



Public Tender

**ToRs: Selection of an Audit Firm for the International Fund
for Metropolises: Local Care Systems**

Final version: 15 May 2025

1. About Metropolis

Metropolis is a global network of the world's largest cities—providing innovative solutions to the critical challenges facing large metropolitan areas. Bringing together over 150-member cities and 700 million inhabitants worldwide, Metropolis serves as a global hub where metropolises can connect, share solutions, and mobilize on issues related to sustainability, social cohesion, metropolitan governance, future planning, and gender equality.

2. Background of the International Fund for Metropolises: Local Care Systems

At Metropolis, large cities and metropolitan authorities exchange experiences, share solutions, and pool resources to foster metropolitan governance that benefits both people and the planet, generating sustainable and positive effects on the lives of millions of inhabitants while contributing to the global agendas they are committed to. The organization's activities assist its members in addressing current global and local challenges and in anticipating and planning for future ones.

The local and metropolitan authorities that form Metropolis come together around an organizational mission, a vision for metropolitan spaces, a shared set of values, their commitment to global agendas, and their determination to advance together toward good metropolitan governance for their citizens. Over nearly four decades, these five elements have been at the core of Metropolis' work and will continue to define our association in the years to come.

Collectively in Metropolis, and in their respective cities, Metropolis members work towards inclusive and peaceful metropolitan spaces where participatory and effective governance fosters sustainability, social cohesion, economic development, gender equality, and quality of life.

With funds provided by the Swiss Confederation, represented by the Swiss Federal Department of Foreign Affairs, acting through the Swiss Agency for Development and Cooperation (SDC), Metropolis invites reputable and experienced audit firms to submit proposals for conducting a comprehensive audit of the International Fund for Metropolises: Local Care Systems project.

The International Fund for Metropolises: Local Care Systems is an initiative designed to address the critical issue of time poverty among women caregivers, particularly those from migrant backgrounds. The project aims to implement inclusive policies by recognizing, reducing, and redistributing care work, while ensuring caregivers receive fair compensation and representation in decision-making processes. The fund provides essential technical and financial resources to municipal, metropolitan, and provincial governments to support the design and implementation of innovative care programs.

3. Objective

The primary objective of the audit firm is to conduct an independent assessment of the financial management of the International Fund for Metropolises: Local Care Systems, ensuring compliance with the highest standards of transparency, accountability, and financial integrity. The audit must verify that all funds have been used exclusively for the International Fund for Metropolises: Local Care Systems. The audit should provide insights into the efficiency and effectiveness of financial control mechanisms, risk management procedures, and overall governance practices within the project framework.

4. Scope and principles of the Audit

The selected audit firm will conduct a detailed and systematic evaluation of the **International Fund for Metropolises: Local Care Systems'** financial records, operational procedures, and internal controls, in accordance with International Standards on Auditing (ISA 805): Special Considerations—Audits of Single Financial Statements and Specific Elements, Accounts, or Items of a Financial Statement.

4.1 Overall principles of the procedures to be performed

The audit firm is required to plan, execute, and report on the financial audit engagement in order to conclude on the following matter:

4.1.1 Principles of orderliness (financial regularity/reporting)

Furthermore, the audit firm is required to assess whether Metropolis has adequate policies and procedures in place relating to the following matters in relation to the grants involve in the International Fund for Metropolises: Local Care Systems, with a specific focus on the grant provided by the Swiss Agency for Development and Cooperation (SDC) (those matters are not covered by the audit engagement in accordance with ISA as mentioned above):

4.1.2 Existence, adequacy, and effectiveness of the Internal Control System (ICS)

4.1.3 Conformity with the project objectives and adherence to the contract conditions

4.1.4 Economic conduct of business and effective use of financial resources

4.2 Audit Report

The auditor shall prepare and submit a comprehensive audit report including:

- o Findings, conclusions, and recommendations for improving financial management and internal controls related to the International Fund for Metropolises: Local Care Systems including all associated grants, such as the grant from the Swiss Agency for Development and Cooperation (SDC).
- o A management letter summarizing key observations and any corrective actions required related to the International Fund for Metropolises: Local Care Systems including all associated grants, such as the grant from the Swiss Agency for Development and Cooperation (SDC)
- o Supporting evidence for all findings, ensuring clarity and transparency related to the International Fund for Metropolises: Local Care Systems including all associated grants, such as the grant from the Swiss Agency for Development and Cooperation (SDC)

o

5. Audit Timeline

The audit process will follow the timeline aligned with the two phases of the International Fund for Metropolises: Local Care Systems, ensuring a structured review of financial and operational activities:

- **Phase 1 Audit:** Will cover the period from October 1, 2024, to May 31, 2025. The final audit report must be submitted to Metropolis no later than July 28, 2025.
- **Phase 2 Audit:** Will cover the period from April 1, 2025, to December 31, 2026. The final audit report must be submitted to Metropolis no later than February 20, 2027.

These deadlines ensure timely financial oversight and compliance with reporting requirements, providing accountability for each phase of the fund's implementation.

6. Currency and language of the financial audit report

The financial information contained in the financial audit report of the auditor is to be expressed in Euros. The financial audit report of the auditor and all other documents resulting from the financial audit engagement related to the International Fund for Metropolises: Local Care Systems including all associated grants, such as the grant from the Swiss Agency for Development and Cooperation (SDC) must be prepared in English

7. Expertise required

Audit firms interested in submitting a proposal must meet the following eligibility criteria:

- Be legally constituted and hold valid registration and authorization to conduct audits within Metropolis' jurisdiction.
- Possess a minimum of five (5) years of experience in auditing projects financed by international development agencies, non-governmental organizations, or multilateral institutions.
- Demonstrate expertise in auditing projects related to urban development, social care policies, gender equity initiatives, or international cooperation programs.

- Have a multidisciplinary team of certified auditors with proven experience in financial, operational, and compliance audits.
- Ensure independence, objectivity, and freedom from conflicts of interest with Metropolis, the Swiss Confederation, or the SDC.

8. Budget

Budget up to 8,000€ including VAT.

9. Proposal Submission

Audit firms must submit a comprehensive proposal that includes the following elements:

- Cover letter summarizing the firm's interest and qualifications.
- Financial proposal, including a clear breakdown of professional fees, other related costs, and any applicable taxes, including VAT
- Firm profile detailing relevant experience, past assignments, and institutional capacity.
- Proposed audit methodology, including a focus on fund traceability, risk assessment, and compliance verification.
- Composition of the audit team, with detailed CVs of key personnel, highlighting relevant experience and qualifications.
- Work plan and timeline, outlining key milestones and expected completion dates.

10. Financial proposal and VAT

Financial proposals must include VAT, either explicitly stated in the supplier's invoices or implicitly through self-assessment by Metropolis under the reverse charge mechanism. In the latter case, the applicable VAT rate in Spain is 21%.

11. Deadline and Submission Details

- Proposals must be submitted electronically to care@metropolis.org no later than June 13, 2025
- The subject line of the email should be "Audit Proposal - International Fund for Metropolises".
- Language: English

- For further inquiries or additional information, interested firms may contact Israel Barroso at ibarroso@metropolis.org.

12. Evaluation and Selection Criteria

All submitted proposals will be evaluated based on the following criteria:

N º	General criteria (6/20)	Maximum grade (total 6)
	Alignment with the organization's mission and vision, and adherence to Metropolis' Code of Ethics , and also agrees with Metropolis' Privacy and Data Protection Policy	1
1	Commitment to practices of sustainability, gender equality, and positive impact on its business operations	1
2	Competitiveness and transparency of the financial proposal, in accordance with the principle of best value for money	4

N º	Specific criteria (14/20)	Maximum grade (total 14)
1	Technical Approach <ul style="list-style-type: none"> Soundness and clarity of the proposed audit methodology, including risk assessment, compliance verification, and fund traceability techniques. 	5
2	Experience and Qualifications <ul style="list-style-type: none"> Demonstrated expertise in auditing internationally funded projects, particularly in urban development, social care policies, gender equity initiatives, or international cooperation programs. 	7

3	Team composition <ul style="list-style-type: none"> Qualifications and relevant experience of the proposed audit team, ensuring a multidisciplinary approach. 	2

13. Selection and Contracting Timeline

Actions	Deadlines
Publication of the call	May 29, 2025
Deadline for Submission of proposals	June 13, 2025
Selection and awarding of the Audit Firm	June 19, 2025
Contract drafting and signing	June 23, 2025
First report submission by the Audit Firm	July 28, 2025
Second report submission by the Audit Firm	February 20, 2027.

Only proposals meeting all eligibility requirements will be considered for evaluation. Shortlisted firms may be invited for an interview or additional clarification before the final selection.

Metropolis reserves the right to accept or reject any proposal at its sole discretion, without the obligation to provide further justification. The selection process will be conducted following Metropolis' procurement policies and principles of fairness, transparency, and competitive bidding.

Metropolis will not be responsible for any direct or indirect tax or other fiscal duties arising from the supplier's work in relation to the tasks agreed upon in the contract.