

**COMMON MARKET FOR  
EASTERN AND SOUTHERN AFRICA**



**REQUEST FOR INDIVIDUAL CONSULTANT PROPOSALS**

**CONSULTANCY SERVICE TO FOLLOW UP AUDIT OF THE SUN  
ACCOUNTING SYSTEM**

**RFP Ref: CS/AUDIT/20/08/20.1/KJ**

**AUGUST 2020**

## **1. BACKGROUND**

The mission of Internal Audit is to provide independent and objective assurance and advisory services designed to add value and improve the operations of the Secretariat. In order to accomplish its mission, the Unit identifies all auditable subjects and selects audit projects for the subsequent year on the basis of certain priorities. The 2020 Internal Audit Plan includes various types of audits such as a follow up IT audit of the Sun Accounting System.

## **2. OBJECTIVE**

The broad objective of the consultancy is to conduct a follow up of the Sun Accounting System audit. The audit shall provide assurance on the adequacy of the Sun Accounting System's authorization, completeness and accuracy controls as well as the adequacy of controls over integrity of processing and storage of data files. In 2016, an audit of Sun Accounting System was undertaken, and it established the need to strengthen controls over authorization, completeness and accuracy of accounting data processing and storage. A need has arisen to conduct a follow up audit in order to independently assess the level of implementation of audit recommendations

## **3. SCOPE OF WORK**

The Auditor will be expected to deliver three major outputs upon which payment shall be pegged.

- I. Review the results of the audit of the sun accounting system and prepare a detailed audit programme for the approval of the Chief Internal Auditor.
- II. Prepare adequate working papers that address each of the audit tests. These working papers shall be reviewed for completeness and adequacy.
- III. Submit a draft audit report which shall be reviewed by management in an Audit Exit Meeting. The Auditor will take note and address Management concerns that may arise during the meeting.
- IV. Draft the final audit report that incorporates comments from management arising from the audit closing meeting.

#### **4. DELIVERABLES**

- i. Prepare a detailed audit programme
- ii. Prepare adequate working papers;
- iii. Submit a draft audit report;
- iv. Draft the final audit report

#### **5. Eligibility of Consultants**

This consultancy is open to reputable international and Local Consultants based in their respective COMESA member States which have sufficient experience in recruitment and selection to undertake this assignment. Proof of having undertaken similar assignments is critical.

#### **6. Commencement and Completion of Work**

The follow up Audit will be conducted within a period of one month.

#### **7. REPORTING AND ACCOUNTABILITY**

The Auditor shall work under the direct supervision of the Chief Internal Auditor.

#### **8. Criteria for Evaluation of Consultants**

Audit Expert must provide Relevant requirements. The evaluation shall be based on the following attributes:

- (i) The overall responsiveness and quality of the requirement in clearly stating an understanding of the work to be performed;
- (ii) Expertise ability of the Auditor to perform the required services;
- (iii) The experience and reputation of the consultant as represented in the response and the quality of the references;
- (iv) He/she should demonstrate handling single handedly of big audit assignments over the last five years in either an internal or external audit environment.);

	Evaluation attribute	Percentage Points
1	Consultant's Understanding of Client's requirements	<b>20</b>
2	Expertise ability of the Auditor to perform the required services	<b>15</b>
3	The experience and reputation of the consultant as represented in the response and the quality of the references;	<b>40</b>
4	Qualifications and Experience of the consultant	<b>25</b>
	<b>Total</b>	<b>100</b>

Please note only candidates with a pass score of seventy per cent (70%) and above shall be considered for this assignment, and the award shall be based on the highest score attained.

## **9. QUALIFICATIONS/EXPERIENCE**

The Audit Expert should be a qualified IT Auditor with bachelor's in computer science or Management Information system coupled with CISA professional qualifications. He/she should demonstrate handling single handedly of big audit assignments over the last five years in either an internal or external audit environment.

Previous experience in auditing the sun accounting system operating on a Microsoft SQL Server will be an added advantage.

## **10. Submission of Applications**

Interested consultants are free to submit either by courier services or by Email.

The bidder shall submit the Curriculum Vitae and necessary requirements in **one external envelope containing inside three sealed envelopes** by the closing date set forth in point no. 11 through either email or physical delivery to:

**THE HEAD OF PROCUREMENT  
COMESA SECRETARIAT  
BEN BELLA ROAD  
P.O BOX 30051  
LUSAKA, ZAMBIA  
Tel: 260 211 229725 - 32  
Attention: Mr. Silver Mwesigwa**

Submission emails: [procurement@comesa.int](mailto:procurement@comesa.int), [smwesigwa@comesa.int](mailto:smwesigwa@comesa.int)

For physical/courier delivery, the outer envelope should be clearly marked in the top right-hand corner **“RFP Ref: CS/AUDIT/20/08/20.1/KJ - CONSULTANCY SERVICES TO FOLLOW UP AUDIT OF THE SUN ACCOUNTING SYSTEM 15<sup>th</sup> SEPTEMBER 2020 at 15.00 HRS Lusaka time.**

**NOTE:** If the envelopes are not sealed and marked as per the instructions in this clause, COMESA will not assume responsibility for the proposal’s misplacement or premature opening and may – at its discretion – reject the proposal.

This sealed envelope, which will be clearly marked “CONSULTANCY TO FOLLOW UP AUDIT OF SUN ACCOUNTING SYSTEM” must contain three (3) hard copies of the Curriculum Vitae and Relevant Requirements with one marked ‘original’ and the other marked ‘copy’.

**For submissions made via email, please submit your documents in pdf format.**

In the event of any discrepancy between the original and the copy, the original shall govern.

#### **11. CLOSING DATE OF TENDER**

Tenders must be submitted to the COMESA Secretariat on or before **15<sup>th</sup> SEPTEMBER 2020 at 15.00 HRS LUSAKA TIME.**

#### **12. AWARD OF CONTRACTS**

COMESA reserves the right to wholly or partially reject or award this contract to any bidder and has no obligation to award this tender to the lowest bidder

#### **13. Pricing**

The Auditor shall be paid an all-inclusive fee of **USD\$ 10,000** from the Internal Audit consultancy budget line. The fees shall be paid in three installments as follows:

1. 10% upon documentation compilation of adequate working papers that address all the above audit tests
2. 30% upon submission and approval of the draft audit report which shall be considered by Management in the Audit Exit meeting; and
3. 60% upon submission and approval of the final audit report by the Chief Internal Auditor

#### **14. Payment:**

Payment terms and conditions shall be as per COMESA’s procurement Rules and Regulations payment guidelines.

## **15. Queries**

Queries related to this tender should be submitted in writing to [procurement@comesa.int](mailto:procurement@comesa.int) with a copy to [smwesigwa@comesa.int](mailto:smwesigwa@comesa.int)

END