

**REQUEST FOR EXPRESSIONS OF INTEREST
FOR AN INDIVIDUAL INTERNAL AUDIT CONSULTANT
AFRICAN DEVELOPMENT BANK**

(www.afdb.org)

Headquarters – Abidjan (Côte D’Ivoire)

Office of the Auditor General

5 Avenue Joseph Anoma

01 B.P. 1387, Abidjan 01

Côte d’Ivoire

E-mail: m.ba@afdb.org

Title of the assignment: Individual Internal Audit Consultant

Brief description of the Assignment: To support the Office of the Auditor General in providing independent and objective assurance and advisory services in compliance with established professional internal auditing standards.

Department issuing the request: Office of the Auditor General

Place of assignment: Abidjan (with travel within the Continent)

Duration of the assignment: Six (6) months renewable once

Tentative Date of commencement: January 2019

Language: English or French

Deadline for applications: Friday 9th November 2018

Expressions of interest (resume and cover letter) must be delivered by email to the address below, and mention “EOI – Individual Internal Audit Consultant”. Applications to be submitted to:

Mr. Mouhamed BA

Manager, Corporate and Finance Audit (PAGL.1)

African Development Bank

Rue Joseph Anoma, Plateau

01 BP 1387, Abidjan 01, Côte d’Ivoire

M.BA@AFDB.ORG

(Copy to) ISHOLA, ADEBAYO <A.ISHOLA@AFDB.ORG>

Any questions or request for clarifications may be sent, during the Bank’s working hours (08h00-17h00 Abidjan time), to the same address above.

Please attach an updated Curriculum vitae on the basis of the template attached in Appendix I.

TERMS OF REFERENCE

INDIVIDUAL INTERNAL AUDIT CONSULTANT

1. BACKGROUND

Established in 1964, the African Development Bank (AfDB) is the premier pan-African development institution, promoting economic growth and social progress across the continent. There are 80 member states, including 54 in Africa (Regional Member Countries). The Bank's development agenda is delivering the financial and technical support for transformative projects that will significantly reduce poverty through inclusive and sustainable economic growth. In order to sharply focus the objectives of the Ten Year Strategy (2013 – 2022) and ensure greater developmental impact, five major areas (High 5s), all of which will accelerate our delivery for Africa, have been identified for scaling up, namely; energy, agro-business, industrialization, integration and improving the quality of life for the people of Africa.

THE COMPLEX:

The President plans, supervises and manages the business of the Bank Group. Under the direction of the Boards of Directors, the President conducts the business of the Bank and the African Development Fund and manages operations and activities in accordance with the Agreements establishing the African Development Bank and the African Development Fund. The President supervises several Departments and Units including: Office of the President; Independent Development Evaluation Department; Integrity and Anti-Corruption Department; Compliance Review and Mediation Unit; Secretariat to the Sanctions Appeals Board; Administrative Tribunal; Office of the Auditor General; Group Risk Management Directorate; General Counsel and Legal Services Department; Communication and External Relations Department; Staff Integrity and Ethics Office and Office of the Secretary General & General Secretariat.

THE HIRING DEPARTMENT:

The Office of the Auditor General (PAGL) provides independent, objective assurance and consulting services designed to add value and improve the Bank's operations. It also assists the Bank to accomplish its strategic objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. The Office of the Auditor General is responsible for planning, organizing, directing and controlling a broad, comprehensive program of auditing and consulting/advisory services both internally and externally including, without limitation, all projects and programs of the Bank group.

2. OBJECTIVE OF ASSIGNMENT

The main objective of the assignment is to assist PAGL in delivering its annual work programme. The audits will cover a broad range of activities in the corporate (administrative), finance and operations (projects) areas.

3. SCOPE OF SERVICES

Under the direct supervision and guidance of the Manager, the Consultant shall support the Office of the Auditor General (PAGL) as follows:

1. Evaluate risk management as part of the global Bank risk management.
2. Plan and conduct risk-based audit of assigned activities and operations relating to the financial, operational and administrative functions of the Bank in a timely manner.
3. Determine the adequacy and effectiveness of established internal controls to prevent and/or detect errors and irregularities and determine compliance with existing controls, best practices and international standards.
4. Direct, counsel and instruct audit assistants in the performance of audit assignments and ensure compliance with time schedule.
5. Advise management on an ongoing basis, on accounting, reporting, control and compliance issues to prevent costly errors and irregularities.
6. Prepare audit reports and submits them for the Manager/Chief review and submission to the Auditor General.
7. Express opinions on the adequacy, effectiveness and efficiency of the systems, control procedures in place to achieve established objectives and recommend corrective actions to improve operations, enhance internal control and reduce costs.
8. Interact with audit clients to help them to better understand risks related to their business area in order to develop strong internal controls.
9. Review functions and activities to determine the nature of operations, procedures, and related internal control to achieve established objectives.
10. Determine the accuracy of financial information and the other disclosures provided.
11. Hold exit conference with auditees to discuss audit findings and recommendations.

The assignment may involve travel within the Bank's Regional Member Countries.

4. DELIVERABLES

In addition to the above, the deliverables expected from the Consultant include but not limited to the following: (a) Delivery of planning documents (e.g. Business process flow, Risk Control Matrix, audit programme and Audit Planning Memorandum in a timely manner and expected quality), (b) Preparation of audit reports in accordance with internal audit standards, and (c) Documentation of audit work papers as directed by the Supervisor.

5. ACCOUNTABILITY & REPORTING

The Consultant will be housed in the Office of the Auditor General and will report to the Division Manager.

6. DURATION

The assignment shall preferably start in January 2019 for a period of six (6) months, renewable once and subject to satisfactory performance.

7. ELIGIBILITY

1. A minimum of a Master's degree or its equivalent in Audit, Finance, Accounting, and Business Administration.
2. A minimum of six (6) years of auditing experience, preferably in an internationally recognized professional accounting firm or an international financial institution.
3. Sound knowledge and auditing experience of private sector operations, Enterprise Risk Management (ERM), integrated audit approach would be of a comparative advantage. A professional certification, such as, CPA, Expert-comptable, CISA, CIA, CISSP, or CISM is a plus. Experience with computer-assisted audit tools is a plus.
4. Ability to deal with sensitive issues in a multi-cultural environment and to build effective working relations with colleagues.

5. Demonstrated ability to meet deadlines while ensuring quality and exceeding client expectations.
6. Ability to communicate effectively (written and oral) in English or French, preferably with a working knowledge of the other.
7. Competence in the use of standard Microsoft Office Suite applications; knowledge of SAP is an added advantage.
8. Collecting and analyzing complex data, evaluating information and systems, and drawing logical conclusions.
9. Negotiating issues and resolving problems.
10. Establishing and maintaining harmonious working relationships to work effectively in a professional team environment.
11. Knowledge and skill in applying internal auditing and accounting principles and practices, and management principles and preferred business practices including COSO and COBIT.
12. Knowledge of the *Standards for the Professional Practice of Internal Auditing* and the *Code of Ethics* developed by the Institute of Internal Auditors, and the *Standards and Guidelines* developed by the Information Systems Audit and Control Association (ISACA).
13. Be a national of one of the member countries of the Bank.

8. REMUNERATION

The remuneration will be an all-inclusive fee to be negotiated prior to contract signature, and in compliance with the Bank's established Consultant remuneration scale considering requisite qualifications and experience.

9. ESTABLISHMENT OF THE SHORT LIST

The proposals will be evaluated on the following criteria on the basis of the updated resume.

| | | |
|--------------|---|-------------------|
| 1. | General qualifications and Suitability for the task to be performed | 40% |
| 2. | Experience in the specific assignment described in the Terms of Reference (TOR) | 40% |
| 3. | Experience with the Bank or other international donors | 10% |
| 4. | Language proficiency | 05% |
| 5. | Knowledge of the Region (Country) | 05% |
| Total | | 100 points |

10. Only Consultant scoring a mark of 70 points or more shall be considered for the assignment. Consultants shall be ranked and the first on the list will be selected for the assignment given that his/her fee rate is within the budget.

APPENDIX I: MODEL CURRICULUM VITAE (CV)

Title of the Assignment:

Department:

Surname:

First Name:

Birth Date:

Nationality:

Address:

Country:

Telephone:

E-mail:

| | | | |
|---|--------------|-------------------|---|
| Are any of your family members (spouse/partner, father/mother, Brother/sister, Son/daughter, etc.° employed in the African Development Bank? | | | Yes <input type="checkbox"/> No <input type="checkbox"/> If « Yes », the following data must be provided |
| Name | Relationship | Organisation Unit | Place of Assignment |
| | | | |
| | | | |

| Language Level | Read | Written | Spoken |
|-----------------------|--|--|--|
| English | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent |
| French | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent |
| Other (specify) | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent | <input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Excellent |

Key Qualifications:

Please provide (i) a summary of your experience and training highlighting the most relevant for the proposed assignment, and (ii) the responsibilities which you exercised. Utilise one half-page maximum.

Education (University Level and above only):

| Name of University - City - Country | Period | | Diploma Obtained | Main Topic / Major |
|-------------------------------------|--------|----|------------------|--------------------|
| | From | To | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Professional Training:

| Name of Training Institution- City - Country | Type of Training | Period | | Certificates or Diploma Obtained |
|--|------------------|--------|------|----------------------------------|
| | | From | From | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Employment Record:

Begin with your most recent employment. For each job since your Master Degree achievement, please indicate:

- Name of the Employer
- Type of Activity/Business of the Employer
- Title / Function
- Place of Employment
- Brief Description (three lines maximum) of main accomplishments and responsibilities

Reference:

Please indicate the name and address of three persons with no family relationship with yourself, familiar with your character and titles.

I hereby certify that the responses which I provided above are all, to the best of my knowledge, true, complete and accurate. I acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the African Development Bank might result in the rejection of my application, termination of my Contract or any other administrative sanction by the Bank. The African Development Bank may verify any statements which I made in this application.

Date: _____

Signature: