



CONCERN FOR THE GIRL CHILD - CGC TOR

1. General Information

Title of Consultancy:	Internal Audit Consultant
Type of Contract:	Temporary
Duration of the assignment:	30 working days per quarter
Location:	Kampala, Luwero, Nakaseke
Expected places of travel:	Luwero, Nakaseke, Kampala
Supervisor:	Executive Director
Date of Issue:	27th November 2017
Closing Date:	3rd December 2017

2. Objectives of the Assignment

2.0 Background

Concern for the Girl Child (CGC) is a child focused NGO that was established in Uganda in January 2001. Though with a national mandate, CGC is currently only operating in the districts of Kampala (Nakawa Division), Luwero and Nakaseke Districts.

To date CGC has supported 800 girls since 2001 in secondary schools, vocational institutes, Universities and in apprenticeship. CGC has been able to reach out to the schools, communities and Households where the beneficiary girls live to advocate and advance children's rights particularly girl-children who are naturally disadvantaged because of their sex.

CGC relies a lot on the local structures to implement its programmes as this enhances local capacities and sustainability.

2.1 Vision

A world where all people are participating in the social economic and political development of their communities.

2.2 Objectives

The overall objective of the organization is to contribute to the present efforts in the country that are aimed at enhancing the socio-economic status of the disadvantaged children particularly the girl child in Uganda.

2.3 Specific Objectives

1. To increase access to education and health of disadvantaged children especially the girl child.
2. To advocate for best practices among stakeholders towards the realization of the right of children.
3. To reduce the risks of sexual abuse and exploitation and to increase awareness of sexually transmitted diseases and HIV/AIDS among vulnerable children.
4. To facilitate effective counseling and guidance among adolescents using child-to-child approaches in selected schools and vocational training centers.
5. To promote the rights of the girl child in the social, cultural, political and economic spheres of life.

3.0 Statement of the problem

CGC desires to see the girl child who deserves these services in Uganda, served fully with best practices and a growing institution. The Board of Directors whose fiduciary responsibility is to steward the resources of the organization; desires to see best practices and principles applied in resource mobilization utilization and reporting. Concern for the Girl Child desires to strengthen internal systems and methods of financial management by contracting the services of an Internal Audit Consultant. Concern for the Girl Child has been in operation for the last 16 years and working with the community and other existing structures has been able to impact the lives of more than 20,000 children and their families. CGC desires to expand to more deserving districts to use a similar model and yet hold the reigns of the former districts of operation. CGC also desires to expand using sustainability projects like the resource centers and the establishment of a Vocational Institute. In order to harness the 2017-2021 Strategic Plan, a paradigm shift in resource mobilization, utilization and stewardship will be needed to provide new methods of operation and mitigate possible risks associated with growth.

3. Scope of work

3.0. Scope

The Internal audit process will provide management a comprehensive annual risk assessment of the operations of CGC with focus on high and medium risk areas.

The assignment is to be implemented in Kampala Nakawa Division, Luwero town council, Mazzi community and Nakaseke District. It will entail a review of each quarter of financial records, programmatic reports and operational systems for the period October 2017 – December 2017,

January – March 2018, April – June 2018, July – September 2018. The Internal Audit Consultant(s) will have a dual reporting relationship to the Executive Director for Functionality and to the Board Finance and Procurement Committee for Technical Supervision. Concern for the Girl Child has purposed to contract the service to external consultants in order to meet the need for growth and yet provide accurate information for decision making.

4. Final product/deliverable

4.0. A Comprehensive Risk Assessment Report of Operations 2017/2018

A detailed report on the risk assessment of the operations of CGC with evidence of specific risk areas and targeted solutions for mitigation and compliance to International Standards. A risk Mitigation Plan for CGC to implement with suggested timelines and specific support structures and processes. A feedback meeting shall precede submission under which Consultant is expected to contribute to critical areas on improvement and quality of the Report.

4.1. Internal Audit Report for each Quarter as stipulated in the scope.

A detailed report on the process and proposed methodology for the audit for the period specified and a working methodology for areas of celebration or improvement. A feedback meeting shall precede submission of the same.

5.0. Task

This assignment will comprise the following: -

- Submit an Internal Audit plan with focus on high and medium risk areas
- Assess Management processes to ascertain CGC strategies and actions are continuously monitored
- Review the Financial Operational Reporting systems of CGC to ensure Integrity and reliability of Information for decision making
- Determine the extent to which management and staff comply with CGC policies, procedures and code of conduct, donor requirements and relevant laws and regulation.
- Check to ensure that the tenets of economy and efficiency have informed procurement to ensure CGC receives value for money and safe guards the assets of the organization.

- Audit for sub-grantees or in this case sub-recipients (staff, suppliers or otherwise) to ensure adherence to agreements between CGC and Individuals contracted to implement projects or activities on sub-grantees with specific focus on financial accountabilities.
- Carry out Special audits and investigations as may be requested by the Board or Management of CGC such as physical stock counts and asset verification exercises.
- Develop a risk management matrix for CGC
- Develop an Internal Audit report to management with opinions on the following;
 - Effectiveness of Internal Controls
 - Risk mitigation actions and name areas of improvement, magnitude and practical recommendations
 - Actions to be taken by management and the Board to each of the identified issues responsible, persons, timelines and status if implementation expected.
- Develop a draft report of the entire process by 20th January 2018; 20th March, June, September and December 2018.
- A final report by the end of each Quarter 2018.

6.0 Methodology

The consultant is expected to attend periodic briefs on the activity plan and receive prior information from CGC on expectations and terms herein from the Board Finance and Procurement Committee. Management shall discuss an MoU with the Consultant and dates of implementation and final submission shall be determined with clauses on performance and structure. The Consultant will be expected to use their time effectively based on the task and adhere to company policies and regulations. The reporting structure is a dual one and the Consultants will be expected to stick to specific functions of each supervisor to avoid conflict. The Consultant will determine their methodology of the work scope through the RFP which shall be agreed upon in agreement with the Board Finance and Procurement Committee. The Consultant is expected to submit a draft Report to CGC by the 20th January 2017; 20th of March, June, September and December 2018. Upon receipt, the project team shall discuss and make necessary recommendations and together with the consultant fine tune the final Report by end of each Quarter as mentioned.

7.0 Remuneration

This activity will be remunerated for an amount negotiable by both the Client and Consultant. Payable in two parts 50% before commencement and 50% after the final physical Report (3 copies) have been submitted.

8.0 Code of Ethics

As a consultant, you are representing Concern for the Girl Child and will be expected to dully execute your duties in an exemplary manner adhering to the best practices and respecting the rights and dignity of all people with whom you come into contact during this activity, having understood the vision and mission of the Organization. Concern for the Girl Child has exclusive rights to withhold your opportunity to carry out this exercise, should there arise any discrepancies from the code of expectation. The Executive Director will guide the activity operations and you will be expected to cooperate with them regarding the timing, and plan of the activity. No part of the product may be used without the permission of CGC. Where the Consultant may wish to promote their work and include CGC as part of their profile a note to inform CGC will be sought.

9.0 Agreement:

I.....of P. O. BoxTel:.....

The undersigned Consultant for these Terms of Reference agree to undertake the assignment. I have read and understood the clauses herein and will adhere to CGC's code of ethics regarding this assignment.

Signed.....Date.....

Consultant(s)

Signed.....Date.....

Executive Director

Signed.....Date.....

10.0: Qualifications

10.0 Education:

Advanced degree in Finance and Management; Professional Qualifications in Finance and MANAGEMENT Like ACCA, CIMA, CIPS, (CFA Level 1 - optional) are an added advantage and mandatory. Knowledge in Management of Finance and Resources for NGOs and Charitable Organizations is mandatory.

10.1 Experience:

- At least 5 years' hands on experience of Consultancy in Financial Management and Internal Controls and Audits
- Proven experience in working with NGO's and Charitable Trusts or Institutions as well as Extensive Knowledge of the Education Sector and Girl Child Programming is an added advantage.

10.2 Character and Values

- Track record of Integrity and Ethical standards in business and work execution
- Professionalism and Ability to maintain a degree of confidentiality in their work
- Personal values matching those of the organization.

Candidates should submit an RFP (Request for Proposal) with a CV/Company Profile by close of Business Friday 3rd December 2017 4:00pm to executiveconcernforgirlchild@gmail.com