

NATIONAL AGENCY FOR FISCAL ADMINISTRATION, ROMANIA

**REQUEST FOR EXPRESSIONS OF INTEREST
(CONSULTING SERVICES – FIRMS SELECTION)**

Country: ROMANIA

Name of the Project: Revenue Administration Modernization Project (RAMP)

Project ID: P130202

Loan No: 8261 - RO

Assignment Title: Development of Internal Control Function¹

Reference No. (as per Procurement Plan): RAMP/CS/4

The Romanian National Agency for Fiscal Administration (NAFA) has received a loan from the World Bank toward the cost of the Revenue Administration Modernization Project and intends to apply part of the proceeds for consulting services aiming to develop the Internal Control Function.

The consulting services (“the Services”) include assistance to:

- improve the internal control function of NAFA;
- develop methodology and procedures for exercising internal control activities, in accordance with accepted good practice in the EU and internationally;
- deliver train-of-trainers program for the General Directorate for Integrity staff;
- develop criteria for internal control risk analysis and provide functional requirements for the development of the information system to support control activities;
- organize a study visit for internal control officials in a modern tax administration.

The indicative duration of subcomponent RAMP/CS/4 – **Development of Internal Control Function** is of 3 years, starting with August 2014. The tentative schedule would comprise: two months during the first year of the project (2014), three months during the second year of the project (2015) and one month during the third year of the project (2016).

The National Agency for Fiscal Administration (NAFA) now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The short listing criteria are as presented in the table below:

Evaluation criteria for REOI - Development of Internal Control Function			
No.	Criteria (short-listing)	Maximum mark	
1	Qualification and experience of the	70	1.1. International experience related to the development of the internal control function, for a central public administration, preferably in an EU or OECD country

¹ Considering the wide meaning of the terminology at international level and in order to clarify the scope of the assignment, a presentation of the NAFA General Directorate for Integrity is attached to this REOI as Annex. Any reference to “internal control” is considering the respective tasks.

	Consultant		(<i>at least one</i>) – 40%
			1.2. Experience in IT based control techniques within a tax administration which has an integrated revenue management system (<i>at least one project</i>) – 40%
			1.3. Experience in the transfer of knowledge and skills – 20%
2	Availability of appropriate qualifications and skills among staff	30	2.1.The consultant should confirm availability of appropriate skills among staff to perform the assignment (CVs are not required at this stage, just description and confirmation) – 100%
		100	

The attention of interested Consultants is drawn to paragraph 1.9 of the *World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grant by World Bank Borrowers*, from January 2011 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture, association or consortium that may or may not be a new legal entity between members who would be jointly and severally liable for the performance of the contract. The Consultant should indicate whether the Expression of Interest (EoI) is being submitted as a Joint Venture or otherwise. **The experience and references of sub-consultants shall not be taken into account in the evaluation of EoIs.**

A Consultant will be selected in accordance with the Quality and Cost-Based Selection method (QCBS) set out in the Consultant Guidelines.

Consultants must provide all information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc).

Further information can be obtained at the address below during office hours 8.30 to 17.00 Monday to Thursday and 8.30 to 14.30 on Friday.

Expressions of Interest must be delivered by email to ramp.anaf@mfinante.ro or in a written form to the address below, in sealed covers superscripted with “**Expression of Interest for RAMP/CS/4 - Development of Internal Control Function**” due by 17.00 hrs on April 14, 2014.

National Agency for Fiscal Administration
RAMP Project Management Unit
To the attention of Mrs. Daniela Manoli, Project Manager
17, Apolodor Street
050741, Sector 5, Bucharest
Romania
Tel: +4021 387 20 57
Fax: +4021 319 96 71
E-mail: ramp.anaf@mfinante.ro

Presentation of the General Directorate for Integrity

The General Directorate for Integrity (G.D.I.) was established by Government Decision no. 520/2013 and represents the structure of NAFA specialized in preventing and combating corruption among its staff. The General Directorate for Integrity (G.D.I.) is organized and operates under the direct supervision of the NAFA's President, the independence of the activities undertaken not being affected by this fact.

Given the specific activities that are to be carried out, as well as for the attainment in good conditions of the assumed objectives, within the Directorate were deployed judicial police officers, specialized in fighting corruption, from specialized structures such as the National Anticorruption Directorate, the General Anticorruption Directorate, the General Inspectorate of the Romanian Police and the General Directorate for Information and Internal Protection.

G.D.I. has national jurisdiction on all central and territorial units of the agency.

The activity of G.D.I. is conducted according to the provisions of the Romanian Constitution, laws, treaties and international agreements, government decisions, orders and instructions of the Minister of Public Finances, so as not to harm in any way the human rights and freedoms, to ensure full neutrality towards any interference or interest, to promote objectivity, reality, legality and full responsibility of its actions, as specified in NAFA's President Orders no. 1104/2013 and no. 1115/2013.

Currently, the G.D.I. has the following organizational structure:

- Unit for prevention, studies and projections anti-corruption ;
- Unit for computer surveillance and integrity checking ;
- Unit for monitoring the activity of the structures within the National Agency for Fiscal Administration;
- Unit for information analysis;
- Unit for programming, reporting and internal control ;
- Unit for internal verification National Agency for Fiscal Administration.

The main tasks:

- G.D.I. performs the activities that are necessary for detecting and fighting corruption involving the staff of the NAFA;
- G.D.I. performs specialized activities to prevent corruption;
- G.D.I. receives and solves citizens' complaints / petitions on corruption acts committed by staff of the NAFA;
- G.D.I. controls and monitors the activity of the central and territorial structures that are subordinated to the NAFA in terms of efficiency, legality, opportunity, personal and professional integrity;
- G.D.I. verifies compliance with laws, regulations and internal policies of the NAFA, as well as management decisions taken by the central and territorial structures subordinated to the NAFA;

G.D.I. performs internal control activities, monitoring, documentation, information and summary.