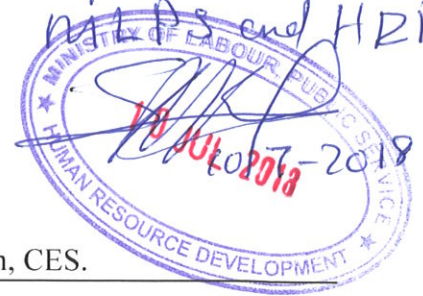




ACTION FOR DEVELOPMENT

Gudele P.O.BOX 287 Juba, Block 9 Munuki Payam, CES.



TERMS OF REFERENCE (TOR) FOR INTERNAL AUDIT OF ACTION FOR DEVELOPMENT SOUTH SUDAN (AFOD)

The Action for Development South Sudan (AFOD) hereby extends an invitation for audit firms or individual auditor to submit proposal to conduct internal audits in August/September 2018.

1.0 BACKGROUND

Action for Development (AFOD) is a non-profit, non-denominational, apolitical and non-sectarian non-Government Organization (NGO) founded in 2011 and legally registered in June 2013. AFOD was initiated to champion the voices and needs of the marginalized and vulnerable communities in South Sudan. AFOD works in collaboration with the Government and its partners to provide integrated Health, Nutrition and food security & Livelihoods, WASH (Water, Sanitation and Hygiene), Education and social protection services in Greater Equatoria and Greater Bahr el Ghazal regions. AFOD is currently funded mainly by UNICEF, WFP, IOM, FAO and SSHF and may also receive funds from other legitimate sources, including donations, contributions or fees from members. It has a range of stakeholders that include the South Sudan Government, community members and all partners operating in South Sudan who collaborate with AFOD in service delivery.

AFOD's main goal is to contribute to the improvement of the health, education, social and economic status as well as the quality of life of vulnerable persons especially children, women and IDPs in states and counties of operation in South Sudan. And our six strategic objectives include;

- 1) To increase access to integrated health promotion, disease prevention and curative services for children, women and men by 25% by 2020
- 2) To increase access to and demand for nutrition, food security and livelihood products and services for children, women and other targeted persons by 25% by 2020
- 3) To increase access to and use of safe water, sanitation and hygiene services in health facilities, schools and communities by 25% by 2020.
- 4) To improve access to equitably delivered basic and vocation education services for vulnerable and marginalized populations especially girl children by 30% by 2020.
- 5) To increase access to social protection services for children, women and other vulnerable persons by at least 20% by 2020
- 6) To strengthen organizational capacity to effectively and efficiently govern, lead and manage the country program.

Therefore, in order to achieve the programme goals and objectives by end of 2020, AFOD shall use sustainable, innovative, synergistic, high impact and inclusive community based implementation strategies that shall maximize results for women and children of South Sudan.

2.0 AFOD GOVERNANCE

AFOD is governed by Board of Directors, which consists of Chairperson, Secretary and 3 members. BODs consists of Sub-Committees which assist with technical support in different areas. These include Finance/Audit and Risk Management committee (FARMC) and Programmes Management Committee (PMC).

3.0 SCOPE OF INTERNAL AUDIT AND CONDUCT OF WORK

The internal audit service provider will be required to work from the AFOD premises in Juba. The scope of work is organization-wide, and no department or any section unit is exempt from audit and review.

4.0 ROLE AND OBJECTIVES OF INTERNAL AUDIT

Although AFOD has no Internal Audit Charter, AFOD should have an effective internal audit function, which should also comply with the Standards of Internal Auditors. AFOD does not have an Internal Audit office currently hence the reason for outsourcing the service. AFOD financial statements are audited annually by External Auditors as commissioned by the BODs. No internal audit exercise has so far been undertaken since June 2013.

5.0 TERMS OF REFERENCE

- The internal audit function should assist AFOD to accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of controls, risk management, and governance.
- The risk management strategy, which must include a fraud prevention plan as well as the Business Recovery Plan, must be used to direct the internal audit effort.
- Internal Audit is required to evaluate and review:
 - Internal control processes
 - The information systems environment;
 - The reliability and integrity of financial and operational information;
 - The effectiveness of operations;
 - Compliance with policies and regulations and contracts;
 - The safeguarding of assets;
 - The economical and efficient use of resources;
 - Achievement of established operational goals and objectives;
 - Compliance with laws and regulations;

- Assisting the Finance and Audit committee and through them, the Board and Management in the effective discharge of their responsibilities, furnishing them with analyses, appraisals, recommendations and information concerning the activities reviewed.
- Reliability, usefulness and integrity of performance information.
- Follow up and implementation of External Audit recommendations and the Internal Auditors' recommendations.

6.0 ACCESS TO FACILITIES AND DOCUMENTS

The Auditors will have full and complete access at any time to all records and documents (including books of accounts, contracts or agreements, minutes of board and staff meetings, bank records, invoices, operational policies, consultancy reports or programme review reports etc.), all employees of AFOD, all members of the Board and its Sub-Committees of the Board. The Internal Auditors will have a right of access to banks and depositories, consultants, contractors and other persons or firms engaged by AFOD.

7.0 AUDITOR INDEPENDENCE

In carrying out the work, the Audit firm must ensure that their staff maintain their objectivity by remaining independent of the activities they audit. The Auditors must be completely impartial and independent from all aspects of management or financial interests in the business activities of AFOD. The Auditors should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as Director for, or have any financial or close business relationships with any senior member in the management of AFOD.

The Auditors should disclose any relationship that might possibly compromise their independence.

8.0 REPORTING REQUIREMENTS

The Audit Firm is to deliver to the chairperson of the Board through its Finance/Audit and Risk Management Committee electronic copy and one signed copy of the final report.

The structure of the report is to be as follows: • Introduction • Audit objective and scope • Background • Executive summary highlighting significant findings • Findings, recommendations and management response (including implementation commitments) • Conclusion

9.0 DURATION OF THE ASSIGNMENT:

The duration of the assignment is anticipated to run for a period of 2 years commencing on the date of signing the Agreement. The successful bidder should be able to start from 1st August 2018.

10.0 QUALIFICATION

The Audit Firm must be registered, must be in good standing with International Accounting standards and in compliance with the quality assurance standards. Auditors should be experienced in applying audit standards. The Audit Firm must employ adequate staff with appropriate professional qualifications and suitable experience in undertaking the internal audit function especially of Non-governmental organizations.

Curriculum vitae (CVs) should be provided to AFOD SS by the principal of the Audit Firm who would be responsible for signing the opinion, together with the CVs of Managers, Supervisors and key personnel proposed as part of the Internal Audit Team. CVs should include details on internal audits carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit and experience in carrying out internal audit services compliant with the Audit principles.

How to Apply

Applicants should send in their curriculum vitae with a cover letter responding to the Terms of Reference to the Procurement Committee, The Procurement Committee, AFOD South Sudan, P.O.BOX 287 Gudele Block 9, Juba South Sudan hard copy or to the above email: afodsouthsudan@gmail.com, or info_ss@afodi.org, Applications should be submitted by 5:00 pm East African Time on 30th July 2018.





ACTION FOR DEVELOPMENT
Gudele P.O.BOX 287 Juba, Block 9 Munuki Payam, CES.



Terms of Reference for Consultant for the Training of Board Members and senior management of AFOD SS on NGO Management and oversight.

1. Introduction

Action for Development (AFOD) a registered non-profit organization situated in Juba, South Sudan whose vision is a healthy, educated, productive, just, peaceful and united society, is seeking the services of a qualified consultant to train the board and senior management team through NGO management and oversight.

2. Purpose of the assignment.

The purpose of the assignment is to build the capacity of Board members and senior management on NGO management and oversight.

3. Objectives

- To review the existing board TOR, develop a board policy as well as train board members on NGO management and oversight.
- To train AFOD senior management on NGO management and oversight

4. Methodology

- The consultant shall submit a detailed concept note of how the assignment will be carried out with proposed fees.

5. Project Scope:

- To review and develop Board TOR and Policy and train Board members on NGO management and oversight.
- To train AFOD senior management on NGO management and oversight.

6. Main Task for the Consultant:

The consultant is expected to carry out the following:

- Submit a detailed concept note of how the assignment will be carried out with a cost breakdown. Based on the successful evaluation of this concept note undertake:
 - Review of Board TOR
 - Development of Board Policy
 - Develop a training plan and manual
 - Training of Board Members on NGO management and oversight.

- Training of senior management on NGO management and oversight

7. Deliverables

- A detailed implementation plan covering the duration of the assignment
- A revised copy of the TOR.
- A content-based Board Policy.
- A training plan and manual
- Detailed report of the training.

8. Outcome;

- Board members and senior management trained in NGO management and oversight.
- Board TOR reviewed
- Board training manual developed

All the must be submitted and approved by AFOD ED and chairperson (Hard and soft copy).

9. Duration

The duration of the consultancy will be as follows

- A revised copy of the TOR. - 1 day
- A content-based Board Policy – 3 days
- A draft training plan and manual – 3 days
- Review of the training plan and manual with AFOD – 1 day
- Final training plan and manual – 1 day
- Training of Board members and senior management– 3 days
- Detailed report of the training – 1 day

Total number of days - 13 days

10. Supervision/Coordination

The consultant will work directly with the Executive Director and the Board Chair.

11. Remuneration/ Payment modality

- a) AFOD will pay consultancy fee for this assignment.
- b) Lump sum payment will be made based on the following:

- Upon signature of the contract and submission of inception reports: 10%
- Upon completion of training and submission of draft report: 60%
- Upon submission of final narrative report: 30%

12. Consultants Competencies and Requirements:

- Must have technical skills in the area S/he is applying.
- Demonstrate experience in the area S/he is applying and must provide evidence

- of previous works done in this regard with relevant contacts details
- Ability to work in difficult environment with limited resources;
- Must be available at a short notice.
- Well spoken and written English.
- Must be computer literate.
- Good report writing and articulation skills,
- Very good analytical skills and strategic thinking;
- Interpersonal communication skills,
- Excellent and advance computer knowledge;
- Analytical and research skills

How to Apply

Applicants should send in their curriculum vitae with a cover letter responding to the Terms of Reference that includes a proposed work plan and a budget to afodsouthsudan@gmail.com and info_ss@afodi.org address to the Procurement Committee. Women with credible records in any of the identified areas are strongly encouraged to apply. Applications should be submitted by 5:00pm East African Time on 30th July 2018.

Please Note: Only successful applicants will be contacted on or before 30th July, 2018.

