

## Terms of References (TORs)

### ACE II INDIVIDUAL AUDIT CONSULTANT

**Duty Station:** The Inter-University Council for East Africa (IUCEA) Kampala, Uganda.

**Host Organization:** The IUCEA, the Regional Facilitation Unit (RFU)

**Duration:** 2- year(s) renewable based on satisfactory performance

#### 1. BACKGROUND

The Eastern and Southern Africa Higher Education Centers of Excellence Project (ACEII) was approved on May 26, 2016, by the Board of Executive Directors of the World Bank Group (WBG), with International Development Association (IDA) credit and grant totaling to US \$ 148 million. The project will be implemented by twenty-four competitively-selected Africa centers of excellence (ACEs) from higher education institutions in eight participating countries, including Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania, Uganda, and Zambia. The Inter-University Council for East Africa (IUCEA) as the Regional Facilitation Unit (RFU) of the project will coordinate and administer the implementation of ACEs project activities. The objective of the proposed project is to strengthen selected Eastern and Southern African (ESA) higher education institutions to deliver quality post-graduate education and build collaborative research capacity in the regional priority areas.

In order to fulfill its current mandate, and to meet all its objectives and planned activities, the ACE II RFU/ IUCEA wishes to recruit an individual audit consultant for ACE II project who will operate two times for not more than 30 days two times a year only. Therefore, applications are invited from qualified individuals.

#### 2. MAJOR TASKS AND RESPONSIBILITIES

The individual Audit Consultant will be responsible for auditing ACE II Project implementation in accordance with World Bank guidelines on procedures and operations, and providing independent assurance on the effectiveness of Internal Control, Risk Management and Governance processes of ACE II Project. This involves execution of Internal Audit assignments conducted in line with the Financing Agreement between the RFU/IUCEA and the IDA/ World Bank. The Auditor will assess ACE II project financial management such as budget operations, finances, administrative operations and reporting on results arising there from, and monitoring the status of ACE II implementation of recommendations raised. The scope of work includes financial, compliance, value for money, performance effectiveness, and Information Systems audits.

#### Responsibilities:

- i) Assist ACE II project in conducting financial, operational, compliance, value for money and performance audit reviews of various operations, projects and processes. Investigate allegations and suspicions of fraud and corruption on ACE II project to ensure that all the project activities are

conducted to the highest standards of ethical conduct, good practice and transparency in accordance with World bank procurement and operations.

- ii) Execute work programs for each assigned audit; prepare draft reports of audit findings, and present audit recommendations for review
- iii) Administer internal audit Tools
- iv) Support ACE II to Maintain Internal Audit engagement documentation to record engagement objectives, activities, work done and conclusions reached in line with quality requirements specified by the Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors
- v) Advise the IUCEA/RFU of assignment progress and findings through interim meetings, status reports and upon completion, submit final reports
- vi) Carry out any other tasks assigned by IUCEA/RFU management.

### **3. CONTRACT DURATION**

The audit assignment is for a total duration not more than **60 days** annually spread between **January and July each year**.

### **4. EXPECTED OUTPUTS**

At the beginning of the consultancy, the individual will consult with all the relevant staff and stakeholders and draw up a work plan in consultation with Head of Internal Audit IUCEA for the duration of the consultancy with clear timelines and deliverables. Once this is agreed upon, the consultant will assist IUCEA/RFU in implementation of Audit services as stipulated in the IUCEA Audit Work Plan. The consultant will prepare bi-annual Audit progress reports setting out the key developments over that period and any challenges on progress of ACE II Project; and if applicable, why activities against the work plan were not carried out, and what would be done to ensure that the objectives of the Project are fully accomplished.

### **5. DAILY FEE**

The Consultant will be paid in accordance with agreed upon agreement based on prevailing market and competition. If the individual consultant is required to travel (mainly for individuals outside Uganda), the individual will be paid in accordance with the Bank travel policy.

## **6. REPORTING**

The individual consultant will be supplementing internal audit staff. The individual consultant will report to the Executive Secretary of IUCEA/RFU, and will work technically under the supervision of the Head of Internal Audit.

## **6. MINIMUM QUALIFICATIONS**

### **a) Qualifications**

- An Honors degree in Accounting or Finance, Bachelor of Commerce, Business Administration with a major in accounts;
- Professional Qualification in Accountancy (CPA or ACCA)
- Member of the accountancy professional body such as ICPA (U) or ACCA.
- Computer literacy with knowledge in the use of Accounting Software Application.
- Excellent communication and report writing skills;
- Proven high degree of honesty, integrity and versatility.
- Must be prepared to work under pressure to meet tight project targets
- Good Interpersonal Skills and ability to relate well with a multiplicity of stakeholders.

### **b) Experience of the Individual**

- i) A minimum of five (5) years of Finance and Accounting experience. Experience in public sector and donor funded project will be an added advantage.
- ii) Highly computer literate in the use of word processor, spread sheets and any other applications used in the procurement function;
- iii) Excellent communication skills;
- iv) Excellent interpersonal skills and ability to relate well with a multiplicity of stakeholders;

### **c) Key competencies**

- i) Results Based Performance
- ii) Ability to work with minimum supervision
- iii) Strong analytical skills with attention to detail
- iv) High integrity and confidentiality
- v) Strong interpersonal and communication skills
- vi) Logical thinking
- vii) Organization awareness and commitment.

## **7. 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, except with the written permission of IUCEA/RFU.

## **8. SUBMISSION OF APPLICATIONS**

Interested applicants should submit the following: a) letter of motivation for the Audit consultancy services; b) complete curriculum vitae; c) Certified testimonials of relevant level Degree certificates; d) at least 3 reference letters.

Applications should be sent either electronically to [exsec@iucea.org](mailto:exsec@iucea.org) with a copy to [ace2rfu@iucea.org](mailto:ace2rfu@iucea.org)

Or hard copies delivered to IUCEA Headquarters located at the address below during working hours **Monday-Friday from 8.00 am to 5.00 pm not later than 27<sup>th</sup> October, 2017**. The submission should be in a sealed envelope clearly titled, “**ACE II INDIVIDUAL AUDIT CONSULTANT**”.

**Address:**

**THE EXECUTIVE SECRETARY,**

Inter-University Council for East Africa,  
Plot M833 Kigobe Road-Kyambogo,  
P.O. Box 7110 Kampala, Uganda.  
Tel: +256-414 256251/2  
[ace2rfu@iucea.org](mailto:ace2rfu@iucea.org).  
<http://www.ace2.iucea.org>.