

Date: 22 April 2022

To: **All Bidders**

From: **International Development Law Organization, Headquarters Procurement Unit**

Subject: **RFP N_UG_2022_045 Audit Services for IPs**

Clarifications Letter No. 1

Reference is made to IDLO RFP N_UG_2022_045 issued on **April 13, 2022** for the procurement of **the Annual Audit of the Financial Reports of the IDLO Implementing Partners for the Community Justice Programme (CJP) in Uganda Support for the Periods from:**

- 1) 01 Jan 2020 to 31 Dec 2020
- 2) 01 Jan 2021 to 31 Dec 2021

Please find hereunder the queries received and IDLO's response to them.

1. Question 1: *Kindly confirm that the governance Board members on IDLO website is the latest/current list*

IDLO Reply: As indicated on the IDLO website, IDLO's governance bodies include the Assembly of Parties, the Standing Committee, and the Audit and Finance Committee. The Assembly of Parties, composed of representatives of all IDLO's Member Parties, is IDLO's highest decision-making body. The Standing Committee reports to the Assembly of Parties and provides appropriate oversight of the Organization on behalf of the Member Parties between sessions of the Assembly. It is composed of the President of the Assembly, who shall be its Chair; the Assembly's two Vice-Presidents; and one representative from each of four Parties who are elected by the Assembly in alternate years, each for a two-year term. The Audit and Finance Committee was established by the Assembly of Parties to assist the Assembly, through the Standing Committee, in its oversight responsibilities with respect to audit and compliance, the implementation of financial reporting and maintenance of effective and efficient financial performance. It is composed of five to seven members chosen from among members of the Assembly of Parties for a two-year term.

In addition, a Board of Advisers is a group of between six and ten individuals elected by the Assembly for a four-year term who provide expert advice to the Assembly of Parties and serve in their personal capacities.

The composition of the governing bodies and the Board of Advisers are available on the IDLO website [here](#).

2. Question 2: *Share with us key/senior management staff with their designation at IDLO Uganda.*

IDLO Reply: IDLO can share the list of key/senior management staff of the IDLO Uganda office and their titles directly upon a justified request from the prospective Bidder.

3. Question 3: **Share with us the host country agreement, in this case which forms your registration in Uganda.**

IDLO Reply: With regard to the registration of IDLO in Uganda, the IDLO Uganda Country Office (UCO) notes that IDLO's privileges and immunities in Uganda are reflected in the *Diplomatic Privileges (Extension to Prescribed Organizations) Regulations*, Statutory Instrument No. 54 of 2021, published in the Uganda Gazette No. 65. Vol. CXIV, Statutory Instruments Supplement No. 29 on 27 August 2021.

For your consideration while preparing your response to the above-mentioned **RFP N_UG_2022_045**. All other terms and conditions of the tender remain unchanged and remain applicable in full force.

We appreciate your continuous interest with IDLO and looking forward to receiving your valued offer.

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