

## Request for Proposal - Internal Audit.

### About MSI

Marie Stopes International (MSI) is a global organisation providing personalised contraception and safe abortion services to women and girls across 37 countries.

### Objective of Audit Services

MSI is seeking the services of a suitably qualified Audit Consultant to perform Internal Audits at its partner program in Afghanistan.

The role of the Internal Audit Consultant is to independently review processes and systems to provide assurance to key stakeholders that controls are operating in an effective manner and identified business risks are being mitigated. The audit should be executed in line with professional auditing standards and in accordance with any additional auditing guidance provided by MSI Group Internal Audit.

Auditor also provides capacity building trainings to the finance personnel to strengthen financial monitoring system comprehensive and effective.

### Key Responsibilities

- Conduct and carry out Internal Audits of MSI Afghanistan (twice per year, or as requested by the MSI Director of Internal Audit and MSIA)
- To provide an independent assurance service to the board, audit committee and Afghanistan management, focusing on reviewing the effectiveness of the governance, risk management and control processes that management has put into place
- Make recommendations to MSI Afghanistan Management on the Systems, Internal Controls and procedures being reviewed with their findings and suggestions.
- Assess the value for money that the country program obtains, focusing on Economy, Efficiency, Effectiveness and Sustainability.
- Understand key donor compliance requirements and ensure they are properly covered by scope of Internal Audit.
- Review procurement system & advice MSI and MSIA on areas of improvement for financial, stock and procurement systems.
- Through a selection of samples, assess the appropriateness and correctness of expense vouchers processed
- Assess key processes, including controls around payment authorisation, accuracy of coding and disbursement of funds
- Assess the policy and procedures for accruals and provisions
- Assess the policies and procedures for trade debtors and employee debtors, including bad and doubtful debt provision and write-offs
- Assess the procurement process, including the use of purchase requisitions, quotation, tendering, vendor selection and authorisation process
- Assess the policies and procedures for inventory, including records keeping, stock replenishment, stock-take procedures, and treatment for obsolete stock
- Review Fixed Assets Record and suggest adequate documentation & recording system including proper management & safeguarding from all losses.
- Provide technical guidelines to build capacity to the finance team to enhance their productivity & skills to carry out their day to day work more professionally and independently.

# Group Internal Audit Consultant

- Assess the accuracy, completeness, and collectability of trade debtors and other debtors
- Suggest and facilitate to Develop a robust Finance and Accounting Standard based on country specific dynamic.
- Suggest best practices, area of improvement, and all other significant areas to maintain a robust Financial Management & Reporting System.
- Review all existing policies, directives and guidelines of MSI Afaganisatan and suggest to improve all the documents to make transparent, effective and comprehensive.

## Experience

- Strong Internal Audit experience; able to demonstrate an understanding of the approaches and objectives of a good Internal Audit function.
- An effective communicator & trainer with a good track record of communicating with senior leadership in a large, complex organisation.
- Experience of working in an international, donor-funded service delivery organisation.
- Willingness to travel to Afghanistan.

## Qualifications, Audit Fees, Timeline other notes to RFP

- Must be Professionally Qualified or Registered to conduct Internal Audits (CMA, ACA, FCA etc).
- At least 5 years experience in Internal Audit is mandatory, preference will be given to those who are providing International Internal Audit services.
- Audit Fees and DA - The firms those are interested to be appointed will have to quote consolidated audit fees giving a break-up of professional fees and expenses on DA separately as per below format.

| Sl.No | Persons | Nature of Expenses                   | Visits/<br>Year | Days              | Remarks                 |
|-------|---------|--------------------------------------|-----------------|-------------------|-------------------------|
| 1     | 2       | Air Fare including<br>Local transfer | 2               | Up & Down         | To be quoted            |
| 2     |         | Lodging                              |                 | 15 Days/Per visit | To be taken care by MSI |
| 3     |         | Dearness Allowance                   |                 |                   | To be quoted            |
| 4     |         | Local Transportation                 |                 |                   | To be taken care by MSI |
| 5     |         | Audit Fee                            |                 |                   | To be quoted            |

- Interested candidate / Firms may be submit their proposal / quotes by 2<sup>nd</sup> July, 2019 online at all mentioned below mails:  
[vacancies@msi-afg.org](mailto:vacancies@msi-afg.org)  
[nick.samhembere@mariestopes.org](mailto:nick.samhembere@mariestopes.org)  
[admin.log@msi-afg.org](mailto:admin.log@msi-afg.org)
- Annexure – 1 also to be included in along with the proposal / quote.
- Selected Candidate /Firm is to be contracted with an year assignment that may be extended by mutual understanding and consent.

## Annexure – 1

| Sl. No.       | PARTICULARS  | Supporting Documents required to be submitted along with this Form |
|---------------|--|--|
| 1             | Name of the Firm   |  |
| 2             | Addresses of the Firm:   |  |
| 3             | Firm Registered in (Country)   |  |
| 4             | Date of establishment of the firm  |  |
| 5             | Income Tax No.   |  |
| 6             | Registration No.   |  |
| 7             | No. of Years of Firm Existence & Date of establishment of Firm   |  |
| 8             | Turnover of the Firm in last three years   |  |
| 9             | Audit Experience of the Firm:  |  |
|               | Number of Assignments as International Assignment  |  |
|               | Number of Assignments of Externally Aided Projects/ Social Sector Project (including audit of Charitable Institutions & NGOs/ INGOs) |  |
| 10            | <b>Details of Partners:</b>  |  |
|               | Provide following details:   |  |
|               | Number of Full Time Fellow Partners  |  |
|               | Name of each partner,  |  |
|               | Date of becoming ACA and FCA   |  |
|               | Date of joining the firm,  |  |
|               | Membership No.   |  |
| Qualification |  |  |