.

Contract Signature: There is a Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is an inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 1,209.17 (Birr 53,994.90) after deducting of 2% withholding tax. The Bank payment Voucher no 322237 for the amount of USD 1,960.94 (Birr 87,565.00) not dated is in the file. There is an invoice of the supplier in the file.

Process time: The process time could not be determined since the date of issuance of the specs and BOQs to suppliers is not known.

Cost: USD 26,930.42 (Birr 740,600.00) has been paid to the supplier and the amount is the same with the evaluated offer.

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete.
- The Bank Payment Voucher is not dated

The Risk is **Low**.

Procured Item: 5. Procurement of Carpet through shopping method. Box file No. PGS-3; Filate File No. CG-011	Selected Suppliers: Roba Carper supplier	Contract Value USD: 3,535.66 (ETB 169,050.00)
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is a RFQ document in the file. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition for 70 meters carpet was submitted to central procurement process without a date. The RFQ was hand delivered to 3 potential suppliers on 25/10/2021. The closing date (dead line) for submitting of quotation was on 04/11/2021 at 3:00 PM. The floating time is 10 days which is adequate for shopping.

Quotation Opening: The quotation opening date and time were on 04/11/2021 at 3:30 PM. The selected suppliers requested to submit their quotations are the following: 1. Roba Carpet and Curtain shop 2. Adil Ayub Cheno general Trading 3. Kbatu Yilma Engida. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered as shown below

No	Supplier	Readout Prices in Birr	Modification
1	Roba Carpet and Curtain shop	2,100.00	2,100.00
2	Adil Ayub Cheno General trading	2,200.00	2,200.00
3	Kibatu Yilma Engida	2,350.00	2,350.00

Preliminary examination: There is preliminary examination report in the file and all of the suppliers have complied with the requirements of verification, eligibility, bid security, completeness and substantial responsiveness. Thus all are qualified for the next level of evaluation.

Technical evaluation: There is a Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of goods with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, Roba’s offer after VAT is Birr 169,050.00; Adil’s offer after VAT is Birr 189,175.00; Kibatu’s offer after VAT is Birr 177,100.00. Accordingly, Roba has been found the lowest evaluated supplier with the offer of Birr 169,050.00.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge without a date.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order without a date. It captured purchase order amount (Birr 169,050.00), delivery date of 25 calendar days after order and list of goods with quantities, unit and total amounts.

Contract Signature: There is a Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is an inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 3,243.59 (Birr 155,085) after deducting of 2% withholding tax. The Bank payment Voucher no 322238 for the amount of USD 3,535.66 (Birr 169,050.00) not dated is in the file. There is no invoice of the supplier in the file.

Cost: USD 3,243.59 (Birr 155,085) has been paid to the supplier which is the same as the evaluated offer after deduction of taxes.

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete
- Publication of advert, evaluation approval and award publication are without dates
- BPV is not dated.

The Risk is **Moderate**.

Procured Item: 6. Procurement of Tonner through shopping method. Box file No.PGS-5; Filate No. CG-015	Selected Suppliers: Orion Stationery	Contract Value USD: 1,881.88 (ETB 88,780.00)
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is a RFQ document in the file. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition for different color tonners and other stationery materials were submitted to central procurement process without a date. The RFQ was hand delivered to 3 potential suppliers without a date. The closing date (dead line) for submitting of quotation was not indicated in the RFQ document. The floating time could not be determined.

Quotation Opening: The actual quotation opening date and time were on 17/10/2021 at 4:20 PM. The selected suppliers requested to submit their quotations are the following: 1. Orion Stationery Shop 2. Abi Lemma Wondimu Stationery Shop 3. Seyfu Abebe Woldesilassie Stationery C.S.Cr. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered as shown below

No	Supplier	Readout Prices in Birr	Modifications
1	Orion Stationery Shop	88,780.00	88,780.00
2	Abi Lemma Wondimu Stationery Shop	94,380.50	94,380.50
3	Seyfu Abebe Woldesilassie Stationery C.S.Cr	94,001.00	94,001.00

Preliminary examination: There is preliminary examination report in the file and all of the suppliers have complied with the requirements of verification, eligibility, bid security, completeness and substantial responsiveness. Thus all are qualified for the next level of evaluation.

Technical evaluation: There is a Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of goods with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, Orion’s offer after VAT is Birr 88,780.00; Abi’s offer after VAT is Birr 94,380.00; Seyfu’s offer after VAT is Birr 94,001.00. Accordingly, Orion has been found the lowest evaluated supplier with the offer of Birr 88,780.00.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge without a date.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order without a date. It captured purchase order amount (Birr 88,780.00), delivery date of 20 calendar days after order and list of goods with quantities, unit and total amounts.

Contract Signature: There is a Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is an inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 1,726.42 (Birr 81,446.00) after deducting of 2% withholding tax. The Bank payment Voucher no 421063 for the amount of USD 1,881.88 (Birr 88,780.00) not dated is in the file. There is an invoice of the supplier in the file.

Cost: USD 1,726.42 (Birr 81,446.00) was paid after deducting the taxes.

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete
- The RFQ, Publication of advert, evaluation approval and award publication are without dates
- BPV is not dated.

The Risk is **Moderate**.

<p>Procured Item: 7. Procurement of Mobile apparatus through shopping method. Box file No. PGS-5; Filate File No. CG-017</p>	<p>Selected Suppliers: Girma Electronics</p>	<p>Contract Value USD: 4,166.98 (ETB 218,500.00)</p>
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is a RFQ document in the file. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition for mobile Apparatus was submitted to central procurement process without a date. The RFQ was hand delivered to 3 potential suppliers without a date. The closing date (dead line) for submitting of quotation was not indicated in the RFQ document. The floating time could not be determined.

Quotation Opening: The actual quotation opening date and time were on 24/6/2022 at 3:30 PM. The selected suppliers requested to submit their quotations are the following: 1. Meka Mrhadi Shemsu 2. Girma Wale Desta 3. Fanta Electronics. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered as shown below

No	Supplier	Readout Prices in Birr	Modifications
1	Meka Mrhadi Shemsu	20,500.00	20,500.00
2	Girma Wale Desta	19,000.00	19,000.00
3	Fanta Electronics	20,000.00	20,000.00

Preliminary examination: There is preliminary examination report in the file and all of the suppliers have complied with the requirements of verification, eligibility, bid security, completeness and substantial responsiveness. Thus all are qualified for the next level of evaluation.

Technical evaluation: There is a Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of goods with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total for 10 pcs are compared. Accordingly, Meka’s offer after VAT is Birr 235,750.00; Girma’s offer after VAT is Birr 218,500.00; Fanta’s offer after VAT is Birr 230,000.00. Accordingly, Girma Wale has been found the lowest evaluated supplier with the offer of Birr 218,500.00.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge without a date.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order without a date. It captured purchase order amount (Birr 218,500.00), delivery date of 20 calendar days after order and list of goods with quantities, unit and total amounts.

Contract Signature: There is a Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is an inspection report in the file.

Delivery: There is delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 3,822.75 (Birr 200,450.00) after deducting of 2% withholding tax. The Bank payment Voucher no 809274 for the amount of USD 4,166.98 (Birr 218,500.00) not dated is in the file. There is no invoice of the supplier in the file.

Process time: Date of issuance of request for price quotation is not known and the Goods were delivered on 14/11/2018. The process time could not be determined.

Cost: USD 3,822.75 (Birr 200,450.00) has been paid to the supplier after deducting the Taxes which agrees with the award amount.

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete
- The RFQ, Publication of advert, evaluation approval and award publication are without dates
- BPV is not dated.

The Risk is **Moderate**.

Non- Consultancy Services

A. Printing Services

Procured Item: 6. Procurement of color printing services of 500pcs booklet (facts and figures) through shopping method. Box File No.PGS-2; Filate No.CG- 005	Selected Suppliers: Master Printing	Contract Value: USD 960.77 (ETB 50,453.38)
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is a RFQ document in the file. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition was submitted to central procurement process without a date. The RFQ was hand delivered to 3 potential suppliers on 16/6/2012 E.C. (24/2/2020). The closing date (dead line) for submitting of quotation was on 30/06/2022 at 4:00 PM. The floating time is 14 days which is adequate for shopping.

Quotation Opening: The quotation opening date and time were on 30/6/2022 at 4:00 PM. The selected suppliers requested to submit their quotations are the following: 1. Master Printing Press PLC 2. United Printers PLC 3. Mesfin H/Mariam Printing and Advertising. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered as shown below.

No	Supplier	Readout Prices in Birr	Modifications
1	Master Printing Press PLC	50,453.40	50,453.38
2	United Printers PLC	62,445.00	62,445.00
3	Mesfin H/Mariam Printing and Advertising	57,960.00	57,960.00

Preliminary examination: There is a preliminary examination report.

Technical evaluation: There is a Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of the service with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, Master Printing Press PLC's offer after VAT is Birr 50,453.38; United Printers PLC's offer after VAT is Birr 62,445.00; Mesfin H/Mariam Printing and Advertising's offer after VAT is Birr 57,960.00. Accordingly, Master Printing Press PLC has been found the t evaluated service provider with an offer of Birr 50,453.38.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge without a date.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order without a date. It captured purchase order amount (Birr 50,453.38), delivery date of 25 calendar days after order and list of numbers of booklets with quantities, unit and total amounts.

Contract Signature: There is a Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is an inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 881.40 (Birr 46,285.49) after deducting of 2% withholding tax and 7.5% VAT. The Bank payment Voucher no 566206 for the amount of USD 881.40 (Birr 46,285.49) not dated is in the file. There is an invoice of the supplier in the file.

Process time: The process time could not be determined since the date of issuance of the specs and BOQs to suppliers is not known.

Cost: USD 6,662.85 (ETB 183,367.50) is paid to the supplier. The evaluated offer was USD 6,662.85 (Birr 183,367.50).

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete.
- The RFQ, Publication of advert, evaluation approval and award publication are without dates
- BPV is not dated.

The Risk is **Moderate**.

Procured Item: 7. Procurement of printing services of 1,500pcs Note book with ACE Logo and 2,000 pens with ACE Logo through shopping method. Box File No.PGS-2; Filate No.CG- 005	Selected Suppliers: Central Printing	Contract Value: USD 2,103.92 (ETB 94,823.25)
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is a RFQ document in the file. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition was submitted to central procurement process on 27 July 2021. The RFQ was hand delivered to 3 potential suppliers on 30/07/2021. The closing date (dead line) for submitting of quotation was on 09/08/2021 at 4:00 PM. The floating time is 9 days which is adequate for shopping.

Quotation Opening: The quotation opening date and time were on 09/08/2021 at 5:00 PM. The selected suppliers requested to submit their quotations are the following: 1. Central Printing Press PLC 2. United Printers PLC 3. Rohobot Printers PLC. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered as shown below.

No	Supplier	Readout Prices in Birr	Modifications
1	Central Printing Press PLC	94,823.25	94,823.25
2	Rohobot Printers PLC	115,000.00	115,000.00
3	United Printers PLC	113,580.00	133,580.00

Preliminary examination: There is a preliminary examination report.

Technical evaluation: There is a Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of the service with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, Central Printing Press PLC’s offer after VAT is Birr. 94,823.25; Rohobot Printers PLC’s offer after VAT is Birr 115,000.00 and United Printers PLC’s offer after VAT is Birr 135,580.00. Accordingly, Central Printing Press PLC has been found the least evaluated service provider with an offer of Birr 94,823.25.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge on 11/12/2022.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order without a date. It captured purchase order amount (Birr 94,823.25), delivery date of 25 calendar days after order and list of numbers of note books and pens with quantities, unit and total amounts.

Contract Signature: There is a Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is an inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 1,930.12 (Birr 86,990.03) after deducting of 2% withholding tax and 7.5% VAT. The Bank payment Voucher no 734320 for the amount of USD 1,930.12 (Birr 86,990.03) not dated is in the file. There is an invoice of the supplier in the file.

Cost: USD 1,930.12 (Birr 86,990.03) is paid to the supplier after deducting of taxes which agrees with the award amount.

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete.
- The RFQ, Publication of advert, evaluation approval and award publication are without dates
- BPV is not dated.

The Risk is **Moderate.**

Procured Item: 8. Procurement of printing services of 5 sizes, Banner, 30 pcs Poster, 4 pcs Roll up and 6 pcs Table top through shopping method. Box File No.PGS-4; Filate No.CG- 012	Selected Suppliers: Papiilon printing Service	Contract Value: USD 1,707.96 (ETB 90,984.55)
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is no RFQ document in the file. Only description of listed items and bill of quantities exist. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are not indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition was submitted to central procurement process without a date. The Specifications and bill of quantities were hand delivered to 3 potential suppliers, date not known. The closing date (dead line) for submitting of quotation and the floating time are not known.

Quotation Opening: The quotation opening date and time were on 17/10/2022 at 5:00 PM. The selected suppliers requested to submit their quotations are the following: 1. Papiilon Printing service 2. Biyali Bitoriyo Antoniyoy Printers, 3. Almaz Tadese Hurissa advertising Work. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered as shown below.

No	Supplier	Readout Prices in Birr	Modifications
1	Papiilon Printing service	90,984.55	90,984.55
2	Biyali Bitoriyo Antoniyoy Printers,	102,787.00	102,787.00
3	Almaz Tadese Hurissa advertising Work	117,875.00	117,875.00

Preliminary examination: There is a preliminary examination report.

Technical evaluation: There is no Technical Evaluation report in the file. But the IPA consultant has decided not to consider it since the procurement committee has seen the difference visually.

Financial Evaluation: There is a financial evaluation report complied with the following total price of the service with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, Papiilon Printing service’s offer after VAT is Birr. 90,984.55; Biyali Bitoriyo Antoniyoy Printers’s offer after VAT is Birr 102,787.00 and Almaz Tadese Hurissa advertising Work’s offer after VAT is Birr 117,875.00. Accordingly, Papiilon Printing service has been found the least evaluated service provider with an offer of Birr 90,984.55.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge without a date.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is no Purchase Order or award letter.

Contract Signature: There is no Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is no inspection report in the file.

Delivery: There is no delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are not in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 1,566.86 (Birr 83,468.44) after deducting of 2% withholding tax and 7.5% VAT. The Bank payment Voucher no 421062 for the amount of USD 1,566.86 (Birr 83,468.44) not dated is in the file. Supplier's invoice dated 20/4/21 is in the file.

Cost: USD 6,662.85 (ETB 183,367.50) is paid to the supplier. The evaluated offer was USD 6,662.85 (Birr 183,367.50).

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete.
- There is no RFQ documents, No publication of advert date;
- There is no PO
- BPV is not dated.

The Risk is **Moderate.**

Procured Item: 9. Procurement of printing services of 3 pcs award for PhD through shopping method. Box File No.PGS-4; Filate No.CG- 014	Selected Suppliers: Nany Production	Contract Value: USD 229.72 (ETB 12,300.00)
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period..

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is no RFQ document in the file. Only description of listed items and bill of quantities exist. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are not indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition was submitted to central procurement process without a date. The Specifications and bill of quantities were hand delivered to 3 potential suppliers, date not known. The closing date (dead line) for submitting of quotation and the floating time are not known.

Quotation Opening: The quotation opening date and time were on 26/11/2022 at 4:20 PM. The selected suppliers requested to submit their quotations are the following: 1. Nany Production 2. Ted Advert and Stationery, 3. Nebret Gizaw Alemu/Geda Printing. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered as shown below.

No	Supplier	Readout Prices in Birr/pc	Modifications
1	Nany Production	4,100.00	4,100.00
2	Ted Advert and Stationery	5,750.00	5,750.00
3	Nebret Gizaw Alemu/Geda Printing.	6,210.00	6,210.00

Preliminary examination: There is a preliminary examination report.

Technical evaluation: There is no Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of the service with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, Nany Production’s offer after VAT is Birr. 12,300.00; Ted Advert and Stationery’s offer after VAT is Birr 17,250.00 and Nebret Gizaw Alemu/Geda Printing’s offer after VAT is Birr 18,630.00. Accordingly, Nany Production has been found the least evaluated service provider with an offer of Birr 12,300.00.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge without a date.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is no Purchase Order or award letter.

Contract Signature: There is no Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is no inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 225.73 (Birr 12,086.09) after deducting of 2% withholding tax. The Bank payment Voucher no 974935 for the amount of USD 225.73 (Birr 12,086.09) not dated is in the file. There is no invoice of the supplier in the file.

Process time: The process time could not be determined since the date of issuance of the specs and BOQs to suppliers is not known.

Cost: USD 225.73 (Birr 12,086.09) is paid to the supplier after deducting of taxes and it agrees with the award amount.

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete.
- There is no RFQ documents, No publication of advert date;
- There is no PO
- BPV is not dated.

The Risk is **Moderate**.

<p>Procured Item: 10. Procurement of printing services of 100 pcs Poster and 10 pcs Roll up through shopping method. Box File No.PGS-5; Filate No.CG- 016</p>	<p>Selected Suppliers: Y2 printing and Advertising PLC</p>	<p>Contract Value: USD 894.66 (ETB 47,000.00)</p>
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FINDINGS

PROCUREMENT SYSTEM:

Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.

PROCUREMENT PROCESS:

Procurement plan: There is a PP for the project during the audit period.

Procurement method used: Shopping-Request for Quotations method [Market approach- Limited –Shopping Method (RFQ)] is used and it complies with the requirements of the PIM, Procurement manual and PP.

RFQ Document: There is a standard RFQ document in the file not particularized. Only description of listed items and bill of quantities exist. Therefore, requirements like validity date and warranty, submission place, date and deadline time, etc. are not indicated. Selection criteria whether or not it is an item based or package based selection not known.

Publication: Purchase requisition was submitted to central procurement process without a date. The Specifications and bill of quantities were hand delivered to 3 potential suppliers, date not known. The closing date (dead line) for submitting of quotation and the floating time are not known.

Quotation Opening: The quotation opening date and time were on 7/5/2022 at 4:00 PM. The selected suppliers requested to submit their quotations are the following: 1. Y2 Printing Press 2. Yared Assefa printers and Advert PLC, 3. Mesfin H/Mariam Printing and Advertising. The suppliers have submitted their quotations before the deadline for submission of quotations. There is a quotation opening minutes included in the evaluation report of the Procurement Committee with an attendance sheet of the 5 Committee members. Read-out prices are also registered as shown below.

No	Supplier	Readout Prices in Birr	Modifications
1	Y2 Printing Press	47,000.00	47,000.00
2	Yared Assefa printers and Advert PLC	50,600.00	50,600.00
3	Mesfin H/Mariam Printing and Advertising	97,600.00	97,600.00

Preliminary examination: There is a preliminary examination report.

Technical evaluation: There is no Technical Evaluation report in the file.

Financial Evaluation: There is a financial evaluation report complied with the following total price of the service with the 15% VAT. The procurement committee has opened the financial envelopes and has done the evaluation. Unit prices are multiplied with quantities and the total are compared. Accordingly, Y2 Printing Press’s offer after VAT is Birr. 47,000.00; Yared Assefa printers and Advert PLC’s offer after VAT is Birr 50,600.00 and Mesfin H/Mariam Printing and Advertising’s offer after VAT is Birr 97,600.00. Accordingly, Y2 Printing Press has been found the least evaluated service provider with an offer of Birr 47,000.00.

Evaluation approval: The evaluation report and recommendation by the procurement committee was approved by center head, Professor Mengistu Urge without a date.

Bank Review: No Bank review required for the contract is within the post review threshold limit.

Award: There is a Purchase Order without a date. It captured purchase order amount (Birr 47,000.00), delivery date of 30 calendar days after order and list of numbers of note books and pens with quantities, unit and total amounts.

Contract Signature: There is no Purchase Order as described above.

CONTRACT ADMINISTRATION:

Inspection at delivery: There is no inspection report in the file.

Delivery: There is a delivery record: The details of the dates of deliveries, GRN numbers and Quantities delivered are in the file.

Payment: Payment transfer in CPO from Bank Account no. 1000191532857 is requested to CBE for the amount of USD 820.75 (Birr 43,117.39) after deducting of 2% withholding tax and 7.5% VAT. The Bank payment Voucher no 977758 for the amount of USD 820.75 (Birr 43,117.39) not dated is in the file. There is no invoice of the supplier in the file.

Cost: USD 820.75 (Birr 43,117.39) is paid to the supplier after deduction of taxes which agrees with the award amount.

Compliance: There are non-compliances observed with regards to the following:

- Records are not complete.
- No publication of advert date;
- Evaluation report is without a date
- There is no PO
- There is no inspection report
- BPV is not dated.

The Risk is **Moderate.**

B. Vehicle Maintenance

<p>Procured Item: 1. Procurement of vehicle maintenance through DC method (Service for Land Cruiser- 4-26648 ET, Coaster Bus). Box file No: PM-1, Filate File No: CM 001</p>	<p>Selected Supplier: Carcare computerized Auto Service, AA, Sister company of the supplier LTA</p>	<p>Contract Value in USD 479.29 ETB 25,615.35 USD 1,101.00 ETB 58,841.85 Total= USD 1,580.29 Total= ETB 84,457.20</p>
<p>FINDINGS</p>		
<p>PROCUREMENT SYSTEM:</p> <p>Records: Files are kept at Finance Unit. The files are complete. Box files are not numbered and labelled on the external side and with their contents list in each box. Files are kept in a safe lockable metal cupboard.</p> <p>PROCUREMENT PROCESS:</p> <p>Procurement plan: There is a PP for the project during the audit period Procurement method used: DC method used. RFQ Documents: No RFQ document, only purchase requisition not dated and approval by the center head. There is also a service requisition for plate no 4-26650, 120,000km and approved by the center head on 07/11/2022. Publication: No Publication of Advert. Quotation Opening: No data on quotation opening. Evaluations: No evaluation record. Preliminary examination: No preliminary evaluation records. Technical evaluation: There is no Technical Evaluation report in the file. Financial Evaluation: No Financial evaluation records. Evaluation approval: No evaluation approval record. Bank Review: No Bank review required for the contract is within the post review threshold limit. Award: There is a purchase requisition filled form for vehicle maintenance with <u>no plate no. indicated and not dated.</u> There is also a maintenance requisition for plate no 4-26650, 120,000km. Contract Signature: There is neither Job order nor PO to the service provider.</p> <p>CONTRACT ADMINISTRATION:</p> <p>Inspection at delivery: There is an inspection report. Delivery: There is service quotation invoice dated 27/2/2022 for Birr 25,616.35 for the maintenance of plate no 4-26648. There is also an inspection report by the Technical Service Division of the University dated 27/11/2022. Payment: Bank Payment voucher No. 977751 (without a date) for Birr 25,616.35 in the file.</p> <ul style="list-style-type: none"> • The supplier’s invoice dated 19/7/2022 is attached for Birr 58,841.85 for the service charge and items changed during the maintenance of plate No. 4-26650; • The supplier’s invoice dated 27/2/2022 is attached for Birr 25,616.35 for the service charge of plate No. 4-26648. <p>Compliance: There are no non-compliances observed.</p> <ul style="list-style-type: none"> ○ There is neither Job order nor PO to the service provider. <p>The Risk is Low.</p>		

<p>Procured Item: 2. Procurement of vehicle maintenance through DC method (Service for Coaster Bus- 4-2665048).</p> <p>Box file No: PM-1, Filate File No: CM 001</p>	<p>Selected Supplier:</p> <p>Carcare computerized Auto Service, AA , Sister company of the supplier LTA</p>	<p>Contract Value in USD 845.89</p> <p>ETB 44,827.15</p>
<p>FINDINGS</p>		
<p>PROCUREMENT SYSTEM:</p> <p>Records: Files are kept in the documentation in Finance and procurement units. Records are not complete and records and box files are not in a chronological order following the procurement cycle. Retrieval is not easy. Box files are not properly labeled on the external side and there is no content list in each file. Files are kept in a safe lockable metal cupboard.</p> <p>PROCUREMENT PROCESS:</p> <p>Procurement plan: There is a hard copy of approved Procurement Plan for EFY 2012 in the file. It is the hard copy of the ETEPS. The procured items are indicated in the PP of EFY 2012.</p> <p>Procurement method used: DC method used.</p> <p>RFQ Documents: No RFQ document, only purchase requisition dated 01/09/2022 and approval by the center head.</p> <p>Publication: No Publication of Advert.</p> <p>Quotation Opening: No data on quotation opening.</p> <p>Evaluations: No evaluation record.</p> <p>Preliminary examination: No preliminary evaluation records.</p> <p>Technical evaluation: There is no Technical Evaluation report in the file.</p> <p>Financial Evaluation: No Financial evaluation records.</p> <p>Evaluation approval: No evaluation approval record.</p> <p>Bank Review: No Bank review required for the contract is within the post review threshold limit.</p> <p>Award: There is a purchase requisition filled form for vehicle plate no. 4-26648, Coaster Bus on 01/09/2022.</p> <p>Contract Signature: <u>There is neither Job order nor PO to the service provider.</u></p> <p>CONTRACT ADMINISTRATION:</p> <p>Inspection at delivery: No inspection report.</p> <p>Delivery: There is service quotation invoice dated 16/05/2022 for Birr 44,827.15. There is also an inspection report by the Technical Service Division of the University dated 06/11/2022. <u>There is no receiving report.</u></p> <p>Payment: Bank Payment voucher No. 808300 (without a date) for Birr 44,887.15 in the file. The supplier’s invoice dated 16/05/20212 is attached.</p> <p>Compliance: There are no non-compliances observed.</p> <ul style="list-style-type: none"> ○ There is neither Job order nor PO to the service provider. <p>The Risk is Low.</p>		

<p>Procured Item: 3. Procurement of vehicle maintenance through DC method (Service for Land Cruiser- 4-26650, 92,000km).</p> <p>Box file No: PM-1, Filate File No: CM 001</p>	<p>Selected Supplier:</p> <p>Carcare computerized Auto Service, AA , Sister company of the supplier LTA</p>	<p>Contract Value in USD 617.51</p> <p>ETB 32,724.53</p>
<p>FINDINGS</p>		
<p>PROCUREMENT SYSTEM:</p> <p>Records: Files are kept in the documentation in Finance and procurement units. Records are not complete and records and box files are not in a chronological order following the procurement cycle. Retrieval is not easy. Box files are not properly labeled on the external side and there is no content list in each file. Files are kept in a safe lockable metal cupboard.</p> <p>PROCUREMENT PROCESS:</p> <p>Procurement plan: There is a hard copy of approved Procurement Plan for EFY 2012 in the file. It is the hard copy of the ETEPS. The procured items are indicated in the PP of EFY 2012.</p> <p>Procurement method used: DC method used.</p> <p>RFQ Documents: No RFQ document, only purchase requisition dated 21/10/2022 and approval by the center head.</p> <p>Publication: No Publication of Advert.</p> <p>Quotation Opening: No data on quotation opening.</p> <p>Evaluations: No evaluation record.</p> <p>Preliminary examination: No preliminary evaluation records.</p> <p>Technical evaluation: There is no Technical Evaluation report in the file.</p> <p>Financial Evaluation: No Financial evaluation records.</p> <p>Evaluation approval: No evaluation approval record.</p> <p>Bank Review: No Bank review required for the contract is within the post review threshold limit.</p> <p>Award: There is a purchase requisition filled form for vehicle plate no. 4-26650 on 21/10/22.</p> <p>Contract Signature: <u>There is neither Job order nor PO to the service provider.</u></p> <p>CONTRACT ADMINISTRATION:</p> <p>Inspection at delivery: No inspection report.</p> <p>Delivery: There is service quotation invoice dated 28/10/2021 for Birr 32,724.53. There is also a inspection report by the Technical Service Division of the University dated 06/11/2021. There is no receiving report.</p> <p>Payment: Bank Payment voucher No. 322231 (without a date) for Birr 32,724.53 in the file. The supplier’s invoice dated 28/10/2022 is attached.</p> <p>Compliance: There are no non-compliances observed.</p> <ul style="list-style-type: none"> ○ There is neither Job order nor PO to the service provider. <p>The Risk is Low.</p>		

C. Air Flight

Procured Item: Procurement of Air Travel Service through Frame Work Agreement (FWA)	Selected Service Provided: Ethiopian Air Lines (EAL)	Contract Value: As tabulated below:
FINDINGS		
<p>PROCUREMENT SYSTEM:</p> <p>Records: Files are kept at Finance Units. Box files are numbered on the external side but not with their contents list in each box. Files are kept in a safe lockable wooden cupboard.</p> <p>PROCUREMENT PROCESS:</p> <p>Procurement plan: There is a PP for the project for the period of audit.</p> <p>Frame Work Agreement (FWA) was made between the EAL and the Haramay University through the university using PPPAA procurement guidelines.</p> <p>CONTRACT ADMINISTRATION:</p> <p>Output: Here below are tabulated the services provided up on requests made by the ACE-CSABC.</p> <p>Payment: The details of the payment information are in the files at finance office and are tabulated below:</p> <p>Compliance: There are non-compliances observed with regards to the following:</p> <ul style="list-style-type: none"> • Instead of Purchase Orders (PO) to the EAL, the IA sends requests through letters. <p>The Procurement is <u>Low Risk</u></p>		

Air Travel services are provided to the HU through a credit agreement (FWA) signed years back with the Ethiopian Air Lines (EAL). After the establishment of the HU-ACE-CSABC it was necessary to sign another Credit Agreement (FWA) by the HU for three years on behalf of the Centre effective from march 22, 2021. Procurement Requests are issued directly by the Centre to the EAL Diredawa branch and services are provided as per the framework agreement and payments are requested by sending invoices periodically/monthly building up the payment amounts as below. Then payments are made by the centre by summing up a number of invoices together or otherwise as tabulated below. However, there are times that invoices are delayed for longer durations as shown below.

Detailed Air Flight services with Procurement/Purchase Requests and Ticket amounts & Payments made with corresponding dates.

Box File No	Filate File No	Description of Air Ticket services	Invoice and Payment				
			Request Letter date	Ticket Amount (ETB)	Invoice Amount/ Date	Justified Payment Amount (USD)	PV Number Date
PAT-1	CT-001	Round trip AA – DD- AA for the month of January 2022 for 7 persons	16/6/14	40,968.00	40,968.00 (03/03/2022 with list of tickets for the Month of January 2022)	USD 754.61 CBE Transfer Slip 1/3/2022	808210 (No date)
PAT-1	CT-002	Round trip DD-AA and AA-DD for 4 persons	10/1/2014	35,993.00	35,993.00 (22/09/2021 with list of tickets for the Month of August 2021)	USD 662.97 CBE Transfer Slip 21/9/2021	734343 (No date)
PAT-1	CT-003	Round trip Entebbe – DD - AA and AA – DD for 11persons	10/9/2014	72,475.00	72,475.00 (10/9/2014 with list of tickets for the Month of April 2022)	USD 662.97 CBE Transfer Slip 19/5/2022	807286 (No date)
PAT-1	CT-004	Round trip DD – AA and AA- DD K for one 4 persons for the month of January 2021	17/5/2013	19,360.00	19,360.00 with list of tickets for the Month of January 2021	USD 486.64 CBE Transfer Slip 26/01/2021	514043 25/01/2021
PAT-1	CT-005	Round trip AA - DD and DD - AA for 5 persons	18/11/2014	29,438.00	29,438.00 with list of tickets for the Month of June 2022	USD 571.86 CBE Transfer Slip 29/3/22	809297 (No date)
PAT-1	CT-006	Round trip DD – AA and AA-DD for six persons	13/7/2014	35,665.00	35,665.00 with list of tickets for the Month of February 2022	USD 693.21 CBE transfer Slip 24/3/2022	805974 (23/3/2022)
PAT-1	CT-007	Round trip DD – AA and AA- DD for six person	19/08/2014	48,135.00	48,135.00 with list of tickets for the Month of March 2012	USD 927.53 CBE transfer Slip 28/4/2022	808771 28/4/2022
PAT-1	CT-008	Round trip DD – AA and AA – DD - for seven persons	13/10/2014	48,376.00	48,376.00 with list of tickets for the Month of May 2022	USD 922.18 CBE transfer Slip 27/6/2022	809267 (No date)
PAT-1	CT-009	Round trip DD-AA and AA – DD for 2 persons	22/02/2015	15,548.00	15,548.00 with list of tickets for the Month of September 2022	USD 290.89 CBE transfer Slip 8/11/2022	421079 (No date)
				ETB 345,958.00		USD 5,972.86	

D. Hotel Accommodation

Procured Item: Procurement of Hotel Services for through Frame Work Agreement (FWA)	Selected Suppliers: 4 Hotels as tabulated below	Contract Value: Refer table Below
FINDINGS		
<p>PROCUREMENT SYSTEM:</p> <p>Records: Files are kept at Finance Units. Box files are numbered on the external side but not with their contents list in each box. Files are kept in a safe lockable wooden cupboard.</p> <p>PROCUREMENT PROCESS:</p> <p>Procurement plan: There is a PP for the project for the audit period.</p> <p>Frame Work Agreements (FWA) were made between the four hotels (1 in Harar – Harar Ras Hotel and 2 in Diredawa – Diredawa Ras Hotel, Traingle Hotel, Kereyu Hill hotel and ZM Hotel) and the Haramaya University Resource Center through the university (PPPAA) procurement guidelines to be renewed annually.</p> <p>CONTRACT ADMINISTRATION:</p> <p>Output: Here below are tabulated the services provided up on requests made by the ACE-CSABC.</p> <p>Payment: The details of the payment information are in the files at finance office and are tabulated below:</p> <p>Compliance: There are non-compliances observed with regards to the following:</p> <ul style="list-style-type: none"> • Instead of Purchase Orders (PO) to the Hotels, the Centre sends requests through letters. <p>The Procurement is <u>Low Risk</u></p>		

Details of Hotel services provided and payments made to the Hotel are as tabulated below:

Box File No	Filate File No	Hotel Accommodation	Service Request Date	Service Start Date	Service End Date	PV No	Payment				
							Amount (ETB)	Request date	Date	Invoice Amount USD	Bank Slip Amount less taxes (ETB)
AHR-1	CH-001	Harar Ras Hotel • One person	04/12/20	10/12/20	11/12/20	514010	5,487.04	6/4/13	No date	102.66	5,487.04
AHR-1	CH-002	Harar Ras Hotel • One person	17/12/20	21/12/20	27/12/20	36202	5,351.96	19/4/13	27/01/21	134.45	5,351.96
AHR-1	CH-003	Harar Ras Hotel • One person	04/11/20	08/11/20	12/11/20	514037	5,751.98	7/3/13	15/01/21	144.81	5,751.98
AHR-1	CH-004	Harar Ras Hotel • One person	01/09/21	04/09/22	08/09/22	421076	8,120.13	27/1/15	24/11/22	151.68	8,120.13
AHR-1	CH-006	Harar Ras Hotel • One person	14/6/22	09/06/22	15/6/22	421077	9,630.02	27/10/14	24/11/22	179.88	9,630.02
AHR-1	CH-007	Harar Ras Hotel • One person	14/9/21	21/09/21	23/09/21	322213	8,315.07	18/01/14	21/10/21	175.61	8,315.07
AHR-2	CH-008	Harar Ras Hotel • One person	07/07/21	11/08/21	15/08/21	734344	10,112.18	25/12/13	29/9/21	217.30	10,112.18
AHR-2	CH-009	Harar Ras Hotel • 100 guests - Buffet	21/09/21	24/09/21	24/09/21	322214	41,920.60	18/01/14	21/10/21	885.39	41,920.60
AHR-2	CH-010	Harar Ras Hotel (3 persons) • One person	10/10/21	21/10/21	21/09/21	809289	28,168.73	13/02/14	03/12/21	594.91	28,168.73
		• One person	01/7/2022	14/3/22	23/3/22						
		• One person	01/06/22	5/6/22	11/6/22						
AHR-2	CH-011	Harar Ras Hotel • 10 People – Food and beverages	8/7/2022	08/07/22	08/07/22	734349	7,945.06	04/12/13	08/10/22	149.38	7,945.06
AHR-2	CH-012	Harar Ras Hotel • 1 Person- food, soft drink and bed and 2 people lunch and soft drinks	8/7/2021	09/07/21	11/07/22	734333	7,695.06	05/11/13	_	143.98	7,695.06
ADR-1	CD-001	Diredawa Ras Hotel • Five persons	10/4/2022	13/4/22	14/04/22	809260	20,989.76	13/8/14	24/6/22	405.99	20,989.76
ADR-1	CD-002	Diredawa Ras Hotel • Six persons	6/11/22	9/11/22	12/11/22	808226	34,649.13	08/3/14	18/3/22	680.71	34,649.13
ADR-1	CD-003	Diredawa Ras Hotel • Two persons	30/06/21	30/06/21	30/06/21	808226	284.98	6/1/14	7/2/21	6.45	284.98
ADR-1	CD-004	Diredawa Ras Hotel	22/11/21	2/11/21	05/11/21	-	20,849.34	29/2/14	11/8/21	461.52	20,849.34

		• 9 persons									
ADR-1	CD-005	Diredawa Ras Hotel • 9 persons	22/11/21	2/11/21	05/11/21	-	56,304.51	29/2/14 (Br. 9979)	11/8/21	1,246.35	56,304.51
ADR-1	CD-006	Diredawa Ras Hotel • One person	27/8/21	27/18/21	01/9/21	-	1,520.87	8/1/14	16/9/21	32.85	1,520.87
ADR-1	CD-007	Diredawa Ras Hotel • Three person	16/7/21	17/7/21	19/7/21	-		28/11/13	3/8/21	235.22	10,550.16
AOH-1	CO-001	ZM Hotel in Harar • Three person	10/8/21	12/8/21	15/8/21	-		-	15/8/21	107.79	4,880.07
AOH-1	CO-002	Resource center									
AOH-1		• 60 people - Cocktail	9/4/22	12/4/22	12/4/22						
		• 10 people -training	4/5/22	9/5/22	13/5/22						
		• 25 people - training	3/4/22	1/5/22	5/5/22	809269	121,500.00	12/4/14, 21/8/14, 10/8/14, 12/8/14	24/6/22	5,196.04	272,460.00
		• 30 people- Student graduation	3/4/22	13/4/22	14/4/22						
AOH-1	CO-003	Triangle Hotel • One persons	12/3/21	13/3/21	13/3/21	321081	1,201.52	12/3/21	30/3/21	28.84	1,201.52
AOH-1	CO-004	Kereyu Hill Resort Hotel • Six persons	8/10/22	9/10/22	12/10/22	421073	86,463.65	6/2/15	16/10/22	1,623.61	86,463.65
							235,431.81			12,905.42	

Annex IV

Risk Rating Definition

Definitions of IPA Risk Ratings	
Low Risk (LR)	IA’s Procurement systems, procurement processes, and/or contract administration are of highest quality, reliability, timeliness, and transparency, and required little or no corrective action needed by the Management
Moderate Risk (MR)	IA’s Procurement systems, procurement processes, and/or contract administration are of generally good quality, reliability, timeliness, and transparency with minor corrective actions needed by the Management.
Substantial Risk (SR)	Moderate shortcomings in IA’s Procurement systems, procurement processes, and/or contract administration have limited or jeopardized the timely or efficient achievement of one or more major outputs, but resolution(s) is/are likely
High Risk (HR)	Significant shortcomings in IA’s Procurement systems, procurement processes, and/or contract administration have limited or jeopardized the timely or efficient achievement of one or more major outputs, and resolution is uncertain or unlikely

Overall Risk Rating:	Low <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial <input type="checkbox"/> High <input type="checkbox"/> <i>(Overall rating for a report is not an average rating of all indicators combined but rather a final rating based on reviewer's objective conclusions about the findings as a whole.)</i>
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Risk Rating of Procurement System:	Low <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial <input type="checkbox"/> High <input type="checkbox"/> <i>(Indicators to consider:</i> <ul style="list-style-type: none"> ○ Legal Framework: Suitability of the laws, rules and regulations applicable to the implementing agency ○ Organization/Staffing: Organization of the procurement unit and allocation of functions; quality and adequacy of procurement staff ○ Controls/Manuals: Quality of internal administrative practices, including special anticorruption initiatives, existence of dispute resolution systems, internal procedural manuals and instructions, oversight and auditing practices, and code of professional behaviour and ethics ○ Record-keeping: Availability, quality, security and completeness of procurement records and files)
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Risk Rating of Procurement Processes:	Low <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial <input type="checkbox"/> High <input type="checkbox"/> <i>(Indicators to consider:</i> <ul style="list-style-type: none"> ○ Procurement Planning: Assessment of quality of, and adherence to, the procurement plan, including changes/updates if applicable ○ Publications: Assessment of quality of, and adherence to, advertising and contract award publication requirements for applicable contracts ○ Bidding: Assessment of quality of, and adherence to, requirements for bidding documents, including RFP's, LOI's, short lists, terms of reference, invoices, and other applicable documents ○ Evaluation: Assessment of quality of, and adherence to, bid evaluation requirements/criteria, including draft contracts, technical and financial evaluation reports, and bid amendments, if applicable ○ Awards: Assessment of quality of, and adherence to, contract award requirements, including amendments, variation orders, and extensions)
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Risk Rating of Contract Administration:	Low <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial <input type="checkbox"/> High <input type="checkbox"/> <i>(Indicators to consider:</i> <ul style="list-style-type: none"> ○ Implementation: Assessment of quality of, and adherence to, contract implementation criteria, including results of physical inspections ○ Payments: Assessment of adherence to contract payment schedules, including timeliness of payments to contractors ○ Compliance: Assessment of adherence to all contractual compliance with agreed provisions; adherence to all related anti-corruption practices)
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Annex V

Proposed Purchase Order of FPPAA

[Name of Procuring Entity]
[Address of Procuring Entity]

LOCAL PURCHASE ORDER

Procurement Number:

To: {Name and Address of Supplier}

.....
.....
.....

Your quotation reference [*reference number*] dated [*date of quotation*] is accepted and you are required to supply the goods or perform the works or services {*amend as appropriate*} as detailed in the listed attachments against the terms contained in this Purchase Order. This order is placed subject to the attached General Conditions of Contract for Local Purchase Orders, except where modified by the terms stated below.

SPECIFIC TERMS OF THIS PURCHASE ORDER:

- 1) **Contract Sum:** The Contract Sum is [*state contract sum and currency*].
- 2) **Completion Period:** The goods are to be delivered or the works or services performed {*amend as appropriate*} within days/weeks/months from the date of this Purchase Order.
- 3) **Warranty:** The warranty/guarantee period is:months.
- 4) **Delivery point:** Goods are to be delivered to, or the works or services provided at [*physical address*].....
- 5) **Contact Person:** Enquiries and documentation should be addressed to [name and position of individual] at [address]
Telephone Number:..... Fax Number
- 6) **Payment to Supplier:**
Payment will be made in full [*or state alternative agreed payment terms*] on completion of satisfactory performance of the contract. The following documentation must be supplied for payments to be made:
 - i). An original and two copies of an Invoice;
 - ii). A goods received note or completion certificate signed by [*Authority responsible for certifying satisfactory completion of the order*];
 - iii). [*List other documents required e.g. packing lists, certificates, shipping documents*]
- 7) [Add any other specific terms of contract appropriate to the Local Purchase Order].
- 8) The following documents attached as appendices form part of this Contract:
 - Federal Democratic Republic of Ethiopia General Conditions of Contract for Local Purchase Orders;
 - Section C of the RFQ [*Schedule of Requirements/Schedule of Rates and Prices/or Activity Schedule*]
 - [*List any other such documents –e.g. Terms of Reference for Consultant Services...*]
- 9) Please confirm your receipt of this Local Purchase Order in writing.

Purchase Order Authorized by:

Signature:..... Name:.....

Position:..... Date:

Annex VI

Terms of Reference for Independent Procurement Audit for Africa Centre of Excellence for Climate Smart Agriculture and Biodiversity Conservation (ACE-CSABC)

1.0 Background

The World Bank, (The International Development Association (IDA) is financing the implementation of Eastern and Southern Africa Higher Education Centre of Excellence Project (ACE II) whose objectives is to support selected Eastern and South African higher education institutions to deliver quality post-graduate education and build collaboration research capacity in the regional priority areas.

Ethiopia is selected to participate in the Four ACE II program and one academic institution under Haramaya University are implementing entities under the financing agreement.

The MoFEC (Ministry of Finance & Economic Cooperation) is the recipient and MoE (Ministry of Education) will provide coordination and project implementation support for the project.

The ACECSABC, as approved through their proposed individual implementation plans, will conduct the procurement of Goods, Works, consultancy services and non-consulting services following the World Bank's Procurement Guidelines and/or standard Government procedures acceptable to the World Bank. These procedures are designed to ensure the major procurement principles of efficiency, economy, development of national contractors/consultants/suppliers and transparency of the procurement process. Hence the ACECSABC, through an independent procurement Audit, plan to enhance procurement oversight over the project procurement activities by identifying strengths and weaknesses, opportunities for and threats to capacity of procurement of the ACECSABC.

The ACECSABC realize the importance of procurement oversight over the ACECSABC procurement activities through an independent procurement Audit by signing **a contract for a period of three years** with possibility of extension based on satisfactory performance of the auditing firm. The Independent Procurement Audit (IPA) to be carried out annually in the ACECSABC shall assess the planning, contracting, implementation processes, internal control and procurement documentation under ACECSABC financed contracts. The independent procurement audits play an important role in the HU-ACECSABC audit responsibility by:

- iii. acting as a reminder for HU-ACECSABC of the importance of its fiduciary responsibilities for procurement;
- ii. creating a deterrent to negligence in procurement management, decision-making and oversight, to ensure that an environment conducive to corrupt and fraudulent practices is not allowed to develop and that any such practices are brought to light and eliminated; and
- iii. Monitoring both procurement and audit functions and stimulating corrective action by the appropriate parties wherever non-compliance or deficiencies are identified.

2.0 Objectives

The objectives of this Procurement Audit are as follows;

- 2.1 To review the planning, procurement, contracting, implementation processes and record keeping for contracts under the HU-ACECSABC, to confirm their consistency with the Project Appraisal Document (PAD), and approved (adopted) Procurement Plan;
- 2.2 To seek a professional opinion on compliance of the procurement processes with the general principle of economy, efficiency, equal opportunities, transparency and verify technical compliance, physical completion and price competitiveness of each contract;
- 2.3 To review the capacity of implementing agencies in handling procurement efficiently, comment on the quality of planning, procurement, contracting, procurement internal control, record keeping and identify reasons for delays, if any and overall, how procurement management facilitates project implementation;
- 2.4 To identify any indicators of questionable standards of ethics in the procurement management and oversight environment that make the processes vulnerable to fraud and corruption or collusive and obstructive practices, and report any suspicious cases; and
- 2.5 To recommend actions needed to improve project procurement performance in light of deficiencies.

NOTE: The Proposal should **clearly** give details on how the firm will achieve the objectives of the assignment in terms of staffing and planning for the assignment.

3.0 Scope of the Procurement Audit

The Procurement Audit will cover:

- 3.1 The independent procurement Audit will cover African Centers of Excellences for Climate SABC (under Haramaya University).
- 3.2 The independent procurement Audit will cover all completed contracts and at least 30% of initiated/nearly completed contracts executed by implementing agency for July 8, 2020 to July 7, 2022 (EFY 2013 and 2014)

4.0 Methodology of the Procurement Audit

4.1 The Procurement Audit exercise may be conducted in the following stages:

4.1.1 Stage 1-Inception Planning. This stage will involve reviewing the most recent Procurement audit reports, if any, and obtaining a list of contracts procured during the audit period 2009 EFY and agreeing the dates for the site visits. Inception planning will involve finalizing the list of contracts to be audited per ACE, scheduling site visits; and obtaining HU-ACECSABC approval of the inception plan.

4.1.2 Stage 2 – Procurement Audit. The procurement audit will involve updating the organization of the procurement function at the implementing HU-ACECSABC, a detailed audit of the contracts; physical inspection of assets of HU-ACECSABC; deliverables under the contracts; compare procurement performance and analyze the trend and conducting exit (conference) with the respective HU-ACECSABC and preparation and submission of the draft Procurement audit Report for review and comment .The exit conference is aimed at informing the officials of the ACECSABC the consultant’s finding but not to change or modify the findings.

4.1.3 Stage 3 – Final Procurement Audit Report. Finalizing the Audit Report will involve discussion of the draft report with the ACECSABC; incorporating all comments provided by the Client into the draft report; and submitting the final report.

4.1.4 Stage 4 – Procurement Audit Report Workshop. The procurement audit workshop involves the presentation of the findings of the procurement audit to concerned HU- ACECSABC officials and to the donors involved in financing the project.

5.0 Detailed Steps and Procedures

5.1 Coordination and Conflict of Interest. The procurement audit exercise is conducted in four stages under the supervision of the ACECSABC staff responsible for this assignment. The staff and their email addresses are made known during contract negotiation. The Consultant staff assigned for the purposes of a procurement audit shall avoid any circumstances of conflict of interest and must not audit any of the HU- ACECSABC and contracts where he has provided advice or performed the procurement function.

5.2 Stage 1. Inception Planning.

5.2.1 Objective. The objective of this stage is to finalize the work plan, scope and detail program of the Procurement Audit.

5.2.2 Contacts. The consultant should get in touch with ACECSABC focal person. The contact person(s) designated by the ACECSABC will facilitate the work of the consultant by acting as a liaison, with the executing agency at all levels.

5.2.3 Documents. The Consultant should obtain the following documents of the Project to facilitate the planning of the Procurement audit.

- i. Approved procurement plan of the ACECSABC;
- ii. Contracts Register (Procurement Register).
- iii. Most recent Audit Report, if any.
- iv. For the period under audit: Project (Financial) Monitoring Report; Aide-Memoire; and List of all contracts executed by ACECSABC
- v. Financing Agreement and amendments to the financing agreement, if any.
- Vi. Project Implementation manual (PIM
- Vii. Project Appraisal Document for the program
- Viii. HU- ACECSABC Procurement Manual

5.2.4 Contracts Review/Audit Data Sheet. The consultant should develop a standard “contract audit data sheet” to perform the initial documentary audit. For each of the sampled contracts, key information should be gathered based on documents obtained from the ACECSABC. The aim of this initial review is to find all the information, which will be needed for the purpose of the audit, and to collect and compile key procurement data to the greatest extent possible, based on documents made available to the consultant. In some instances, specific contract information may not be found at the initial audit stage. This may be retrieved during later stages of the audit or identified as a deficiency in the information trail of the project.

5.2.5 Output. The Consultant will then finalize the work plan, Site Visit arrangements, and Implementation Schedule for the audit as agreed with HU- ACECSABC. All the arrangements, list of selected contracts and dates of visits will be compiled into an Inception Plan report and submitted for the ACECSABC approval. This output should be delivered within the **first one weeks** of the assignment.

5.3 Stage 2. Conducting the Procurement Audit

5.3.1 Objective. The objective of this stage is to carry out the procurement audit at the ACECSABC.

- 5.3.2 **Methodology.** The procurement audit is carried out in the presence of and in close collaboration with the procurement staff of the HU-ACECSABC. The ACECSABC will be informed of the audit well in advance and given opportunity to prepare any required documents in advance of the site visit. Rating of performance of the various procurement activities will as far as possible be concluded after discussion with the relevant staff and justification recorded against the final rating. Separate Procurement Audit Report shall be prepared for HU-ACECSABC. The consultant’s professional analysis of procurement performance related to trend, efficiency, economy, transparency, and competitiveness is expected. A consolidated analysis and report shall be prepared for the entire HU-ACECSABC. The consultant should also prepare a separate executive summary audit report having overall finding, analysis and recommendation.
- 5.3.3 **Compliance with FAs.** The consultant will verify whether procurement and contracting procedures and processes followed by the ACECSABC are in compliance with the projects FA, PAD, PP, and Procurement Manual. In its review and analysis, the consultant should emphasize on how many of the audited contracts are procurement through competitive process, any delay in initiating the procurement and decision making, how long it takes to finalize the procurement process and contract management, etc. compared to best practices.
- 5.3.4 **Capacity Assessment.** The consultant will review and assess the capacity of the ACECSABC in handling procurement to determine whether adequate systems for procurement planning, implementation, and monitoring and documentation are maintained per required standards, and can be relied upon. The Consultant will verify that procurement is handled in a timely, transparent and efficient manner to facilitate the achievement of the Project Development Objectives. The consultant will review the time lag between key procurement activities to determine the effectiveness of the procurement process. The Consultant shall also assess total project capacity building and capital budget utilization against the resources provided for this purpose under the project. The consultant should also review and assess the regular supports, guidance, supervision, etc. provided from the MoE and HU levels to ACECSABC.
- 5.3.5 **Risk Assessment.** The consultant will (i) check the compliance of ACECSABC with the action plan resulting from the initial capacity assessment; (ii) conduct a “Risk Profiling” which shall consist of assessing risk factors (inherent risks such as borrower country environment) and control risks (such as institutions and organizations responsible for contract management and procurement oversight), mitigating and tracking procurement risks; (iii) assess the risks related to efficiency (delays), economy (sub-standard quality or high costs), fairness (limited competition), transparency (fraud) and reputation (bad press); (iv) identify inappropriate practices or questionable decisions/actions where there is evidence of corrupt practices and (v) propose a “Mitigating Actions and Development Plan.
- 5.3.6 **Contract Performance.** The consultant will assess the degree of compliance with contract provisions and technical specifications (e.g. test, inspection certificates), payment terms and timely performance by mainly focusing on verifying: (a) qualitative and quantitative changes in contract: based on the information included in the contract data sheet, change orders; (b) status of and any discrepancy in deliveries; (c) status of and timeliness of payments including evidence of payments against dates of completion; and (d) quality of procurement records including documentation such as certificates, inspections performed, completion report and laboratory tests.
- 5.3.7 **Physical Inspection.** The consultant will verify, to the extent possible, whether goods, works and consulting services contracted were supplied/completed according to the required specifications and technical standards and comment on the

reasonableness of prices and physical completion of the contract. In this context, the consultant will randomly select 30% of the contracts under audit under each category of goods and works and visit the sites to carry out the physical inspections. Depending on the type of goods/works, the following types of inspections should be performed as appropriate: (a) standard physical inspections of goods/installations: quality control (conformity with technical specifications stipulated in the contract) and confirmation that quantities were delivered; (b) site visits to works: field visits should be undertaken to verify the status of works or to confirm their completion, documentary checks (certificates of acceptance/completion, defects list, tests, etc.) should also be made. Where appropriate, and to the extent practical, prices should also be compared with similar contracts financed by other agencies in the country and the region and verified against local and international market prices for the items in question.

5.3.8 **Fraud and Corruption.** Identify and report on any red flags and possible cases of fraud and corruption and/or suspected cases of collusive, coercive, or obstructive practices as defined in the Bank’s Procurement and Consultants’ Guidelines.

5.3.9 **Output.** This stage of the assignment is the preparation of Procurement Audit report which should be completed within one week of HU- ACECSABC visit and two weeks’ report writing. The consultant will prepare a separate draft Procurement Audit Report within seven business days of completing the procurement audit of the Implementing Agency (HU-ACECSABC). The reports, whose minimum contents are detailed below, will be submitted to the Client in both hard and soft copies.

- i. Title Page with information on: Country; Project Name; Name of the Client/Agency; Name of Consultant that conducted the Procurement Audit; Date of Report.
- ii. Executive Summary including the preliminary findings on the Audit of the: HU-ACECSABC procurement environment; ongoing procurement processes and implementation issues; signed contracts, assessment of risk to procurement, and recommendations for improvements and proposed actions.
Annexes containing detailed audit data, supporting documents as evidences, if required and ratings with justifications.

5.4 Stage 3. Finalization of the Procurement Audit Report.

5.4.1 **Objective.** The objective of the third stage is to finalize the Procurement Audit Report.

5.4.2 **Methodology.** The draft Procurement Audit Report for HU-ACECSABC will be submitted to ACECSABC within two weeks of completing the procurement audit. The Consultant and the ACECSABC in collaboration with the Bank shall arrange a workshop to discuss and receive comments on the draft report. The consultant will incorporate the comments and submit the revised and final Audit Report to the ACECSABC together with the minutes of the workshop within five business days of the meeting for the ACECSABC approval. The consultant will not be required or expected to change the findings or the Report to reflect the ACECSABC comments. If there is a disagreement between the ACECSABC and the consultant, the consultant should retain the findings and recommendations, but must incorporate the ACECSABC position, verbatim, in the Report making it clear that this is the Client's position on the issue.

5.4.3 **Output.** The final Procurement Audit Report will be issued and shall be in the English Language, and should be presented in three hardcopies and one electronic copy.

5.5 Stage 4: Procurement Audit Workshop

5.5.1 **Objective:** The objective of the Procurement Audit Workshop is to share the findings and recommendations of the outcome of the audit exercise with responsible bodies from the ACECSABC.

5.5.2 **Methodology:** The Client in consultation with the Consultant and Bank shall arrange the Workshop. In the Workshop the Consultant shall present its findings, lessons

learned and recommendations on the basis of its findings in the Procurement Audit exercise.

Discussions shall be undertaken by the participants of the workshop on the basis of the draft audit report and also on the basis of the presentation made by the consultant. On the basis of the report and the outcomes of the discussion the workshop shall recommend agreed action plan to strengthen observed strengths and to mitigate some of the weaknesses observed in the procurement process.

5.5.3 Outputs: The output of the Procurement Audit Workshop is the creation of awareness in all concerned bodies at African Centers of Excellence of Climate Smart Agriculture and Biodiversity Conservation strengths and weaknesses which are prevalent in the procurement process of **HU-ACECSABC** so that the necessary mitigation measures are taken.

6 Deliverables

The conduct of the Procurement Audit will be in four stages with distinct outputs as follows:

- i. **Stage 1:** The consultant output at this stage will be an **Inception Plan** detailing: (i) the work plan, (ii) the list of contracts to be reviewed in each ACE (iii) the implementation schedule of the audit (including site visits and dates) for the ACECSABC prior clearance. This stage, **should not exceed -five days** from the commencement of services,
- ii. **Stage 2:** The output from this stage will be the Consultant’s preliminary findings in the form of a **Draft Procurement Audit Report** in both hard and electronic copies. A draft **Procurement Audit Report** will be produced for ACECSABC, **within 7 days** from the date of completing work and conducting exit conference.
- iii. **Stage 3:** The output from this stage will be the **Final Procurement Audit Report** on audited HU-ACECSABC by the Consultant. The report, in the English Language, will be presented in two hard and one electronic copy.
- iv. **Stage 4:** The output from this stage is to **Share the Findings of the Procurement Audit** with concerned officials of the ACECSABC. The Consultant in consultation with the ACECSABC shall arrange a **consultation workshop** to present the findings and recommendations of the procurement audit to the officials of the ACECSABC.

7. Consultancy Firm’s Qualifications and Organization and Qualifications of the Consultant’s Key Staff

7.1 The firm will be selected according to demonstrated experience, qualifications and ability to deliver the assignment in a timely and efficient manner. The consultancy firm should have proven experience of at least 5 years in conducting procurement audit services, has conducted at least 3 similar procurement audit assignments in public/government institutions and procurement in World Bank financed projects and should have qualified staff with relevant expertise in conducting performance, finance and value for money audit services.

7.2. The consultant should demonstrate organization & competence to undertake the assignment with the required quality and time.

7.3. A team comprising three key professionals including the team leader and necessary support staff may need to be deployed to carry out the assignment within the given period. The minimum size and composition of the team might be as follows.

A. Team Leader- A qualified and experience procurement professional with a minimum qualification of MSc or MBA in Economics, Management, accounting, Law , Engineering and related field & should have minimum of ten years of experience in handling public procurement

B. Procurement Specialists- at least 1 professional capable of working independently and in a team. The procurement specialist should have BA/BSc in Economics, Management, Accounting, Law, Engineering and related field & should have minimum of five years of

experience in handling public procurement and procurement in World Bank financed projects.

C. The consultant should also assign support staff of required size and competence.

8. Duration of the Procurement Audit

It is estimated that the assignment shall require approximately 1staff month. However, consultants have the responsibility for estimating and costing the staff-month requirement for the assignment

9. REPORTING

9.1 Reporting Requirements - General

The consultant shall provide report to concerned implementing ACECSABC.

9.2 Reporting requirements – Specific reports

The Consultancy for the procurement Audit services will be undertaken in 4 to 5 weeks.

It is however the responsibility of the Consultant to establish a detailed work program within the above time frame, taking into consideration the estimated man-month requirements. This should be guided by his professional judgment of the assignment’s requirements and knowledge of the local conditions and needs.

The detailed schedule for the required reporting is contained in Table below.

No.	Report/ Document Title	Time after Commence ment	Content	No. of Copies	Soft copy
1	Acceptable Inception Report	1 week	The report shall include a detailed work plan, team composition, refined methodology, the sampling contracts, list of key informants, checklist of questions to be raised with informants, survey instruments, table of contents of all reports etc.	3	one (1) CD
2	Acceptable Draft Procurement audit report.	2 weeks	Draft Procurement Audit Reports. This report shall synthesize all the findings, analyses and recommendations from the exercise and shall be submitted after the completion of the assignment. It will be discussed with ACECSABC, World Bank and other stake holders before production of the final report. Separate report shall be prepared for of ACECSABC. The draft report shall be presented in the format with appropriate modifications agreed with ACECSABC as detailed below;	3	one (1) CD
3	Acceptable final Procurement audit report.	2weeks	The Final Procurement Audit Reports. This report shall present all agreed findings, analyses and recommendations from the exercise and shall be submitted after the completion of the assignment and after receipt and incorporation of the comments on the draft report.	3	One (1) CD

The Draft and Final Procurement Audit reports; the draft report shall be presented in the following format with appropriate modifications agreed with ACECSABC:

- (i) Summary of findings and recommendations.
- (ii) Outline of the audit.
- (iii) Objectives and Terms of Reference; scope; approach and audit sample.
- (iv) Findings on matters relating to: (procurements of ACECSABC).
- (v) Project issues including specific procurements and contracts and general issues.
- (vi) Identified potential non-compliance with Government procurement procedures and the reasons for the non-compliance.
- (vii) Recommendations (if any) for improvements.

The consultant is encouraged to assess the appropriateness of the suggested milestones and comment upon realistic expectations, especially with regard to the allocated time frames for the activities in the comments to ToRs.

All reports have to be submitted in both soft (*unlocked MS Word, PDF*) and hard copy. The hard copies will be prepared in DIN A4 format, except for plans and drawings which should be prepared in DIN A3 format. The reports should be clearly labeled i.e. title of the study indicated, for easy identification and documentation purposes. All reports shall be prepared in English language.

10. TERMS OF PAYMENT

The Consultant will be paid **20%** of the lump-sum against submission of the First Draft Review Report; **30%** upon submission and acceptance of the Final Draft Review Report; and **30%** upon submission and acceptance of the Final Review Report.

The final **20%** payment shall be made upon the completion of the workshop and the submittal and approval of the workshop report and the incorporation of comments from the workshop in the final Audit Report and proper acceptance of the report by the World Bank are obtained.

11. TERMINATION OF CONSULTANCY SERVICES

Where a consultant, for any reason, fails to complete the assignment within the agreed duration or submits a report of substandard quality more than once, the client shall have the option of terminating the contract at no cost to the client.