



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 13 August 2019

Country: Home based

Description of the assignment: Support to OAI Regional Audit Centre teams in the review and assessment of financial audits conducted on UNDP development projects and the preparation of review letters that summarize the results of this review

Type of contract: Individual contract (international)

Period of assignment/services:

Proposal should be submitted at the UNDP job site:
https://jobs.undp.org/cj_view_job.cfm?cur_job_id=86980

No later than 29 August 2019

1. BACKGROUND

The Office of Audit and Investigations (OAI) reports to the UNDP Administrator and is responsible for internal audit and investigation services to UNDP and its affiliated entities. As part of its assurance work, OAI supports the annual financial audit exercise of UNDP development projects that are implemented by non-governmental organizations or by national institutions in some 135 countries and reviews the resulting audit reports submitted by the audit firms and government audit institutions.

The external financial 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 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 to OAI 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 highlight 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 **1 April to 31 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. DURATION AND LOCATION OF ASSIGNMENT

1 April to 31 July – approximately 50 workdays per yearly assignment, not to exceed three assignments over three years.

3. SCOPE OF WORK

Please refer to the attached Terms of Reference.

3. CONSULTANT'S 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. Work experience:

- Minimum seven years of professional experience in audit or related field (such as accounting, financial reporting, risk management, internal controls);
- Working experience in internal auditing of international or not-for-profit organizations is an advantage;
- Experience in audit quality assurance activities (four years or more), including the review of audit reports;

III. Competencies:

Communication:

- Is able to read and understand reports written in **French** or **Spanish** and write clearly in English;
- Has good presentation skills.

Task Management Skills:

- Produces timely, quality output;
- 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 person for the work
2. Personal CV 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:

- US\$110 per actual number of audit report reviewed
- US\$330 per actual 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 45 out of 70 points to be **invited** to take a written test

Step 2: Written test: weighting of 30%

Candidate must obtain a minimum of 25 out of 30 points

Note:

Candidates must obtain a minimum total point of 70 (of which a minimum of 25 points for the written test) to be qualified for the Roster.

<u>Technical evaluation</u>	70%	70
<ul style="list-style-type: none"> Master's degree in accounting, finance, auditing, or Bachelors degree in combination with professional certification in accounting or audit (CA, CPA, ACCA) 		20
<ul style="list-style-type: none"> Minimum seven years of professional experience in audit or related field (such as accounting, financial reporting, risk management, internal controls) 		25
<ul style="list-style-type: none"> Experience in audit quality assurance activities (four years or more), including the review of audit reports 		15
<ul style="list-style-type: none"> Experience in working with international or not-for-profit organizations 		10
<u>Written test</u>	30%	30
<ul style="list-style-type: none"> Ability to analyze audited financial statements and summarize audit observations 		15
<ul style="list-style-type: none"> Ability to write clearly and convincingly 		10
<ul style="list-style-type: none"> Computer skills (knowledge of Microsoft Office tools) 		5

ANNEX

TERMS OF REFERENCE (TOR)