

TERMS OF REFERENCE FOR CO-SOURCING OF INTERNAL AUDIT SERVICES FOR A PERIOD OF SIX MONTHS FOR TSWELOPELE LOCAL MUNICIPALITY

INTRODUCTION

Sec 165 of the Municipal Finance Management Act 56 of 2003, states that each municipality must have an internal audit unit. The internal audit unit of a municipality must—

- (a) prepare a risk-based audit plan and an internal audit program for each financial year;
- (b) advise the accounting officer and report to the audit committee on the implementation of the internal audit plan and matters relating to—
 - (i) internal audit;
 - (ii) internal controls;
 - (iii) accounting procedures and practices;
 - (iv) risk and risk management;
 - (v) performance management;
 - (vi) loss control; and
 - (vii) compliance with this Act, the annual Division of Revenue Act and any other applicable legislation; and

REQUIREMENTS

The municipality hereby invites audit firms who have experience and expertise in internal auditing to second a minimum of two officials to the Internal audit Unit of Tswelopele Municipality.

SCOPE OF WORK

Tswelopele Municipality has identified the need to expand the activities of its Internal Audit Department, but has internal resource constraints and has prepared this advert to invite proposals for the provision of internal auditing services on a co-sourcing basis.

These services include but are not limited to:

1. The development and presentation of a combined assurance plan for the municipality
2. Assist in the development of a rolling three (3) year internal audit plan;
3. Review of Municipality's internal auditing methodology, approach, working papers and reporting templates, recommendations to improve same and assistance with implementation of selected recommendations; and

4. Assist with the execution of the internal audit plan by providing resources to perform certain planned activities.
5. Any other internal audit function that might be required / requested by the Audit Committee or the municipality.

EXPERIENCE REQUIRED

The firms must be specializing on internal audit function, risk management and other internal audit technical expertise and should demonstrate the following:

- Experience, knowledge and proven record of Internal Audit Function
- Experience and knowledge on Risk Management;
- Understanding of the legislative framework which governs municipalities

Firms must second officials to this project and priority will be given to those who second Certified Internal Auditors depending on the cost thereon.

CV's of candidate to be seconded to the project must be submitted together with the proposal.

PRESENTATION BY SHORT-LISTED CANDIDATES

The short listed candidates may be required to deliver presentations of their detailed proposals to the municipality. Candidates will be advised of their specific presentation time atleast 3 days prior to the presentation date.

DURATION OF THE PROJECT

The project will run for a period of 6 months commencing from the 1st February 2014 to 31st July 2014.

SUBMISSION REQUIREMENTS

Proposals are to be deposited in the tender box situated at the municipal offices in Bultfontein at the following address:

Tswelopele Local Municipality
1 Bosman Street;
Bultfontein
9670

On or before 31 January 2014 at 12h00, enquiries can be directed to:

Ms. P Loape 051 853 1111

Email address: loapep@tswelopele.org

Tswelopele Municipality is under no obligation to accept any proposal and reserves the right to accept the whole or any part of the proposals. No late proposals will be accepted.