

Tender Specification

Title: EU First Level Control

1.0 Background

The Rivers Trust (RT) is the umbrella body representing the rivers trust movement in England, Wales and all of Ireland. RT is an independent charity, but also works to support its members and emerging river catchment communities to promote practical and sustainable solutions to environmental issues across the UK and Europe. To achieve its objectives, RT participates as a partner and lead partner in a number of EU funded projects. In accordance with EU procurement regulations, RT is required to procure a first level controller through open competition to conduct an audit of all EU financial expenditure in accordance with specific EU funding programme rules.

2.0 The work

We are inviting tender submissions to provide FLC audit services for all RT EU funded project claims. Audit requirements will vary between different projects and programmes and the number of project claims may vary from one year to the next. For the purposes of clarity, this tender opportunity is to provide FLC services for each RT project set out in table 1 and all subsequent RT projects awarded in the next 3 years that receive grant from the European Regional Development Fund and require FLC audit. For a consistent base, please use the table to provide a quote for performing a single FLC audit for each of RT's current projects, providing an explanation for any variation between projects. Please also quote for future projects based on a six-monthly project claim and an average claim expenditure of circa €100k (the last row in the table).

Project	Fund	Programme	Claim frequency	Approximate average value	Quote per claim
WaterCoG	ERDF	Interreg VB North Sea Region	6 months	€100k *	
Topsoil	ERDF	Interreg VB North Sea Region	6 months	€80k **	
FRAMES	ERDF	Interreg VB North Sea Region	6 months	€260k ***	
Carbon Connects	ERDF	Interreg VB North West Europe	6 months	€30k	
New projects	ERDF	TBC	6 months	€100k	

* The Rivers Trust is the Lead Partner for the WaterCoG project and there may be additional FLC checks required for the consolidated submission although each partner is responsible for appointing their own FLC for their individual claims.

** Each Topsoil claim consists of submissions from The Rivers Trust plus two other partners and the value given covers all partners.

*** Each FRAMES claim consists of submissions from The Rivers Trust and four other partners and the value covers all partners.

3.0 Additional information and assumptions

In order to assist in the preparation of a quote, in addition to the information generally held on our website www.theriverstrust.org, we would make the following points:

1. The Trust currently uses Sage Line 50 as its accounting software, which it uses to prepare project claims. Claims are generally made on a six-monthly basis, within a prescribed deadline of about 4-6 weeks from the end of claim date. Each project has a Project Manager responsible for output and progress reporting requirements.

4.0 Time and cost

As a **guide** it is considered that RT will require FLC audit services for at least the next 3 years. However, the contract will be subject to audit requirement and satisfaction of the services provided. It is anticipated that the total value of the work will not exceed £40k.

5.0 Tender submission format

Please provide a written quote by email, including detail of the company structure and the staff undertaking the work. The email should be addressed to the contact at the end of this document.

5.0 Evaluation criteria

The evaluation criteria for this project is:

- Price 40%
- Previous experience and knowledge of EU financial control processes 40%
- Previous experience of working with charities 20%

Please provide the information set out above by 2nd November 2018 to Jenn Yearling at Jenn@theriverstrust.org. This contract will be with the Rivers Trust.