



## INTERNAL AUDIT TERMS OF REFERENCE

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### 1.0 INTRODUCTION

Akina Mama wa Afrika (AMWA) would like to retain the services of a resource person or a firm to provide guidance and support for organizational financial accuracy, internal controls, and regulatory compliance. The resource person/firm shall support the organization in developing and implementing tools and strategies to improve operating practices and effectiveness of risk management, control and governance processes. The resource person/firm will provide assurance for financial reliability, integrity and compliance with laws, statutory regulations and donor requirements at all levels and across borders.

### 2.0 ABOUT AKINA MAMA WA AFRIKA

Akina Mama wa Afrika (AMWA) is a pan African feminist leadership development organization with headquarters in Kampala, Uganda founded in 1985 by African women in the United Kingdom to create space for African women to organize autonomously, network with each other, share skills and expertise, identify issues of concern and speak for themselves. AMWA grew into a Pan-African, non-governmental organization with consultative status with the United Nations Economic and Social Council (ECOSOC). We envision a world in which African women are politically, economically and socially autonomous and are champions of change in their lives and society. Our work is spread across the continent with active programmes in Uganda, Kenya, Rwanda, Zambia, Tunisia, Ethiopia and Sudan.

### 3.0 OBJECTIVES & PURPOSES OF THE ASSIGNMENT

To provide support to the Finance and Operations department, effectively plan for and provide an independent cost effective audit service to AMWA and its implementing partners in line with an approved audit charter and international audit best practices.

### 4.0 SCOPE

All the business activities of AMWA are included in the scope of the Internal Auditor's responsibility as stated in the Terms of Reference.

### 5.0 DELIVERABLES

#### 5.1 Key Result Areas

- Develop, review and operationalize the audit charter and SoPs for the effective running of an internal audit function
- Develop, maintain and provide quality assurance in programmes covering planned internal audit activities.
- Review financial systems, internal controls and organizational policies to assure management of efficient and effective use of resources, accuracy of records, security of assets and prevention of fraud in accordance with organizational policies and procedures, national laws, donor guidelines and the International Standards on Auditing
- Strengthen controls in the system of authorization and approvals to ensure that the resources are utilized in accordance with management and donor policies and procedures
- Participate in monitoring the effectiveness of the organization's risk management systems
- Build the capacity of staff to enhance a controlled environment
- Facilitate control risk assessment of AMWA and implementing partners.



- Protect the organization's reputation
- Prepare and submit progressive reports on a quarterly basis.
- Provide advisory services and guidance to facilitate decision-making.

### **5.2 The key expected deliverables of this exercise include:**

The internal auditor will produce quarterly progressive reports on the key result areas indicated in 5.1 above.

## **6.0 TIMELINES**

The assignment is for one year starting March 2022 with room for renewal. The deliverables will be reported on a quarterly basis. The consultant shall use 5 working days in each quarter for this assignment.

## **7.0 QUALIFICATION/EXPERIENCE**

The successful consultant shall meet the following minimum criteria:

### **Qualifications**

- A Bachelor's degree in Commerce, Business Administration or Financial Management majoring in accounting from a recognized institution
- Post Graduate Qualification in Accounting/Business Administration is an added advantage.
- A professional qualification; ACCA, CPA, CIA, and other relevant qualification

### **Requisite Experience, Knowledge and Skills**

- a) At least a Master's degree in a field relevant to the assignment, with relevant experience in auditing, capacity building, organizational development and governance, leadership and management of multi donor funding.
- b) Has a deeper understanding of feminism and NGO operations
- c) Information Systems audit experience
- d) Strong analytical and strategic thinking skills
- e) Proven strategic and implementation ability with strong conceptual and analytical skills for auditing
- f) Demonstrated ability to build capacity in accountability and internal controls
- g) Computer literacy (Accounting Packages)
- h) A commitment to women empowerment as a route to development

## **8.0 APPLICATION PROCESS**

Applications (in English) must be sent by email to the Executive Director at [amwa@akinamamawaafrika.org](mailto:amwa@akinamamawaafrika.org) by close of business on **4th March 2022** and contain the following elements.

- A cover letter stating your motivation and summarizing relevant experience
- Applicant's profile and a sample of previous work in a related field
- Contact details of at least two independent referees with in-depth and proven knowledge of the applicant's expertise in the field.