

Terms of Reference for Internal Project Auditor Contractor

Background

The SCBF would like to introduce project audits as a means of strengthening integrity and accountability. Project audits will be an integral part of SCBF's Control mechanisms and will be an independent, objective assurance and consulting activity designed to add value and improve SCBF's operations. It should help SCBF accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes by providing insight and recommendations based on analyses and assessments of data and SCBF's operations. SCBF believes that with commitment to integrity and accountability, internal auditing will provide value to the Board and the CEO as an objective source of independent advice.

Scope:

The scope of internal audit is envisaged to be on individual Technical Assistance (TA) projects co-funded by SCBF that will be conducted either on or off-site. These audits can have a narrow or wide scope with the following focus

1. Narrow scope– these will mainly be financial audits which would verify the use of SCBF funds, assess the actual PFI self-contribution and provide evidence on the compliance with commitments including outreach reportings and verification of various deliverables made by the PFI. OR
2. Wide scope – these would include several or all processes of the project cycle from origination and preparation to implementation and monitoring and finally completion. Thus wide scope audits provide important feedback to the Board on the effectiveness of the project cycle process. A selective approach may be to focus on processes most relevant for the SCBF, namely project preparation, implementation and monitoring.

The actual number of days shall be based on the project auditor's proposal. A retainer consultant contract will be concluded with the consultant for an initial batch of four project audits.

Essential Duties and Responsibilities:

1. Prepare an annual audit plan for approval by the Board Audit Committee (BAC), including a proposed selection of appr. 4 projects for audit per year based on criteria like risk assessment potential for learning, etc.
2. Conduct financial and operational project audit engagements successfully, from beginning to end, to assess controls and performance monitoring elements to assess effectiveness.
3. Interact with various levels of management and staff in conducting interviews and in conducting project level audits.
4. Prepares report(s) based on the results of stated audits/tests to be presented and shared with BAC.
5. Work with the secretariat staff to understand SCBF process related to projects, where documents are stored ect. Beyond this, the Secretariat shall not be involved in the project audits.
6. Assists in the oversight of the management and maintenance of the policies and procedures for Risk Testing, Fraud Prevention, and Internal Controls.
7. Ensures that all information of confidential nature is held in a secure and confidential method.
8. Identifies and communicates issues raised, offering recommended solutions relevant to SCBF's business, members and donors.

9. Submit and or present project audit reports to the Board Audit Committee (BAC) and cc to the CEO. The reports shall be classified as “CONFIDENTIAL” and shall not be circulated, nor published on the website. Relevant extracts of the report shall be made available to the grantee and the PFI.
10. Present or report audit consolidated annual summary of conclusions and recommendations of the reports to SCBF members at the Ordinary General Assembly.
11. Ensure that all audit records and documentation are accurate.
12. Ability to work independently, with limited required direction and guidance
13. Assists, as appropriate, with any monitoring activities for all grant funded programs.
14. Performs related duties as required.
15. Must use knowledge sharing for general audit-related questions, findings and best practices

Key Competencies:

1. Excellent analytical skills, reliable with strong ethical and moral values.
2. Excellent interpersonal skills.
3. Excellent communication skills both written and oral.
4. Solid listening skills and ability to identify gaps in logic – inquisitive.
5. Strong organisational and follow up skills.
6. Possess appropriate combination of technical expertise in the field of auditing, finance operations and investigation.
7. Ability to work effectively with people of diverse backgrounds and varying levels of seniority.
8. Proactive in researching business best practice concepts in order to apply as appropriate.

Experience and Training:

1. Bachelor Degree in business administration, finance or equivalent combination of education, training and work experience.
2. 7 to 10 years experience conducting project audits (financial audits as well as management audits) on financial inclusion projects in emerging markets.
3. Must have understanding of internal auditing standards and risk assessment practices from an international development perspective.
4. Must understand what public private partnerships are and what development agencies such as SDC do.
5. Must have experience and understanding of the application of business management and accounting principles
6. Must know of auditing best practices
7. Must possess ability to collaborate with senior level personnel and provide leadership to internal stakeholders regarding best business practices and continuous process improvement
8. Willingness to do travel to conduct project audits.
9. Languages: excellent written and spoken English (working language), knowledge in French and/or Spanish is desirable.

Position: Project Auditor - Consultant	Start date: Q1 2020
Reporting to: Board Audit Committee Administrative Reporting: CEO	Part time: 60 days per annum

Please submit your proposed approach and methodology showing how and which methodology you will use to perform the scope of work with a detailed budget and your resume/experience conducting such audits to [info\(at\)scbf.ch](mailto:info(at)scbf.ch) by **January 15, 2020**.