



ASIAN PRODUCTIVITY ORGANIZATION

Innovative • Inclusive • Productive

CALL FOR PROPOSAL External Audit Services for FY2021

The Asian Productivity Organization (APO), an intergovernmental organization established in 1961 with the mission of contributing to the socioeconomic development of the Asia-Pacific region through productivity promotion, is inviting qualified independent auditors to submit proposals for auditing its financial statements for the fiscal year ending 31 December 2021. The APO may consider an option for an additional one-year period, i.e. FY2022, based on satisfactory performance and services by the selected auditor.

The APO Secretariat is in Tokyo, Japan. The audit exercise will be done at the Secretariat premises in Tokyo.

The APO Annual Report including the financial statements and independent auditor's report for the years prior to 2020 is available on the APO's website:

https://www.apo-tokyo.org/publications/annual_reports/

Proposals must include documents and required information as spelt out in points 1 to 7 below. Incomplete submission will not be accepted.

I. REQUIRED DOCUMENTS

1. Curriculum Vitae

All applicants must submit curriculum vitae of the lead auditor, as well as that of his/her team. The detailed information required in the curriculum vitae are as follows:

- a. ethical standards governing their work;
- b. professional qualifications, skill and size of the workforce;
- c. membership in internationally recognized accounting or auditing bodies;
- d. proficiency in both English and Japanese languages;
- e. experience of the team, including previous experiences with international organizations; and
- f. range of audit specialties that can be of benefit to the APO.

2. International Financial Reporting Standards (IFRS)

The APO complies with the International Financial Reporting Standards (IFRS). Applicants are therefore required to submit information demonstrating their knowledge of these standards, including any prior experience in auditing financial statements prepared in accordance with the IFRS.

3. Audit Approach and Plan

Applicants must submit a description of the audit approach and work plans to ensure adequate auditing coverage of the APO's annual accounts and financial statements, including consideration of the appropriateness of the financial procedures, accounting system, and internal control of the organization.

4. Audit Fee

Applicants must state the total proposed audit fee in Japanese yen including travel and other supplementary costs. If the currency of payment is not Japanese yen, the APO operational rate of exchange in force for the month of payment will apply.

A detailed breakdown of the fee should be included (e.g., professional fees, travel costs, etc.). Travel costs should include all travel-relevant expenses, including transportation costs from the site of the external auditor's office to the APO Secretariat office in Tokyo.

Justifications for the proposed fee, including the linkages to the working months and the audit approach/strategies, should be explained. Circumstances in which additional fees may be required, if applicable, should be clearly specified.

This proposal is for one year (FY2021) with an option, at the discretion of the APO, to extend the services annually for up to one more year (FY2022). Given that the time required in the first year will be more substantial than in the subsequent year, please include the fee for the optional subsequent year.

5. Working Time

Applicants should indicate an estimate of the total time, in months and days as well as by category of staff, that will be required to perform the audit annually and over the term of office.

6. Deliverables

The external auditor will conduct the audit in accordance with International Standards on Auditing (ISA), prepare management letters, and issue an independent audit report in a format consistent with ISA by 4 March 2022.

7. Supporting Information

Please include any other relevant information likely to assist the APO in selecting an auditor from among the proposals received. This could include information regarding:

- The independence, integrity, and objectivity of the candidate: demonstrated autonomy from other institutions of the government, integrity and measures taken to ensure confidentiality of information acquired in the course of the appointment, as well as objectivity in the discharge of duties and responsibilities; and
- Reporting: timely communication of audit results presented to management through comprehensive management letters and audit reports. The audit reports should be accurate, complete, balanced, fair, and constructive.

II. OTHER INFORMATION

8. Submission of Proposals

Deadline for submission of proposals: 28 December 2020, 17:00 JST

The proposals should be submitted to: finance@apo-tokyo.org

Requests for clarification regarding any points of the above should be directed in writing only via e-mail to finance@apo-tokyo.org by 11 December 2020.

9. Right to Reject

The APO reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation.

10. Place of Audit

Asian Productivity Organization
UNIZO Hongo 1-Chome Building
1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
