



**KISEB/EOI/PROC/001/2021-2023- REQUEST FOR EXPRESSIONS OF INTEREST FOR AN INDIVIDUAL INTERNAL AUDIT CONSULTANT**

**Title of the Assignment:** Individual Internal Audit Consultant

**Brief Description of the Assignment:** To support the Board in providing independent and objective assurance and advisory services in compliance with established professional internal auditing standards.

**Duty Station:** 11<sup>th</sup> Floor of KISM Towers, Ngong Road, Nairobi

**Host Organization:** Kenya Institute of Supplies Examination Board (KISEB),

**Duration:** 1- year renewable once based on satisfactory performance

**Deadline for Application:** 10.00am, Friday, August 19, 2022

**Submission of Applications:** Interested applicants should submit the following: a) Expression of Interest for the Internal Audit consultancy services; b) complete curriculum vitae; c) Certified testimonials; d) at least 3 reference letters; e) Internal Audit risk-based work plan proposal

The submission should be in a sealed envelope clearly titled, "INDIVIDUAL INTERNAL AUDIT CONSULTANT". Address: The Ag. Ssecretary/Chief Executive Officer, KISEB, 11<sup>th</sup> Floor, KISM Towers, P.O. Box 22873-00505, Kenya

## **TERMS OF REFERENCE**

### **1. Background**

Kenya Institute of Supplies Examination Board (KISEB) is established by Section 12 of the Supplies Practitioners Management (SPM) Act, 2007 to, inter alia, prescribe and regulate syllabuses of instruction for professional certification, prepare and conduct examinations for persons seeking registration as procurement and supply chain management professionals.

The goal of KISEB is to produce professionally qualified citizens with knowledge, skills, expertise and personal attributes in Supply Chain Management that are required to support a dynamic economy.

#### **The objective**

The main objective of the assignment is to assist the Board in providing assurance. The audits will cover a broad range of activities in the corporate (administrative), finance and operations areas.

### **2. Scope of Work and Expected Outputs**

The Consultant's responsibilities will entail: -

- i. Coordinate the training of the Audit and Risk Committee
- ii. Providing secretariat to the Audit committee (six times a year)

- iii. Formulating and coordinate the implementation of internal audit policies, strategies and plans;
- iv. 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
- v. Review functions and activities to determine the nature of operations, procedures, and related internal control to achieve established objectives.
- vi. Advise management on an ongoing basis, on accounting, reporting, control and compliance issues to prevent irregularities and non-compliance.
- vii. Determine the accuracy of accounting reports, financial information and the other disclosures provided
- viii. Providing independent assurance on risk management process on both design and operation;
- ix. Review and issue internal audit reports;

### **3. Contract Duration**

The audit assignment is for a total duration of 12 months.

### **4. Expected Outputs**

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 Audit Committee.

### **5. Minimum Qualifications**

- i. Have a minimum period of five years relevant work experience
- ii. Bachelor's degree in any of the following disciplines: Commerce, Finance, Business Administration, Business Management (Finance and Accounting option) or equivalent from a recognized institution;
- iii. Master's degree in any of the following disciplines: Commerce, Finance, Business Administration, Business Management (Finance and Accounting option) or equivalent from a recognized institution;
- iv. Certified Public Accountant of Kenya -CPA(K) or its equivalent qualification;
- v. Membership to Institute of Certified Accountants of Kenya (ICPAK) or Institute of Internal Auditor (IIA) or Information Systems Audit and Control Association (ISACA) or equivalent in good standing
- vi. Proficiency in computer application;
- vii. Have demonstrated merit and ability as reflected in work performance and results; and
- viii. Fulfill the requirements of Chapter six of the Constitution.
- ix. Strong communication and reporting skills
- x. Strong analytical and numerical skills
- xi. Strong organization and inter personal skill
- xii. Strong mentoring, coaching and leadership skills
- xiii. Strong interpersonal and negotiation skills
- xiv. Ability to work under pressure

## 6. Code of Conduct

The Consultant shall carry out the above assignment in accordance with the highest standard of ethical competence, integrity and professionalism and having due regard to the nature and purpose of the assignment. The Consultant will at all-time and for all purposes, regard as strictly confidential all knowledge and information not within public domain which may be acquired in the course of carrying out this assignment and shall not be directly or indirectly disclosed to any person whatsoever.

## 7. Remuneration

The remuneration will be an all-inclusive fee to be negotiated prior to contract signature, and based on the ToRs and market rates.

## 8. Establishment of the Short List

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

General qualifications and Suitability for the task to be performed <ul style="list-style-type: none"><li>• Experience- <b>25 marks</b></li><li>• Bachelor's Degree-<b>5 marks</b></li><li>• Master's Degree-<b>10 marks</b></li><li>• Reference letters-<b>15 marks</b></li><li>• Professional qualification-<b>10 marks</b></li><li>• Membership of professional body-<b>5 marks</b></li><li>• Proficiency in computer-<b>5 marks</b></li><li>• Chapter Six Documents-<b>5 marks</b></li></ul>	<b>80 marks</b>
Experience in the specific assignment described in the Terms of Reference (TOR)	<b>10 marks</b>
Proposed internal audit risk-based work plan	<b>10 marks</b>
<b>Total</b>	<b>100 marks</b>

9. **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.