



COMMUNITY ORGANIZATION FOR PEER EDUCATORS
YAMBIO – SOUTH SUDAN

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COPE Yambio- South Sudan, Hai Baiparu Opposite County
Education Department next to National Bureau of Statistics

TERMS OF REFERENCE FOR CONSULTANT FOR TRAINING ON INTERNAL AUDIT PROCEDURES

LOCATION	Yambio, South Sudan
OPENING DATE	13/02/2023
CLOSING DATE	24/02/ 2023

1. Background

Community Organization for Peer Educators is a, non-profit making and non-governmental national organization (NNGO) based in Yambio WES.

With funding from CSF COPE is currently implementing Yes We Can (YWC) Project phase two and is seeking for a consultant firm or an individual to train COPE finance team on **internal audit procedures and guidelines**

2. Purpose

The main purpose of the training is to identify gaps in both narrative and finance report. This is to help the finance and program staff to adjust themselves accordingly to audit exercise and identify the requirements needed during auditing.

3. Major tasks

- Provide handouts/ audit checklist
- Train staff on internal audit procedures and guidelines
- Conduct practical internal audit
- Develop and share training report

4. Training Requirements

4.1 Training Venue

COPE will provide the training venue

4.2 Stationary

COPE will provide the required stationaries for the training



4.3 Duration of the training

The training shall be for **two-days** (8Am to 5Pm)

5. Required qualifications and experience

- 5.1 Interested candidate Must have previous experience of minimum 4-10 years working in audit firms
- 5.2 must have completed bachelor degree or diploma in business administration, accounting and finance or certificate from an audit institution.
- 5.3 Must be a South Sudanese licensed consultant firm.
- 5.4 Must be a South Sudanese National

6. Interested Consultant firm/Individual is required to provide the following documents

- 6.1 Comprehensive Training Curricula/training program/Presentation
- 6.2 An up to-date CV of the trainer
- 6.3 National Identity Card
- 6.4 Valid registration certificate if consultant firm

The above required supporting documents shall be submitted to COPE South Sudan office in Yambio, Hai Baiparu Residential Area, opposite county education department or email to **copefinance01@gmail.com** copy **cope0089@gmail.com** not later than Monday 24th Feb 2023.

Only shortlisted candidates will be contacted for the interview.

The selection of the winner will be conducted through a check list (CBA) by COPE Tender Committee (TC).

