

**TERMS OF REFERENCE**

**REQUEST FOR PROPOSAL FOR THE PROVISION OF OUTSOURCED INTERNAL AUDIT SERVICES**

**Introduction**

Save the Children (SC) is a global leader in development and humanitarian programming worldwide, working as the preeminent voice for children with governments, civil society and private sector partners for over a century. In 1986, Save the Children began its work in the United Republic of Tanzania in Pemba and later in Unguja, focusing on maternal and newborn health interventions. Since then, SC has expanded its programming to thirteen (13) regions in the Mainland Tanzania (Dar es Salaam, Kigoma, Dodoma, Iringa, Morogoro, Rukwa, Songwe, Arusha, Tanga, Mwanza, Shinyanga, Mtwara, and Lindi) as well as Zanzibar (Unguja and Pemba) with eight (8) field offices.

Save the Children supports children with health and nutrition, child protection, education and child rights governance programming, using a system strengthening approach, collaborating with the Government of Tanzania and civil society organizations, national and international NGOs. Save the Children, works to ensure children are **Surviving:** No child dies from preventable causes before their fifth birthday; **Learning:** All children learn from a quality basic education; and **Protected:** Violence against children is no longer tolerated.

**Background**

Save the Children International Tanzania wishes to appoint an audit firm to conduct internal audits of its internal controls, processes, and systems, in accordance with the International Standards for the Professional Practice of Internal Auditing promulgated by the Institute of Internal Auditors.

The services will be carried over an initial period of one year – during which time two audits will be carried out and reported upon. However, this may be extended by mutual consent of both parties.

1. **SCOPE OF WORK**

* Undertake risk assessment process including Fraud risk assessment and develop a risk-based annual internal audit plan.
* Conduct scoping of the annual audits as per the risk assessment results and align with management.
* Agree timelines of scoped audit activities with management and follow up the approval of the internal audit plan by the Senior Management Team (SMT).
* Undertake audit fieldwork in line with the approved annual audit plan.
* Prepare and submit an internal audit report with issues and recommendations to SMT in line with the approved internal audit plan.
* Communicate planned audit work on a timely basis to ensure availability of key management personnel and timely completion of audits.
* Timely communicate the work plan, including meetings to allow relevant contact persons to schedule any such meetings and attend process discussions.
* Follow up of implementation status of open findings and recommendations and ensure continuous improvement.
* Communicate with the external auditors and other assurance providers when required.

1. **DELIVERABLES**

The expected deliverables are as follows:

1. Initial risk assessment report and a risk-based annual audit plan.
2. Internal Audit Reports highlighting noted issues and practical recommendations.
3. Report of status of implementation of previously raised findings and recommendations.
4. **APPLICATION PACKAGE & PROCEDURES**

Applications for the consultancy must include the following components:

Detailed proposal, demonstrating a thorough understanding of this Scope of Work (SoW and methodology), including:

1. Estimated number of days required to complete the deliverables
2. Description of comparable experience coordinating and administering similar studies
3. Proposed steps for fraud and internal control risk assessment and report writing
4. A draft detailed work plan
5. A detailed breakdown of costs including itemized consultancy fees/costs, travel & DSA, training, miscellaneous; Curriculum Vitae(s) of key staff, with relevant experience;
6. Names and contact details of three client references;
7. A Consulting Firm profile (if applicable).

All applicants should participate and submitted their e-tenders to Save the Children Tanzania not later than 20 February 2023 by 1700hrs via Tanzania.tenders@savethechildren.org. Interested applicants should send emails requesting Ariba Network’s registration documents to the same email address.

Only shortlisted applicants may be asked to prepare a brief presentation for discussion and clarification (if required).

Note:

* Travel expenses are to be borne by the agency.
* All content developed will be the property of Save the Children. SCI Global internal Control and Compliance unit have the right to monitor work plans, activities and reports drawn from this assignment.