



Terms of reference for Consultancy to carry out Internal Audit

1.0. Introduction

The Southern and Eastern Africa Trade, Information and Negotiations Institute (SEATINI) is a regional Non-Governmental Organization founded in 1996 soon after the WTO Singapore Ministerial Conference, after realizing that Africa in particular and Third World countries in general were marginalized in the WTO negotiations and other global processes.

SEATINI-Uganda is part of SEATINI a sub-regional NGO, working in Eastern and Southern Africa with its headquarters in Harare (Zimbabwe) and an office in Nairobi Kenya. SEATINI-Uganda is the regional coordinating office for East Africa. Although the offices operate independently, they subscribe to the overall SEATINI Vision, Mission, Values and broad objectives.

The main purpose of SEATINI Uganda is to strengthen stakeholders' capacity to influence trade, tax, and related policies and processes through information generation and dissemination, capacity building and advocacy, alliance building and networking.

SEATINI Uganda is currently implementing her 5 year strategic plan which is geared towards promoting pro development trade, fiscal and trade related policies for sustained equitable development and improved livelihoods in Uganda and the EAC region. 2016 marks the 1st year of the Strategic plan implementation.

2.0. Rationale of Carrying out Internal Audit

SEATINI Uganda's financial year runs from 1ST January to 31ST December of each year. As an accounting requirement, the Organization carries out external audit. However some of the audits and Organizational Capacity Assessments carried out have identified gaps and hence recommending for an Internal Audit function at Seatini Uganda so that financial systems and programme implementation is well trucked. Seatini Uganda therefore seeks to out source this function for the financial year 2016.

3.0. Objectives of the Consultancy

The overall objective of the Internal Audit is to establish/review the compliance to systems and programme implementation efficiency & effectiveness.

Scope of the Consultancy

The Consultant will carry out both financial and programme implementation audit.

3.1. Compliance to Systems:

- i. Review appropriateness, adequacy and compliance to internal controls and policies and procedures following Generally Accepted Accounting Principles
- ii. Review the extent to which Organization's assets are safeguarded against losses arising from fraud and other offences, wasteful or inefficient administration.
- iii. Review adequacy and appropriateness of records maintained by the Organization.
- iv. Review adherence to statutory and regulatory requirements.

3.2. Programme implementation efficiency & effectiveness

- i. Review the extent of the achievement of the strategic plan objectives
- ii. Review compliance to the M&E system
- iii. Identify the risk and advice management accordingly.

4.0. Expected deliverables

Inception report: The consultant will be expected to produce and submit an inception report for review by the SEATINI Uganda team within 5 working days after signing the contract. The inception report is expected to highlight a clear matrix that shows the key information points that will be explored during the audit period. The inception report will be preceded by a meeting with the SEATINI Uganda team to outline expectations for the assignment, including the key deliverables.

Draft work Plan and report. The Consultant will submit a draft audit report for discussion to Seatini Uganda. The Consultant shall incorporate changes and develop a final report.

Final Audit work plan and report.

5.0. Duration

The final deliverables are to be submitted within 4 weeks upon signing the Contract. Seatini Uganda wishes to commission this Audit by 9th January 2017 and the final output to be submitted not later than 3rd February 2017. **The Deadline for submission of both Financial and Technical Proposal is 5th December 2016.**

6.0. Requirements

This assignment requires a sound knowledge of tax, trade and trade related policy issues and advocacy at all levels. It also requires financial, managerial, organizational development skills and experience to be able to do a holistic institutional audit.

7.0. Additional Requirements are as follows

A Masters in Finance and Accounting, Project planning and Management, Monitoring and Evaluation.

Evidence of doing similar work for Non Governmental Organizations in Uganda.

Knowledge and experience in Policy advocacy

8.0. How to Apply

Bidders with variable qualifications and experience in Institutional audit should submit both financial and technical proposal to Seatini Uganda by Email or Hand delivery to the Country Director, Email: seatini@infocom.co.ug.

For more information contact seatini@infocom.co.ug, +256-414-540856