



**INTERNATIONAL COCOA ORGANIZATION ♦ ORGANISATION INTERNATIONALE DU CACAO  
МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО КАКАО ♦ ORGANIZACION INTERNACIONAL DEL CACAO**

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**CLARIFICATION ON HOW TO SUBMIT YOUR OFFER FOR THE SELECTION OF AN AUDIT AND  
ACCOUNTANCY FIRM FOR THE AUDIT ICCO ACCOUNT CLOSING 30 SEPT. 2025**

Eligibility criteria, the drawing up of a shortlist and the selection procedure implemented will be in accordance with current ICCO practices in terms both of the suitability of candidates and the range of countries from which such firms may apply.

The ICCO reserves the right to contact only the three short-listed applicants, and does not undertake to provide unsuccessful applicants with any justification of its decision.

Any applications not meeting the following requirements will be declared null and void: five (5) copies of the application must be placed in sealed envelopes, which must in turn be placed within a further envelope addressed as follows:

**To the Executive Director, International Cocoa Organization**

**“AUDITING OF ACCOUNTS”**

Each application will comprise four (4) separate sections:

1. A letter of application addressed to the Executive Director of the International Cocoa Organization;
2. Administrative data, including the details of the firm (company name, company address, telephone and fax numbers, e-mail address, name and address of the person in charge, field of activity, legal status) and administrative documents confirming the firm's legal existence (entry in Companies Register, registration of identity for tax purposes [for companies which have been active for less than 18 months], and certificate showing full compliance with fiscal requirements);
3. Technical data, including information relating to skills and experience of the team in charge of the audit of ICCO, showing that the firm's staff are fully qualified to provide the services required (documents, references from organizations to which similar services are or have been provided, experience in comparable appointments, availability of qualified staff, etc.);
4. An indication of the total fees to be charged for the services provided (in Euros or in CFA Francs).

Applications should be delivered by hand, **with no payment of application fees**, to the Office of the Executive Director, at the ICCO headquarters whose address is indicated below, no later than **18 October 2024, at 14:00 UTC**.

**Organisation Internationale du Cacao**

À l'attention de : Monsieur le Directeur Exécutif  
Immeuble ICCO, 2-Plateaux Vallon-ENA, Avenue Boga Doudou  
06 BP 1166 ABIDJAN 06, Côte d'Ivoire

Applications and any request for further information may also be sent to the following e-mail address: [auditandrevision@icco.org](mailto:auditandrevision@icco.org)

The name of the successful firm will be published in **October 2024**, following approval of the appointment by the International Cocoa Council.