



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### AUDIT CONSULTANT

#### Special Assignments Section (SAS), Office of Audit and Investigations (OAI) - Roster

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Date: 21 November 2016

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**Country:** (Home based)

**Description of the assignment:** To support the OAI Regional Centre teams in preparing financial audit review letters that summarize the results of audits conducted on projects in a particular country.

**Subject:** HACT financial audit exercise

**Interested applicants must submit the required documents to UNDP job-site:**

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=69592](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=69592)

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### 1. BACKGROUND

The Office of Audit and Investigations (OAI) reports to the UNDP Administrator and is responsible for internal audits and investigations. The general objectives of OAI audits are to evaluate and contribute to the improvement of governance, risk management, and control processes, and report thereon.

As part of its oversight mandate, OAI reviews and assesses audit reports prepared by third party auditors on audits of nationally-implemented projects and projects implemented by non-governmental organizations and on audits of implementing partners in the context of the Harmonized Approach to Cash Transfers (HACT).

Development projects in country offices with these implementation arrangements are required to be audited on a sample basis by external auditors to provide an opinion on the financial statements.

The external auditors conduct their audits in line with International Standards on Auditing and address specific requirements such as:

- certifying, and expressing an opinion on the statement of expenses, the statement of cash position and the statement of assets and equipment;
- providing the monetary value of the net financial impact of the qualification when a modified opinion is expressed on any of the above statements;

- indicating the risks associated with the audit findings and providing a categorization by risk (high, medium, low).

The audit reports are submitted by UNDP country offices through a web-based database system – CARDS (Comprehensive Audit Report and Recommendations Database System). These audit reports are reviewed by OAI and their results summarized in review letters to:

- inform senior management of the results of the audits in a particular country and to highlight to areas that require their attention;
- input into the planning for country office audits;
- input into the annual audit risk assessment for country offices and projects;
- provide assurance to the External Auditors of the UN Board of Auditors (BoA) on the true and fair view of the financial statements of UNDP as a whole.

OAI seeks to compile a Roster with suitably skilled and experienced Audit Consultants to be part of the team responsible for the review of the audit reports during the period April to July of a specific year. The roster will be made of three groups based on full proficiency in the following languages:

- Group 1: English
- Group 2: French and English
- Group 3: Spanish and English

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1- Terms of Reference

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

### I. Academic Qualifications:

Master's degree in accounting, finance, business administration or first level of degree in combination with certification in accounting or audit (CA, CPA, ACCA, CIA).

### II. Working experience:

- Minimum five years of experience in the field of audit;
- Proven ability to quickly and accurately analyze, assess and summarize audit opinions, reasons for modified opinions and the related net financial impact of the opinions;
- Proven ability to quickly and accurately analyze, assess and summarize audit findings, observations and recommendations contained in a large number of audit reports;
- Excellent writing skills for preparation of review letters and executive summaries in English;
- Proficiency in French and/or Spanish for reviewing and accurately summarizing into English observations and information from audit reports written in one of these languages;
- Proven ability to work with computer-based systems;
- Good command of Microsoft Word and Excel;
- Good organizational skills and ability to perform in a fast -paced environment and to deliver timely, accurate and good quality review letters;
- Knowledge of UN/UNDP policies and procedures is an advantage.

### III. Competencies:

#### Communication:

- Is able to read and understand reports written in French or Spanish and write clearly in English.

#### Task Management Skills:

- Produces timely, quality outputs.
- Exercises sound judgment/analysis.
- Ability to handle multiple tasks.

#### Technical:

- Proven knowledge and experience in the field of auditing
- Demonstrated ability to use Microsoft WORD and EXCEL and database systems

## **4. DOCUMENTS TO BE INCLUDED WHEN APPLYING**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Cover page explaining why they are the most suitable for the work
2. Personal P11 including:
  - all past working experience with highlighting of similar projects
  - at least 3 references

## **5. TERMS OF PAYMENT**

If selected for a specific assignment, consultant will be paid on the basis of:

- The number of audit reports reviewed
- The number of follow-up action plans reviewed in CARDS (prior or current year, or both)

Fees are paid monthly upon submission of invoices specifying the above.

## **6. EVALUATION**

Individual consultants will be evaluated based on the following methodology :

Step 1: CV assessment: weighting of 70%

*Candidate must obtain a minimum of 42 out of 70 (60%) points to be invited to take a written test*

Step 2: Written test: weighting of 30%

*Candidate must obtain a minimum of 21 out of 30 points (70%) to be qualified for the Roster.*

<b>Criteria for assessment</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical evaluation</u>	70%	70
<ul style="list-style-type: none"> <li>• <i>Level of education</i></li> </ul>		15
<ul style="list-style-type: none"> <li>• <i>Professional designation (CIA, CPA, ACCA, etc.)</i></li> </ul>		10
<ul style="list-style-type: none"> <li>• <i>Number of years of professional experience (audit, finance, accounting, etc.)</i></li> </ul>		15
<ul style="list-style-type: none"> <li>• <i>Experience in internal auditing of international or not-for-profit organizations</i></li> </ul>		15
<ul style="list-style-type: none"> <li>• <i>Computer skills (knowledge of Microsoft Office tools)</i></li> </ul>		10
<ul style="list-style-type: none"> <li>• <i>Knowledge of UN/UNDP policies and procedures</i></li> </ul>		5
<u>Written test</u>	30%	30
<ul style="list-style-type: none"> <li>• <i>Ability to analyze audited financial statements and summarize audit observations</i></li> </ul>		20
<ul style="list-style-type: none"> <li>• <i>Ability to write clearly and convincingly</i></li> </ul>		10

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCE (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**