



ASIAN PRODUCTIVITY ORGANIZATION

Innovative • Inclusive • Productive

CALL FOR PROPOSALS External Audit Services for FY2022

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 prepared in accordance with International Financial Reporting Standards (IFRS) for the fiscal year ending 31 December 2022. The APO may consider an option for additional two-year periods, i.e., FY2023 and FY2024, subject to approval by the APO Governing Body.

The APO Secretariat is located 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 2021 is available on the APO's website:

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

Proposals must include documents and required information as spelled out in points 1 to 5 below. Incomplete submissions will not be accepted.

I. REQUIRED DOCUMENTS

1. Profile of the Firm

All applicants must provide a profile of the firm, including the following information:

- a. Size of the firm, organizational structure, and list of audit clients
- b. Professional qualifications and standards of the quality for audit
- c. Expertise and experience in IFRS

2. Curriculum Vitae

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

- a. Professional qualifications, as well as any specialized skills and training
- b. Proficiency levels in both English and Japanese languages
- c. Prior experience in auditing similar organizations and programs

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 and Hours

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 auditor's office to the APO Secretariat office in Tokyo.

Applicants should indicate an estimate of the total time, in hours by category of staff, that will be required to perform the audit annually and over the term of appointment. Justifications for the proposed fee, including linkages to the working hours and audit approach, should be explained. Circumstances in which additional fees may be required, if applicable, should be clearly specified.

This proposal is for one year (FY2022) with an option, at the discretion of the APO, to extend the services annually for up to two more years (FY2023 and FY2024). Given that the time required in the first year will be more substantial than in the subsequent years, please include the fee for the optional subsequent years.

5. Deliverables

The 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 3 March 2023.

II. OTHER INFORMATION

6. Submission of Proposals

Deadline for submission of proposals: 28 December 2021, 17:00 JST

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

Requests for clarification regarding any of the points above should be directed in writing only via e-mail to finance@apo-tokyo.org by 14 December 2021.

7. Right to Reject

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

8. Location of Audit

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