



18 October 2013

Responses to questions

Name of bid: Project Verification Audit (NDA funded projects) - NDA10/CE02/13

The following are responses to questions raised by service providers who read NDA's TERMS OF REFERENCE and seek further clarity in order to participate:

Questions by Service Providers	NDA Responses
1) In order to calculate the total travelling costs, can the exact locations of the projects (as per Annexure A) be provided.	List of funded Projects/ NPOs is attached per Annexure A.
2) In order to ensure the independence of the service provider to be appointed, can the list of civil society organizations (CSO's) be provided	List of funded Projects/ NPOs is attached per Annexure A.
3) Wrt verifying the project beneficiaries: <ul style="list-style-type: none"> • Are the number of beneficiaries per project known by each of the CSO's and if so, can the indicative numbers per project be provided? • In verifying the beneficiaries, is a 00% verification required or is sampling allowed? If sampling is allowed, what percentage of beneficiaries needs to be verified? • When verifying the beneficiaries, is the expectation that the service provider physically finds the beneficiaries and confirm 	3.1 The number of beneficiaries are known by CSO's and this information will be provided by the NDA at inception of the project. 3.2. A 100% verification of Beneficiaries is required. 3.3. Projects CSO management will be informed of the day of the visit to ensure that beneficiaries are available for verification.

with the individual that they benefitted from the project.	
4) What is the format of the final deliverable?	The format of the final deliverable will be discussed with the winning bidder.
Are specific activities per project stipulated in the signed funding agreement/amendments, or is a general direction given and each project uses its own discretion in achieving the general objectives?	An approved project plan is attached to each funding agreement concluded between NDA and the funded project. Project activities are also stipulated in the approved project proposal which forms part of each project file.
Are the project activities broken down into identifiable criteria that has to be reached with short span deadlines, or is only one final deadline given for the completion of the activities?	The project plan is broken down into milestones.

- Are we verifying whether deadlines that have expired have been reached or only future deadlines?	The service provider will be verifying
Does each project have a separate contract/agreement with each individual beneficiary?	No the project does not have a contract or an agreement with beneficiaries, however the projects have their own controls to manage beneficiaries
Are the beneficiaries' only individuals or organisations as well?	Project beneficiaries can be either individuals and or other organizations.
- Does a specific project only support beneficiaries in their own province or are some of the beneficiaries from other provinces or neighbouring countries?	The beneficiaries are in the same province and in SA.
Are "jobs" the same as "activities"?	A job is defined as an employment opportunity created by a projects where a stipend is paid.
Are we to verify already existing statistics regarding the percentage of woman/ youth/ people with disabilities, or do we have to compile the statistics?	Providers are to compile the statistics.
Is it correct to assume the NDA will have a register and copies of all the funding agreements/amendments?	There is a list of all active projects. The service provider will be supplied with an electronic copy of the funding agreements.
How many beneficiaries are there per project site? (This will have a significant impact on costing with regards to time to be budgeted to complete a project/site verification)	The number of beneficiaries varies per project depending on size and value of funding provided to each CSO.
How many implementing agents per project/site?	Each project is implemented by project by duly appointed board, management structure and members

Value of grant/financial support per site?	The value of the grant per project is stated in the funding agreement.
Is a picture required of every beneficiary individually? (This could literally mean thousands of pictures – is it expected that each beneficiary picture also be logged and identified per project site? This will not be logistically possible within 3 months allocated project time at 238 sites due to I and lack of cooperation from beneficiaries, based on previous experience in similar reviews conducted with government institutions).	Individual pictures are not required; service providers can use the most effective method to capture the evidence. There are instances where not all the beneficiaries will be available for verification, however the service provider should request for the copy of the ID of the absent beneficiary
Or is the requirement just general project pictures with beneficiaries that NDA can use in reports, websites, newsletters, etc?	There should be a picture that captures the activities of the project over and above the picture of beneficiaries.
What is expected quality/resolution of the photos – general cell phone quality or high resolution photographs for possible future printing use?	There is no specific resolution required, however the pictures must be clear and in colour.
What is defined as “working papers” related to each of the projects?,	The working paper should indicate the objective, the tests conducted, results and a conclusion.
Are these working papers required in hard copy or scanned soft copies?	Working papers to be provided in soft copy format.
We take it that the project team will have an authorisation letter to request bank statements from beneficiary organisations as well as to request information from banks holding their accounts to verify signing authorisations & signatories on project accounts?	The service provider will have authorization to request bank statements from Projects. The authorized signatories per project are listed in the Project File. Service providers will not be required to request information from bank.
Verification of financial account information – does that include accounting records of the beneficiary to be reviewed for accuracy and completeness , verification of supporting vouchers & accounting documentation as well?	Verification of accounting information is only limited to verification of tranches paid by the NDA to a dedicated bank Account of a project.
What is required/defined as “verification of a beneficiary” and against what criteria? Verification of validity of:	1. The service provider should perform the following tests : -Obtain a list of beneficiaries from the NDA Project file and or the -Verify the beneficiary per the Project file to the physical person and identity document(ID)

<ul style="list-style-type: none"> · Verify each individual beneficiary that is a natural person IDno with Dept Home Affairs? If so, will NDA provide the required authorisation to request such verification from Dept Home Affairs. · Verification of legal entity NGO/CBo/CSO registration documentation with CIPro and Dept Social Development databases? If so, will NDA provide the required authorisation to request such verification from the relevant authorities?. 	<p>2. Service providers will not be required to perform verification of IDs with Home Affairs.</p> <p>3. <u>Service provider is required to verify the legal standing of a CBO,NGO,CSO as follows:</u></p> <ul style="list-style-type: none"> • Obtain the NPO registration certificate / CIPC /DTI certificate in the case of Co-operative from the project and confirm the details in the certificate to the details in the funding agreement. • Service provider to make a copy of the registration certificates of each project.
<p>We are in all provinces except for 3. I notice the paragraph 5.3 talks of service providers have foot prints in all provinces and this will only mean big 4 will tender. Any way we can tender for all provinces and our nearest offices will support the 3 provinces where we don't have offices?</p>	<p>The service providers who do not have a footprint in all 9 provinces can submit bids, the submitted bids should indicate how the provider will perform the audit in other provinces in a in a cost effective manner.</p>
<p>When verifying project timelines,</p> <p>a. will we have to verify all project timelines to date or only the most recent project timeline was or should have been met?</p> <p>b. please may you provide us with an example of a project and its timelines and verify whether most of the projects are similar in nature, activities and timelines.</p>	<p>Service provider will be required to verify all project timelines.</p>
<p>When verifying projects against signed funding agreements,</p> <p>a. will all funding's agreements be provided to us at the start of the project by NDA or will be have to received them from each CSO;</p> <p>b. are all funding arrangements the same across all the projects;</p>	<p>a) Copies of all funding agreements will be provided at the start of the project.</p> <p>b) The funding arrangements differ per project in terms of the following:</p> <ul style="list-style-type: none"> - Project timelines (vary from 12 to 24 months) - Project activities and budget - Project conditions - Project funding provided.

c. please provide an example of a funding arrangement.	
Who are the beneficiaries of these projects and approximately how many beneficiaries are there?	Beneficiaries of a projects can be Individuals or another CSO The number of beneficiaries varies per project.
Will photos of each beneficiary individually need to be taken or take a group photo/s be taken?	The most effective way of capturing evidence must be used; the NDA does not have a preferred method.
Please may you provide us with the geographic locations of the 238 projects?	A List of Projects with locations and or addresses is attached per Annexure A
Will people with disabilities need to be determined through the use disabilities certificates or by inspection?	This can be verified by inspection
Can you please send me the rates of the auditor general, as per the tender advert.	
Will addresses etc be given to us of where projects would be verified.	List of funded Projects/ NPOs is attached per Annexure A.