This is a compilation of questions that were submitted to us via e-mail and during the 07.10.2025 Q&A session. Where possible, the answers are referring to or being directly copied from the official FAQ uploaded on DG ECHO website - https://www.dgecho-partners-helpdesk.eu/download/referencedocumentfile/90

In case of further questions please refer to the contacts and procedures outlined in the main ITB-PCPM-2025-02 file.

Q1: Terms of reference par. 2.2.1. Location and period covered by the Assessment indicates that period to be covered by the assessment should normally be the year (12 months period) ending on the day of the start of fieldwork of the assessment.

Document called Invitation To Bid (ITB) par. 5.2. Scope of work indicates that the audit must be based on document reviews, interviews and procedures testing in accordance with best practices, for the period 2023-2024.

How to reconcile the two dates provided by documents cited?

A: As per official FAQ presented on DG Echo website:

"The audit firm will need to use the information of the last two financial years completed to reply to the questions on the financial status of Block 1. The rest of the ex-ante assessment questionnaire must cover the year (12 months period) ending on the day of the start of the fieldwork of the assessment, i.e. the day on which the auditor effectively starts the on-site assessment procedures and test at the location decided between the candidate NGO and the auditor."

Q2. Annex A Assessment Report Template in Annex 3 there are 3 financial ratios – reasonable assurance report requires auditor to validate financial information based on which financial ratios are calculated i.e. to be able to report these 3 financial ratios we would need to perform financial audit for the periods based on which the ratios are to be calculated. That results in much more time needed to perform such financial audits and potentially would be duplication of work if the financial statements were audited in the past. Have PCPM clarity on who to approach this matter? Is financial audit of financial statements for the years under review necessary? If not this would need to be clarified in terms of reference or qualified in the ISAE 3000 report.

A: As per official FAQ presented on DG Echo website:

"According to Art. 196, paragraph 1, d) of Financial Regulation in the case of framework partnership agreements, the audit report needs to cover the last two financial years available before the FPA is signed. <u>The ex-ante assessment is not an audit of the Financial Statements</u>. The figures in the Financial Statements are used to determine a few questions. (...) The rest of the ex-ante assessment questionnaire must cover:

i. The design of the systems, controls, rules and procedures: the relevant systems, controls, rules and procedures in place on the day of the start of the fieldwork of the assessment, i.e. the day on which the auditor effectively starts the on-site assessment procedures;

ii. The efficiency of the systems, controls, rules and procedures: a year before (12 months period) the day of the start of the fieldwork of the assessment. Testing shall be carried out at the location decided between the candidate NGO and the auditor."

Q3. In addition to the above, in relation to unrestricted net equity, can you please inform us how restrictions could be validated by the auditor? Is there any specific documentation that would allow to track equity restrictions?

A: As per official FAQ presented on DG Echo website:

"Unrestricted funds are the reserves that a non-profit organization is free to use without restrictions from donors."

Information regarding unrestricted and restricted net equity can be obtained from the Foundation's audited financial statements. If needed, access to the grants with donors will be granted.

Q 4. Is PCPM assuming certification for Programmatic Partnerships i.e. should go through additional requirements detailed in the Annex 3 of the Assessment Report Template?

A: Yes, we would like to apply for Programmatic Partnership as well and we are aware of additional requirements that are detailed in Annex 3.

Q5. In National Court Register I could not find PCPM financial statements – is it possible to obtain audited financial statements for the last 2 years? What are the main financial sources of PCPM activities?

A: Our financial reports/statements are publicly available and can be found here - Raporty PCPM - Fundacja Polskie Centrum Pomocy Międzynarodowej

As a foundation, PCPM is not legally required to submit its financial statements to the National Court Register (KRS), since this obligation applies only to entities conducting business activity. The Foundation's audited financial statements are submitted to the competent tax authority.

The audited financial statements are therefore available directly from PCPM upon request and will be provided to the winning bidder after awarding the audit contract.

Q6. Were the audit reports for years 2023-2024 accepted immediately without any reservations or modifications?

A: Auditors had no reservations regarding our financial statements for years 2023-2024. Reports were accepted in their entirety and were not subject to any modifications.

Q7. Is there/will there be a possibility to send inquiries to DG Echo regarding additional information/clarification?

A: Regarding follow-up questions, DG Echo usually responds by referring to the official FAQ presented on their site.

Q8. What are the restricted funds?

A: As per official FAQ presented on DG Echo website: Unrestricted funds are the reserves that a non-profit organization is free to use without restrictions from donors.

Q9. What are the tools/systems used to count the value of in-kind donations?

Values of in-kind donations are always presented by the Donor in the donation contract / letter of donation.

Q10. Did PCPM apply for DG Echo partnership in earlier years?

A: No, it's our first attempt

Q11. How FPA works? Will it immediately bestow a PCPM a specific budget to spend?

A: FPA/Partnership Certificate is only the first step that gives a partner the ability to respond to "Calls for proposals" advertised by DG ECHO and apply for grants/projects.

Q12. Under FPA is a partner granted a certain amount of funds to be used for humanitarian purposes or are funds granted only for specific projects?

A: Grants provided under FPA are always for a specific purpose with clear outlines and rules.