

OPEN CALL for legal audit

August 6, 2009

Dear Sir / Madam,

This open call invites law offices to express their interest in conducting a legal audit of our organisation.

CEE Bankwatch Network is an international non-governmental organization (NGO) with member organizations currently from 12 countries across the Central and Eastern European region. Our mission is to prevent environmentally and socially harmful impacts of international development finance and to propose alternative solutions and public participation. Within this broad mission we monitor EU Funds, European Bank for Reconstruction and Development, European Investment Bank and other public institutions to ensure public money serves public benefit.

The main objective of the audit is to ensure that operations and activities of the CEE Bankwatch Network are in accordance with applicable legal regulations of the Czech Republic as well as that the grants provided by donors are treated in accordance with agreements and requirements on donations or similar documents. Furthermore, we expect the auditor to make appropriate suggestions for improvements of CEE Bankwatch Network operations with regard to its legal aspects.

The audit report should be prepared both in Czech and English language.

The scope of the work should include, but is not limited to:

- 1) Compliance with relevant administrative laws on the territory of the Czech Republic. This review concerns areas such as review of legal status of CEE Bankwatch Network in the Czech Republic, compliance with various administrative regulations such as health, safety and fire regulations as well as compliance of the statute of BWN and its internal regulations with public and private law regulations;
- 2) Compliance with and advise on labour and personnel regulation. This review would be specifically focused on the employment regulation and status of employees / associates with regard to the statutory labour law provisions;
- 3) Legal review of lease and other property and commercial agreements with suppliers of BWN allowing to indicate possible weaknesses and future liabilities;
- 4) Legal review and legal compliance of your organization with the terms of contracts with donors;

Indicate the proposed timetable, envisaged remuneration and describe the expected result.

Preferred candidates will have experience with legal audits, funding institutions, European Commission (granting) contracts, have English as one of their working languages, be available for the audit in September 2009.

List of documents that govern CEE Bankwatch Network's operation (no. of pages is an estimate):

- Statute - 5 p.
- Decisions of general meeting - 5 p.
- Decisions of Executive Committee - 20 pcs
- Grant agreements/Contracts with donors
 - 3 contracts with the EC DGs, each 100 pages (this includes the work program; contract itself and reporting requirements - about 30 p.)
 - 8 contracts – few pages, in some cases extra other reporting obligations
- Grant agreement with member and cooperating organizations - 30 contracts, each 2-3 p.
- Commercial contracts – bank, rental, premises contracts - for running costs of some Bankwatch member groups, 1-2 p.
- Work related
 - currently about 3 employees
 - service contracts - for people who work for us on the Trade Certificate - 45 pcs of 2 p.
- Internal guidelines:
 - Get lost - 35 p.
 - Accounting internal guidelines – 10 p.
 - Internal guidelines for financial department - 5 p.
- Salary system description
- Personal monetary responsibility guidelines
- Documents accepting the responsibility for notebooks in use by the coordinators
- Others

Please send your written offer in English to stanas@bankwatch.org by August 18th. In case of questions, you can address them to the same address by the same deadline.

If possible, please limit your offer to maximum of 5 pages.

Beyond the scope of the call, further cooperation for ad hoc consultation may be established.

With best regards,

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