

## **I. Basic information on services and working conditions of the auditing company**

1. It is supposed that the auditing company shall carry out an Information Technology (IT) audit of the National Bank of Tajikistan during 2023 year
2. NBT shall provide the following to the auditing company to carry out the IT audits:
  - reports, documents and additional information, that are necessary for the audit;
  - premises, telephone, office equipment.
3. In case of need translators/interpreters should be hired by the auditing company.

For a tender proposal to be considered, it is obligatory that the applicant has an auditing license. The IT audit of NBT should be carried out in accordance with international IT audit standards.

It is supposed that the tender selection of an auditing company and its approval shall be finalized by August 23, 2023.

## **II. Content of proposals**

Your audit proposals should correspond to international standards of IT audit, laws of the Republic of Tajikistan as well as normative acts of the NBT.

It is necessary that you send your proposals specifying the following criteria:

### *Criterion A.*

- working experience of the members of the audit team;
- name, nationality, education, record of service and professional qualification of each expert.

### *Criterion B.*

- notary attested copies of statutory documents of the audit company with the latest amendments;
- balance sheet and income statement of the audit company for the last reporting date;
- organization and experience of your company in the field of audit of financial statements of central banks. A list of recent engagements (for at least 5 years) as well as similar work being currently implemented, should be presented;
- information on representative offices (if any) in Republic of Tajikistan and CIS countries;
- having a license for auditing activity.

### *Criterion C.*

- information on possible volume of services, proposed by NBT.
- audit program, work plan.
- organizational chart and staff list.

It should be noted that the date for finalizing the IT audit of the NBT and presenting audit report will be determined by the contract.

*Criterion D.*

- Your proposals on planning, best practice on audit and associated services, essential for a central (national) bank.

*Criterion E.*

- cost of services of your company for IT audit, cost of separate audit engagements, overhead expenses with breakdowns, as well as terms and conditions of payment.

**III. Delivery of proposals.**

Your proposals should be prepared in English or Russian or Tajik languages (in three copies: 1 original and 2 copies) and sent to the following address:

38/1 Rudaki Avenue

Dushanbe, 734025

Republic of Tajikistan,

National Bank of Tajikistan,

Sector of purchasing and sale of property

The proposals should arrive not later than 17:00 hours of August 15, 2023.

**IV. Appraisal of proposals.**

1. Selection of an auditing company shall be based on comparison of:

- experience of tender participants;
- volume of services and approaches used in provision of required services;
- experience and qualification of members of the audit team;
- additional services associated with audit;
- cost of services and terms of payment.

2. A proposal shall be considered not meeting the requirements, if information required in Section II is incomplete or missing.