

WISH 2 ACTION _ Programme Internal Audit _ Terms of Reference

Project:

Applications must address all of the requirements of the Terms of Reference and include all of the information/documents requested at Section 7.

<p>1. Background</p>	<p><u>Overview of IPPF</u> IPPF is a global service provider and a leader advocate of sexual and reproductive health and rights (SRHR) for all. IPPF provides SRHR services in 172 countries and runs approximately 65,000 service points worldwide. IPPF is currently implementing The Women’s Integrated Sexual Health (WISH2ACTION – W2A) programme.</p> <p><u>Overview of the engagement</u> WISH2ACTION – W2A programme is UK Government’s flagship health programme designed to transform the lives of millions of women and girls. Funded by the UK’s Department for International Development (DFID), WISH will provide integrated and holistic sexual and reproductive healthcare to millions of additional users across 27 countries¹ in Africa and South Asia from 2018-2021. There are two ‘Lots’ implemented through different consortium structures, with IPPF leading the WISH Lot 2 consortium.</p> <p>The WISH Lot 2 is delivered by a consortium of five internationally recognised organisations and 10 IPPF Member Associations (MAs). Programme coordination is being managed by a Secretariat Hub, hosted by IPPF’s Africa Regional Office (ARO) in Nairobi, Kenya.</p> <p>IPPF is now inviting eligible individual consultants, to participate in the prequalification of a roster of internal audit consultants to be retained initially for a period of 12 months, without commitment and extended subject to performance and availability of funds. As the specifications of individual pieces of work become available, individuals on the roster will be invited to bid and deliver for these pieces of work. The internal audit review of the project will initially be for the 10 IPPF MA countries² in WISH Lot 2.</p> <p><u>Key stakeholders</u></p> <ul style="list-style-type: none"> - IPPF Member Association - WISH Hub staff based in Nairobi
<p>2. Purpose</p>	<p>The objective of the internal audit review will be to:</p> <ol style="list-style-type: none"> I. Undertake reviews of financial risk management, controls, and governance mechanism in the IPPF MAs implementing the W2A programme

¹ Afghanistan, Bangladesh, Burundi*, Burkina Faso, Chad*, Cameroon*, Cote de Ivoire*, DRC*, Ethiopia*, Ghana, Mauritania* Madagascar, Mali, Malawi*, Mozambique*, Niger, Nigeria*, Pakistan*, Senegal, Sierra Leone, Somalia, South Sudan*, Sudan*, Tanzania*, Uganda*, Zambia*, Zimbabwe. (* = countries where an IPPF Member Association is providing services through WISH).

² Burundi, Ethiopia, Malawi, Mozambique, Pakistan, South Sudan, Sudan, Tanzania, Uganda and Zambia

	<p>II. Carry out a programme internal audit to financially review and follow-up on the utilization of funds disbursed to the 10 implementing MAs</p> <p>III. Monitor and follow-up of the programme resources including human and other assets</p> <p>IV. Provide on-the-job capacity building among the people involved in the programme financial activities</p>
<p>3. Roles and responsibilities</p>	<p>Specifically, the Internal Audit consultant will be expected to cover the following areas:</p> <ul style="list-style-type: none"> • Independent financial review of the project in reference to the project implementers; • Review the risk management, governance and internal control of the MAs; • Raise red flags on any deviation or non-compliance in relation to the contract agreement • Raise red flags on incidence of fraud; • Flag any other potential financial problems up-front; • Conduct value for money reviews; • Assess and review the effectiveness and efficiency in the usage of the programme assets at all levels of implementation; • Impart financial management capacity and skills among the officers involved in financial management of the programme. <p><u>IPPF's specific roles and responsibilities</u></p> <ul style="list-style-type: none"> • Provide access to IPPF Systems, process and policy documentation • Take appropriate strategic decisions as required and in a timely manner to facilitate the delivery of the project deliverables • Take appropriate steps to ensure access to relevant decision makers • Facilitate travel to implementing partner's site.
<p>4. Scope</p>	<p>The indicative tasks to be undertaken encompasses such tests and controls as the auditor considers necessary including any visits to the implementing partners. Representative sampling may be used as the auditor considers necessary. Specific terms of reference will be developed and may vary from what is indicated below.</p> <p>Specific focus will be on:</p> <p>a) Provide Internal Audit reports that include:</p> <ol style="list-style-type: none"> i. Implementation of approved work plans ii. Receipt and expenditure validation in all spending units iii. Internal control on management and financial systems iv. Management of human and other programme assets v. Implementation of prior period audit recommendations if any vi. Recommendations to the management to address significant internal control weaknesses identified

	<p>b) Operational auditing</p> <ol style="list-style-type: none"> i. Review the books of accounts maintained by all the spending units including supporting documents for the expenditure ii. Review financial and cash management systems iii. Review the procurement procedures/ systems in place iv. Conduct verification of tangible and intangible activities <p>c) Compliance with Laws and Regulations</p> <p>The internal audit should review adherence and compliance with the following:</p> <ol style="list-style-type: none"> i. Compliance with the W2A funding agreement ii. Compliance with the statutory obligations iii. Compliance with financial reporting requirements iv. Compliance with other relevant WISH, programme document, programme implementation framework, implementation guidelines, and manuals v. Compliance with own financial guidelines/ procedures <p>In Scope Countries</p> <p>The initial work will be limited to Lot 2 IPPF MA countries i.e. Burundi, Ethiopia, Malawi, Mozambique, Pakistan, South Sudan, Sudan, Tanzania, Uganda and Zambia</p>
<p>5. Timeline</p>	<p><u>Commencement date.</u></p> <p>This is a roster of consultants. Actual execution of individual assignments is expected to commence in March 2020 on a call time basis for a duration of one year. This may be extended depending on the satisfactory performance of the assignments during the previous year and availability of funding.</p> <p><u>Anticipated services.</u></p> <p>Each assignment for each MA/ Implementing partner is expected to take a maximum duration of 20 days.</p>
<p>6. Milestones and deliverables</p>	<p><u>Key milestone / deliverable dates:</u></p> <ul style="list-style-type: none"> • Internal audit report (hard and soft copies) on completion of each assignment, which should highlight observed weaknesses in the system of internal control and the recommendations for managing the identified issues over the life of the programme • A statement of compliance with DFID code of conduct and WISH terms and conditions as contained in the Funding Agreements.

7. Experience and Qualifications	<p>a) Education</p> <ul style="list-style-type: none">• Advanced university degree in accounting, audit, business administration, commerce or related field; or• a first level degree combined with a professional accounting, auditing or related designation (CA, CPA, CIA, CISA, CFE, ACCA). <p>b) Experience</p> <ul style="list-style-type: none">• Minimum of seven years of audit experience, preferably in internal audit, or other directly relevant experience, after professional certification is required.• Experience in the conduct, analysis and documentation, of entity wide risk assessments for use in development of audit plans is required.• Experience with general management practices and techniques, including management principles, governance and accountability, risk management, use of technology, project management, research and analysis, quality assurance, and human resources management, is required.• Experience with not-for-profit organizations/ International Non-Governmental Organizations (NGO), is highly desirable.• Experience of internal audit at the international level would be an advantage. <p>c) Language</p> <ul style="list-style-type: none">• Fluency in written and oral English is required; and working knowledge• Of Arabic (for Sudan), French (for Burundi) and Portuguese (for Mozambique) (writing, speaking and reading) <p>d) Other desired requirements</p> <ul style="list-style-type: none">• Previous work experience in the beneficiary countries is a plus;• In-country candidates are preferred.
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<p>8. Evaluation criteria</p>	<p>1. Technical evaluation score is out of 100 with a weighting of 80</p> <ul style="list-style-type: none"> a. Qualifications and competence of the consultant- 20 b. Consultants experience and record in the field covered by the TOR- 30 c. Adequacy of methodology and work plan in response to the indicative Terms of reference- 40 d. Demonstration of experience in undertaking training and capacity in the relevant area for which the proposal is made- 10 <p>2. Financial Proposal: 20 -Clarity, relevance, value for money of cost for the assignment (inclusive of any applicable tax)</p>
<p>9. How to apply</p>	<p>Interested parties must submit a soft copy of their application by email to arotich@ippf.org. The deadline for submissions is 04 March 2020 by 23.59hrs GMT.</p> <p>Those interested are required to provide the information below demonstrating their capabilities and indicating availability and preferred countries to work from.</p> <ul style="list-style-type: none"> i. Evidence of working with not-for-profit organizations/ International Non-Governmental Organizations (NGO), to include names and contacts of key persons to authenticate claim; ii. Summary statement indicating core competence of the individual; (max 3 pages) iii. List, with short description, of similar assignments successfully completed in the last three (3) consecutive years; (max 3 pages) iv. Approach and methodology of how they will execute the assignment (Max 3 pages) v. Names and contact details of at least three (3) clients in respect of similar projects delivered in the last 3 years for reference checking purposes; vi. Provide CV indicating key qualifications and expertise; (Max 3 pages long); and vii. Price quote indicating daily rates.