

## GUIDELINES FOR PROPOSALS TO PROVIDE EXTERNAL AUDIT SERVICES TO FAO

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### Selection and Appointment Process

The process for selecting and appointing the External Auditor of FAO will be as follows:

#### **Invitation**

The Secretariat will invite proposals and responses from Auditors General (or persons exercising an equivalent function) of Members of FAO.

#### **Receipt of Proposals**

Proposals should be submitted to FAO no later than 17:00 (Rome time) on 30 September 2024. The Office of the Inspector General (OIG) will receive all proposals and will arrange for these to be opened in the presence of a panel of senior officers.

#### **Evaluation of Proposals**

All proposals received within the stipulated timeframe will be reviewed and a shortlist of the best proposals will be drawn up by a working group comprising the Secretariat and regionally represented Finance Committee members

The Finance Committee, during its March 2025 Session, will constitute itself into an Evaluation Panel to review the shortlisted proposals. Auditors-General, or their representatives, may be invited to make an oral presentation to the Finance Committee. The purpose of the oral presentation is to provide an opportunity to the Committee to seek further clarification or obtain a better understanding of the proposals from the candidates, in order to facilitate the selection process.

The Finance Committee will present its report and recommendation to the Council in April 2025.

#### **Appointment**

On the basis of the evaluation and recommendation of the Finance Committee, the Council will decide upon and approve the appointment of the External Auditor. Audit work will start during 2026.

### Documents to be submitted

Proposals should be submitted providing the information requested in the [External Audit Questionnaire](#). In order to be considered valid, proposals must be complete and provide all information requested. In addition, a resume (included at the end of the External Audit Questionnaire) should be completed for each of the staff included in the proposal.

Cost Proposals and Currency

Cost proposals should be specified by year. All cost proposals must be stated in United States Dollars.

Address and Contact Information

Proposals should be submitted in sealed envelopes and clearly marked, “External Audit Proposal – Not to be opened by OIG Registry” and should be addressed to:

Office of the Inspector-General  
(Room Number A412)  
Food and Agriculture Organization of the United Nations  
Viale delle Terme di Caracalla  
00153 Rome, Italy

The Organization regrets that it is not possible to provide information by telephone regarding the selection and appointment procedure. Requests for clarification regarding any of the points above should be directed in writing only, via fax or e-mail to:

Mr Umer Hayat  
Finance Division  
Food and Agriculture Organization of the United Nations  
Viale delle Terme di Caracalla  
00153 Rome, Italy

E-mail: [FAO-External-Audit-Tender@fao.org](mailto:FAO-External-Audit-Tender@fao.org)