



## **Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project**

### **SELECTION OF AN INTERNAL AUDITOR: Ref No. UG-PSFU-423514-CS-INDV**

Government of the Republic of Uganda has been allocated grant funds (the “Grant”) from the World Bank which are administered by the International Development Association (IDA) (the “Bank”) towards implementation of the Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project, and intends to apply part of the proceeds towards payments under contracts for individual consulting services. The Project Development Objective is to increase access to entrepreneurial services that enable women entrepreneurs to grow their enterprises in targeted locations, including host and refugee communities. The Project is being implemented jointly by Ministry of Gender, Labor and Social Development (MGLSD) and Private Sector Foundation Uganda (PSFU). PSFU is implementing Sub-Components 1c, 2b, 2c and 4b of the Project, through a Project Coordination Unit (PCU).

PSFU now invites suitably qualified and experienced individuals to express interest in the position of **Internal Auditor**. The objective of the position is to provide independent oversight on the quality of financial and operational functions and implementation of the Project. The Internal Auditor will work across the Project’s supported entities’ operational processes and identify weaknesses and suggest improvements.

The Internal Auditor will be responsible for giving assurance to the Ministry of Finance, Planning and Economic Development’s Accountability Sector Audit Committee and PSFU’s Board on the arrangements for risk management, control and governance, system integrity, compliance and value for money. He/she will continually review and assess processes, controls and practices, as well as related procedures according to annual audit plans and report on the effectiveness of these arrangements.

Details of the scope of services, deliverables, qualifications, contract and reporting arrangements can be found at [www.grow.go.ug](http://www.grow.go.ug) or [www.psfuganda.org](http://www.psfuganda.org)

The selection will be conducted in accordance with the procedures for selection of Individual Consultants set out in the World Bank Procurement Regulations for Investment Project Financing (IPF) Borrowers dated November 2020 (Procurement Regulations).

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the Procurement Regulations setting forth the World Bank’s policy on conflict of interest.

Interested eligible applicants should submit expressions of interest including a cover letter, current Curriculum Vitae and copies of Academic Certificates and Transcripts to demonstrate that they have the required qualifications and relevant experience to perform the services; to be received not later than **5:00pm on October 21, 2024**, at the address indicated below.

Hand delivered Expressions of Interest should include the Position applied for and Reference Number on the right-hand corner of the envelope. Email submissions should indicate the **Position applied for and Reference Number in the subject line of the email**. Only shortlisted applicants will be contacted.

The Project Coordinator  
Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project  
Private Sector Foundation Uganda  
Trust Tower, Plot 4 Kyadondo Road  
P O Box 7683  
KAMPALA

Tel: 0762304961  
Email: [grow@psfu.org.ug](mailto:grow@psfu.org.ug)



## Terms of Reference for Internal Auditor

### **Background**

Government of the Republic of Uganda has been allocated grant funds (the “Grant”) from the World Bank which are administered by the International Development Association (IDA) (the “Bank”) towards implementation of the Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project and intends to apply part of the proceeds towards payments under contracts for individual consulting services. The Project Development Objective is to increase access to entrepreneurial services that enable women entrepreneurs to grow their enterprises in targeted locations, including host and refugee communities. The Project is being implemented jointly by Private Sector Foundation Uganda (PSFU) and Ministry of Gender, Labor and Social Development (MGLSD). PSFU is implementing Sub-Components 1c, 2b, 2c and 4b of the Project, through a Project Coordination Unit (PCU).

The PSFU now invites suitably qualified individuals, with qualifications and experience as detailed below to fill the position of **Internal Auditor** under the PCU.

**Position:** Internal Auditor

**Location:** Kampala Uganda

**Reports:** The Internal Auditor will technically report to MoFPED’s Accountability Sector Audit Committee and the PSFU Board Audit Committee; and to the Project Coordinator for overall supervision and routine matters

**Job Purpose:** The internal audit function is aimed at providing independent oversight on the quality of financial and operational functions and implementation of the GROW project. The internal auditor will work across the project supported entities operational processes and identify weaknesses and suggest improvements. The Internal Auditor is responsible for giving assurance to PSC and PSFU Board on the arrangements for risk management, control and governance, system integrity, compliance and value for money. He/she will also continuously review and assess processes, controls and practices, as well as related procedures according to annual audit plans and report on the effectiveness of these arrangements.

### **Main Duties and Responsibilities:**

- a) Provide reliable, valued assurance to PSC and PSFU Board over the effectiveness of controls, mitigating current and evolving high risks.
- b) Carry out Risk based Audits ensuring that project policies and procedures, appropriate laws, and good business practices are followed.
- c) Manage delivery of the Audit plan and ensure that audit assignments are undertaken in accordance with relevant policies, procedures and quality standards;
- d) Responsible and accountable for the quality of the audit work performed and the efficiency and effectiveness of the audit team;
- e) Support management in identifying resolutions for control issues identified;
- f) Prepare a risk assessment and management plan related to the activities of the project, and develop risk avoidance and mitigation strategies.
- g) Develop and implement robust and efficient programs of procedural, technical and financial audit of the fund’s activities, based on the assessment of risks, to ensure ways in which to improve efficiency, economy, transparency and completeness in the financial and operational

processes and the best use of available project resources, minimizing wastage and corruption involving the project resources, and ensure that the GROW's objectives are achieved.

- h) Report to the PSC and PSFU Board on the results of audit program semi-annually (and immediately in the case of serious and auditable audit findings) highlighting variances and trends of performance.
- i) Review systems and implementation arrangement and confirm the suitability to deliver GROW project.
- j) Lead initiatives to enhance the controls culture within GROW.
- k) Liaise with external Auditors and act on recommendations to improve management control.
- l) Review and investigate integrity breaches by staff and work with the Chief Executive Officer to resolve matters.
- m) Carry out such other functions and duties that are delegated to the position from time to time.
- n) Liaising with institutional auditor to ensure that projects reports are presented to the Board
- o) Liaising with the Internal Audit Department of MoFPED to ensure that project reports are presented to Accountability Sector Audit Committee

### **Key Deliverables:**

#### **A. Oneoff**

- Develop an Audit manual for GROW.
- Develop the internal audit annual coverage plan and strategy for GROW project covering risk and adequacy of management controls and procedures in all areas of the project.
- Assist in the design of internal controls on financial and operational processes

#### **B. Routine/continous**

- Perform quarterly internal audits and risk assessments in accordance with professional Standards.
- Perform other tasks related to audit, compliance and risk management as assigned by the Project coordinator periodically in accordance to coverage plan

### **Educational Qualifications & Functional / Technical Skills:**

1. An Honors bachelor's degree in either Commerce, Accounting, Finance, Business Administration or related discipline from a reputable University and a Master's degree in any of the following: Business Administration, Accounting or Finance obtained from a recognized institution.
2. Must be a qualified professional accountant with a recognised accountancy body and must be member of the ICPAU. Certification and membership of internal audit qualification is a requirement (e.g. ISACA, IIA etc).

### **Relevant Experience:**

1. He/she should be a professionally qualified accountant/certified auditor with extensive public sector financial management experience and with at least 8 years at senior management with a reputable audit firm or large, busy business environment.
2. Computer literate and familiar with various soft-wares including accounting packages. The candidate will be tested for computer skills and knowledge.
3. Working knowledge of World Bank funded projects and Government financial systems (IFMS) or its equivalent will be an added advantage.

4. Proficiency in internal auditing in a manual and computerized environment.
5. Working knowledge of implementation of the International Standards for the Professional Practice of Internal Auditing
6. Evaluating/assessing Internal controls
7. Internal and external auditing
8. Value for money auditing
9. Conducting risk assessments including fraud vulnerability;
10. Knowledge of GoU laws and regulations for financial management

**Other requirements:**

1. Strong analytical and strategic skills
2. Excellent planning and organizational skills
3. Excellent interpersonal skills
4. Sets high personal standards and is goal oriented
5. Strong coaching and leadership skills
6. Excellent communication skills, both oral and written
7. Works under minimum supervision
8. Meeting strict deadlines.
9. High level of honesty, integrity and versatility.