22 January 2020

Call for Expression of Interest for Services

Dear Sir/Madam,

The Secretariat of the Benguela Current Convention (BCC) invites you to submit an Expression of Interest (EoI) of internal audit services for the BCC as detailed in Annexure A.

Expression of interest including the company profile, technical proposal, curriculum vitae and financial proposal should be submitted to Benguela Current Convention (BCC) – Secretariat, P/Bag 5031 Swakopmund or at No 1 Strand Street, Swakopmund, alternatively to laimy@benguelacc.org on or before 21 February, 2020.

It shall remain your responsibility to ensure that your EoI reaches the above address on or before the deadline. EoI received by BCC after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your EoI by email, kindly ensure that it is signed, is in PDF format, and free from any virus or corrupted files.

Your EoI should separate professional fees from any other costs related to the assignment.

Thank you and we look forward to receiving your submission.

Sincerely yours,

Ms. Thandiwe Gxaba
Acting Executive Secretary
Benguela Current Convention
ANNEXURE A

1. ABOUT THE BENGUELA CURRENT CONVENTION

The Benguela Current Convention (BCC) is a multi-sectoral initiative by Angola, Namibia and South Africa (Parties) to spearhead regional collaboration for integrated management, sustainable development and protection of the environment using an ecosystem approach to ocean governance in the Benguela Current Large Marine Ecosystem (BCLME). On 18 March 2013, the Parties signed the Benguela Current Convention, a ground-breaking environmental treaty that entrenches the BCC as a permanent intergovernmental organization. The objective of the Convention is to promote a coordinated approach to the long-term conservation, protection, rehabilitation, enhancement and sustainable use of the BCLME, in order to provide economic, environmental and social benefits. It provides a legal framework for cross-border cooperation between the Parties. The Convention entered into force on 10 December 2015 after deposition of instruments by all Parties, and was subsequently registered with the Secretary General of the United Nations on 13 July 2016.

2. THE OVERALL OBJECTIVE

The objective of this bid is to appoint a suitable internal audit service provider who can maintain and support an appropriate internal audit service to the Commission and Management of the BCC.

3. CONTRACT PERIOD

The duration of the contract is for a period of 3 years.

4. CONDUCT OF WORK

The internal audit service provider will be required to work two days in a week, from the BCC premises. In some instances, where necessary, work may be extended to where projects are being implemented outside the BCC premises. The service provider will be required to provide the assigned audit team credentials as part of this project.

5. ROLE AND OBJECTIVES OF INTERNAL AUDIT

In terms of the Public Finance Management Act, BCC should have an effective internal audit function, which should also comply with the Institute of Internal Auditor (IIA) Standards.

- The internal audit function should assist BCC to accomplish its objectives by bringing a systematic and disciplined approach to evaluating and improving the effectiveness of controls, risk management, and governance.

- The risk management strategy, which must include a fraud prevention plan as well as the Business Recovery Plan, must be used to direct the internal audit effort.

- Some of these objectives/standards/controls subject to evaluation, are to review:
  
  o The information systems environment;
  o The reliability and integrity of financial and operational information;
- The effectiveness of operations;
- Compliance with policies and regulations and contracts;
- The safeguarding of assets;
- The economical and efficient use of resources;
- Achievement of established operational goals and objectives;
- Compliance with laws and regulations;
- Assisting the FAC Committee, and through them, the BCC Commission in the effective discharge of their responsibilities, furnishing them with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed and regular follow up
- Reliability, usefulness and integrity of performance information

6. ORGANISATIONAL STATUS OF INTERNAL AUDIT

The internal audit function will report directly to the Commission, through the FAC and administratively to the ES. The function must be independent of activities that are audited, with no limitation on its access to information.

The purpose, authority and responsibility of the internal audit function are formally defined in the Internal Audit Charter and must be consistent with the Institute of Internal Audit (IIA) definition of internal auditing.

7. SCOPE OF INTERNAL AUDIT

The internal audit must be conducted in accordance with the standards set by the IIA.

The scope of the Internal Audit includes but not limited to the under-mentioned functions (Should any other function be regarded as imperative by the bidder, the functions shall be offered and clearly defined):

- The internal audit function must assist the Commission in consultation with the FAC committee to:
  - Prepare a three year strategic Internal Audit Plan based on its assessment of key risk areas for the public entity, having regard to its current operations, the operations as proposed in its corporate or strategic plan and its risk management strategy;
  - An annual Internal Audit Plan detailing the scope, cost and time lines of each audit;
  - Audit reports directed to the FAC Committee detailing its performance against the plan to allow for effective monitoring and intervention where necessary;
  - The internal audit function must co-ordinate their plan with other internal and external assurance providers to ensure proper coverage and to minimize duplication of effort.
- Maintain effective controls by evaluating those controls and by developing recommendations for enhancement or improvement.
- Achieve the objectives of the BCC by evaluating and developing recommendations for the enhancement or improvement of the processes through which:
  - objectives and values are established and communicated;
  - the accomplishments of objectives is monitored;
  - accountability is ensured;
  - corporate values are preserved;
the adequacy and effectiveness of the system of internal controls are reviewed and appraised;
the relevance, reliability and integrity of management, financial and operating data and reports are appraised;
systems established to ensure compliance with policies, plans, procedures, statutory requirements including updates or revisions and regulations, which could have significant impact on operations are reviewed;
the means of safeguarding assets are reviewed;
the economy, efficiency and effectiveness with which resources are employed, are appraised;
the results of operations or programmes are reviewed to ascertain whether results are consistent with the BCC’s established objectives and goals;
the operations or programmes are being carried out as planned; and
The adequacy of established systems and procedures are assessed.

- Identify fraud and irregularities
- To identify serious defects in the internal controls, which might result in possible malpractices. Any such defects must be reported immediately to the ES and/or the FAC Committee, without disclosing these to any other member of staff. This also applies to instances where serious fraud and irregularity is uncovered.

In addition to the above, the scope should cover but not be limited to the following:

- The audit of projects;
- BCC operations (Finances);
- IT security and systems processes audit;

8. EXPECTED OUTCOMES AND DELIVERABLES

Performing an audit assignment

- Each assignment should at least consist of the following:
  - Pre-audit survey;
  - Audit planning memorandum;
  - Minutes of entrance meeting;
  - Risk assessment document;
  - System description(s);
  - Audit programme;
  - Sampling methodology;
  - Mechanisms for follow-up on matters previously reported and feedback to the FAC Committee;
  - Mechanisms to ensure that working papers are reviewed at the appropriate level;
  - Record of work performed;
  - Audit findings and recommendations;
  - Reporting (draft internal audit report and final internal audit report);
  - Follow up of previous findings on internal and external audits.
• Reporting requirements
  ○ The structure should consist of but not limited to the following:
    ▪ Introduction;
    ▪ Audit objective and scope;
    ▪ Background;
    ▪ Executive summary, highlighting significant findings;
    ▪ Findings, recommendations and management responses (including implementation dates);
    ▪ Conclusion

• All audits are to be carried out according to the Internal Audit Plan approved by the FAC committee.

9. QUALITY ASSURANCE REVIEWS OF THE WORK

The Internal Audit shall ensure that all work conforms to the Standards for the Professional Practice of the Institute of Internal Auditing. Such work may further be subject to an external quality assurance as may be considered necessary.

10. MONITORING PROGRESS OF ASSIGNMENTS

The internal audit function must deliver one electronic and one signed copy of the final report to the chairperson of the FAC and another to the BCC, Executive Secretary ES.

11. INDEPENDENCE AND OBJECTIVITY OF AUDIT STAFF

In carrying out the work, the internal audit must ensure that its personnel maintain their objectivity by remaining independent of the activities they audit. The internal audit team(s) shall:

• have no executive or managerial powers, functions or duties except those relating to internal audit;
• not be involved in the day-to-day operation of the BCC;
• not be responsible for the detailed development or implementation of new systems and procedures.

12. COMPETENCY AND EXPERTISE REQUIREMENTS

Consideration will only be given to registered audit firms of the Public Accountants and Auditors Board (PAAB) or the Institute of Internal Auditor (IIA) or the Institute of Public Finance and Auditing (IPFA)

It is essential that the service provider has the knowledge and experience of internal audit in a public entity.

BCC also requires that the service provider has the extensive experience of working in a multi-sectorial environment.
13. SUBMISSION OF PROPOSALS/BIDS

The deadline for the submission of tenders is **21 February 2020**

The Proposal shall comprise the following documents in both hard copy and in electronic copy (flash disk in rich text format):

a) Technical Component (six copies)

b) Financial Component (six copies)

Technical and Financial components must each be in separate envelopes. The Proposal shall be sealed in one outer and two inner envelopes, as detailed below:

The outer envelope shall be addressed and posted or couriered to:

Executive Secretary
Benguela Current Convention
1 Strand Street, Swakopmund
Private Bag 5031, Swakopmund
Benguela Current Convention Secretariat
Swakopmund

Both inside envelopes shall indicate your firm’s name and address. The first inner envelope shall be clearly marked **Technical Proposal – Internal audit** and should contain your proposal (both hard copy and electronic versions). The second inner envelope shall be marked **Financial Proposal – Internal audit** and include your financial proposal” (both hard copy and electronic versions).

The Financial Proposal should remain **valid for 90 (ninety) days** from the tender closing date.

The BCC may decide to reserve the right to annul the tendering process and not award the contracts.

14. TECHNICAL PROPOSAL

Bidders must address all the issues and requirements which appear in this **Annexure A**.

15. UNDERSTANDING OF THE ASSIGNMENT

A detailed proposal indicating a clear understanding of the Terms of Reference and the methodology to be applied will be required.
16. TECHNICAL REQUIREMENTS

i. A one-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the bidder to statements made in the proposal.

ii. Complete CV, certified qualifications and other documentation in support of the CV.

iii. Proof of technical knowledge or qualifications or experience of staff that will carry out the work as specified in the deliverables.


v. All bidders are required to clearly state the name of the Primary Party with whom the BCC Secretariat will enter into an Agreement. In the event of a consortium, or group of companies jointly delivering a response, full details are required of each of the legal entities involved.

vi. Description of role or element of the proposal to be fulfilled by any third-party and the full contact details of any third-parties involved in the proposal (if applicable).

17. REFERENCES

i. A record of previous similar assignments undertaken by the bidder.

ii. Bidders must provide a minimum of three (3) clients (names, addresses and telephone numbers) who may be contacted for references in connection with the scope of work.

iii. These references should be current, stipulate the nature of work undertaken, the financial value of the Services offered and where the work was executed.

iv. The BCC Secretariat reserves the right to undertake a full background check on all references submitted prior to awarding the contract.