

TERMS OF REFERENCE

Auditor eligible to deliver the Report of Factual Findings on the Final Financial Report of the RAQMYAT Project «Stratégies numériques pour la formation doctorale en sciences humaines et sociales en Tunisie»

Project Nr. 610216-EPP-1-2019-1-FREPPKA2-CBHE-JP

1. Background & Context

The political and social context created by the Tunisian revolution of 2011 and the democratic transition that followed highlights the need to use the Human and Social Sciences (SHS) to reflect on the transformations underway and to fuel the debates within Tunisian society. In this context, improving the quality of the training offered by doctoral schools in the human and social sciences is of strategic importance. The Raqmyat project aims at contributing to the emergence of a new paradigm for doctoral training in the Human and Social Sciences in Tunisia. This general objective has been addressed from the perspective of developing practices linked to the inclusion of digital SHS and strengthening cross-disciplinary skills in the doctoral programmes of seven Tunisian universities. Each beneficiary doctoral school has adopted a digital development strategy.

A set of eight online training courses have been set up to introduce as many doctoral students as possible in the partner universities to digital humanities and the use of digital tools for research. Tunisian lecturers have been trained in the use of these modules, as well as in pedagogical engineering for distance learning. Raqmyat emphasises the development of digital 'soft skills' to enhance the employability of doctoral students. Over the course of the project, each Tunisian university has organised a doctoral course enabling students to put their research skills into practice in partnership with socio-professional players to tackle national or regional economic and social issues linked to digital development. At the same time, two summer schools have been organised to consolidate a Euro-Tunisian group of doctoral students in the social and human sciences, who will be the founders of the Raqmyat SHS community platform for disseminating research work in the digital humanities.

The RAQMYAT partnership includes 12 institutions from 3 different countries:

1. UNIMED, Mediterranean Universities Union, Italy, Lead partner
2. University of Manouba



3. University of Granada
4. University of Vienna
5. University of Kairouan
6. University of Sfax
7. University of Tunis
8. University of Sousse
9. University of Tunis El Manar
10. Virtual University of Tunis
11. Fondation Maison des Sciences de l'Homme
12. Tunisian Ministry of Higher Education and Research

The budget of the proposal approved by EACEA amounts to 902.073,00. The budget to be reported in the financial statement may be lower than the approved one.

2. Objectives and Key Principles of the Report of Factual Findings on the Final Financial Report

The Report of Factual Findings on the Final Financial Report – Type II is an independent report produced by the auditor.

The purpose of the Report is to provide the EACEA with a reasonable assurance that the costs as well as the receipts have been declared by the beneficiary in the Final Financial Report in accordance with the relevant legal and financial provisions of the Grant Agreement. The auditor's role is to report factual findings and form an independent opinion on the compliance of the costs declared in Final Financial Report with the provisions of the grant agreement.

To deliver the report, the auditor should meet the following competency criteria:

- 1) Professional experience: minimum five years' professional experience in these fields: accounting, financial, taxation and auditing;
- 2) Qualifications: a level of education which corresponds to completed university studies of at least 4 years attested by a diploma in the accounting, finance and/or auditing field, or professional training/a professional qualification of an equivalent level relevant to these fields.

Should the audit be delivered by a Company the following competency criteria should be met:

- 1) Professional experience: minimum five years' professional experience in these fields: accounting, financial, taxation and auditing;

Previous experiences on auditing Erasmus+ CBHE projects will be considered an asset.

The project is written in French and the Knowledge of French will be considered an asset.

3. Contents of the Evaluation and document to be produced

The Agency has designed the procedures to be carried out for the Report of Factual Findings on the Final Financial Report – Type II in order to obtain standardised and comparable reports from all auditors, who are expected to carry out the procedures without adaptation for the particular circumstances of the beneficiary. In particular, the minimum percentage of expenditure verified must be respected, and all procedures have to be carried out in full and unaltered.

Where the auditor is not able to carry out or complete a procedure or where the auditor's factual findings are not consistent with the Final Financial Report or the provisions of the Grant Agreement, then an exception should be reported. The Agency will consider each exception in the context of the report as a whole and any other evidence at its disposal. Consequently, the Responsible Authorising Officer will look at eligibility decisions on a case-by-case basis using the evidence provided.

(See annex1: Guidance notes: Report of Factual Findings on the Final Financial Report Type II)

List of specific procedures to be performed as well as the compulsory report format are indicated in the Annex 1 and Annex 2 of the Guidance notes: Report of Factual Findings on the Final Financial Report Type II.

4. Contract Period

The contract shall be carried out from the signature of the contract to the 31th December 2024 foreseen date of the submission of the RAQMYAT financial report to EACEA. Nevertheless, should UNIMED request and obtain an extension of the submission of the financial report, the contract is to be considered binding until the transmission of the financial report to EACEA.

Starting date of the assignment: at the signature of the engagement letter.

Finishing date of the assignment: submission of the RAQMYAT final financial report to EACEA.

5. Application procedure

Offers should include:

- CVs of relevant staff members(s) who will directly perform the Evaluation activities
- Statement of availability
- Reference projects

Proposals shall be fully written in English or French language.

Deadline for receipt of tenders: October 9th 2024. The candidature should be received by certified email.

The documents above should be sent in PDF by email to: uni-med@pec.it



6. Selection Criteria

The contract will be awarded to the bid offering best value for money (best price-quality ratio).

The criteria for the selection of applications are:

- 50% best price;
- 25% professional experience and reference projects;
- 25% technical skills.

7. Debriefing

Both successful and unsuccessful contractors, who wish to have the opportunity of debriefing, should contact the UNIMED Director, **Marcello Scalisi** after the award of the contract.

8. Contacts

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