



JACK

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Just for Afghan Capacity and Knowledge

بلند بردن سطح دانش و توانمندی افغانها

BIDDING DOCUMENTS

Procurement

for

Internal Audit Fiscal Year-2021-2022

RFP No: JACK/2022-RFP/001

Employer: **Just for Afghan Capacity and Knowledge**

January-2022

PROPOSALS FOR PROVISION OF INTERNAL AUDIT SERVICES TO JUST FOR JUST FOR AFGHAN CAPACITY AND KNOWLEDG.

Head Office Kabul:

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1. Objective

The Objective of this bid is to appoint a suitable independent internal audit service provider firm that can provide and maintain appropriate internal audit consulting services to the management of Just for Afghan Capacity and Knowledge (JACK).

2. Role and Objectives of Internal Audit

The Internal Audit should be an independent appraising function within JACK, which provides management with a systematic review and evaluation of JACK financial data, operational, HR, Procurement, IT, program, technical, Monitoring & Evaluation and Provincial operations in terms of program implementation and operational performance during their health service deliveries in order to examine for determining compliance and the economy, efficiency and effectiveness of policies, procedures, practices and the overall internal control with compliance of JACK and Afghanistan Law and Regulations and ensure the accomplishment of defined objectives.

The goals of this internal auditing assignment is to add value to JACK overall operations by presenting the core scope of internal audit by assisting the key risk areas and assessment of cost benefit analyses of all wings of JACK and management and to ensure effectively discharging their responsibilities, including the promotion of effective internal control at reasonable costs as well as compliance with the provisions of the organizational policies and where practicably possible.

3. Organizational Status of Internal Audit

The Internal Audit firm will report to Director General and Deputy Director General of JACK and with coordination of JACK Operation Directorate., and will promote and endure;

- a) The independence of internal audits;
- b) Broad audit coverage;
- c) Adequate consideration of audit reports
- d) Ensure control system; and
- e) The implementation of audit recommendations.

4. Scope of Internal Audit Work

In broad terms, the scope of internal audit work entails evaluating the adequacy and effectiveness of JACK systems of internal control.

- 4.1. Reviewing the reliability and integrity of financial and operational information and the means used to identify, measure, classify and report such information;
- 4.2. Reviewing 100 percent of JACK financial vouchers to ensure the compliance with JACK policies.
- 4.3. Reviewing the systems established by management to ensure compliance with applicable policies, plans, procedures and processes and to determine whether the organization is in compliance;
- 4.4. Reviewing the means of safeguarding assets and verifying existence thereof;
- 4.5. Appraising the economy as well as the efficiency with which resources are employed and identifying opportunities to improve operating performance;

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- 4.6. Reviewing the HR policies and ensure the effective implementation to avoid any violation of HR scope.
- 4.7. Reviewing the JACK governance and provide required recommendation if required as per international standards.
- 4.8. Reviewing the program all function to ensure that all the projects are accurately implemented as per signed agreements with donors to ensure the accomplishment of the defined objectives.
- 4.9. Reviewing the technical and Monitoring and Evaluation activities to ensure whether these are in compliance with their ToRs or not.
- 4.10. Reviewing operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned, in compliance with signed mutual agreements with donors (WB, UNDP, WFP, SCI, AHF, ACTD, WHO & UNICEF).
- 4.11. The auditor will generate internal audit reports separately for the month of October for UNDP of Kabul and Kunduz provinces, for the months of November 2021 to January 2022 for WHO & UNICEF of Kabul and Kunduz provinces, and November 2021 to March 2022 for WHO of Parwan province.
- 4.12. The auditor will also develop a consolidated internal audit report for the year 2021 for all the projects executed and implemented during 2021 by JACK.
- 4.13. Reviewing the planning, design, development, implementation and operation of major computer-based systems to determine whether;
 - a) Adequate controls and backup systems are incorporated in systems;
 - b) Through systems testing is performed at appropriate stages;
 - c) System documentation is complete and accurate; and
 - d) User needs are met.
- 4.14. Reporting to the JACK Director General in writing on the scope of reviews after any significant findings.
 - a) Prepare and submission of draft internal audit report for the year 2021 including finding with recommendations for management responses.
 - b) After management responses the considerable changes will be brought and final report will be prepared.
 - c) The final report will be submitted with JACK management for their further consideration and action plan development.

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**5. Reporting Requirement:**

A comparative report will also be prepared in association with last four years to show the progress of 2021 in financial activities, control mechanism, governance orders and JACK other departmental operations. This report will purely show the progress trend in all JACK operations and will identify the key progress areas and shall also recognize gray areas where still changes are required to standardize JACK operation in order to bring efficiency and effectiveness to achieve overall JACK strategic objectives.

6. Scope of Internal Audit Services

The appointed service provider will be required to:

- 6.1. Compile a one-year risk based rolling internal audit plan for approval by JACK Director General or Deputy Director General.
- 6.2. Develop a detailed annual plan, to be approved by JACK management every year, indicating scope for each internal audit.
- 6.3. Discuss audit coverage with JACK management
- 6.4. Perform internal audits in compliance with the International Audit Standards, best practices and JACK applied policies.
- 6.5. Monitor the clearing and implementation of the external auditor's audit findings and recommendations.
- 6.6. Follow up of previous years' findings and considering these finding in current year audit assignment execution.
- 6.7. Report on the findings to related departments and secure comments before presenting the report to the JACK DG or DDG through proper coordination with JACK departments directors.
- 6.8. Attend meetings regarding audit report when requested, and provide feedback on internal audits completed, the management of risks including a regular overview of the control environment.
- 6.9. Provide overall annual opinion on the audited control environment in final audit report submitted to DG/DDG of JACK.
- 6.10. Work closely with the operation director and other assurance providers to ensure synergy of approach, with a view to minimal duplication of effort and to obtain reliance on work performed
- 6.11. Perform compliance reviews with the:
 - a. Financial, procurement, IT, M&E, and human resources policies, JACK program manual and other JACK applied policies.
 - b. Any other statutory and regulatory requirements.

7. Nature of Audit Assignment:

- a. The assignment will cover
- b. Total expenditure value: AFN 759 million.
- c. Total working days required: 30 working days
- d. Company detail profile containing firm history, business license, technical proposal and financial proposal. (The auditors detail CVs should be included in your profile)
- e. Submission Date: January 12, 2022. Time: 3.30 PM (The quotation and profile submission will be done in three working days)

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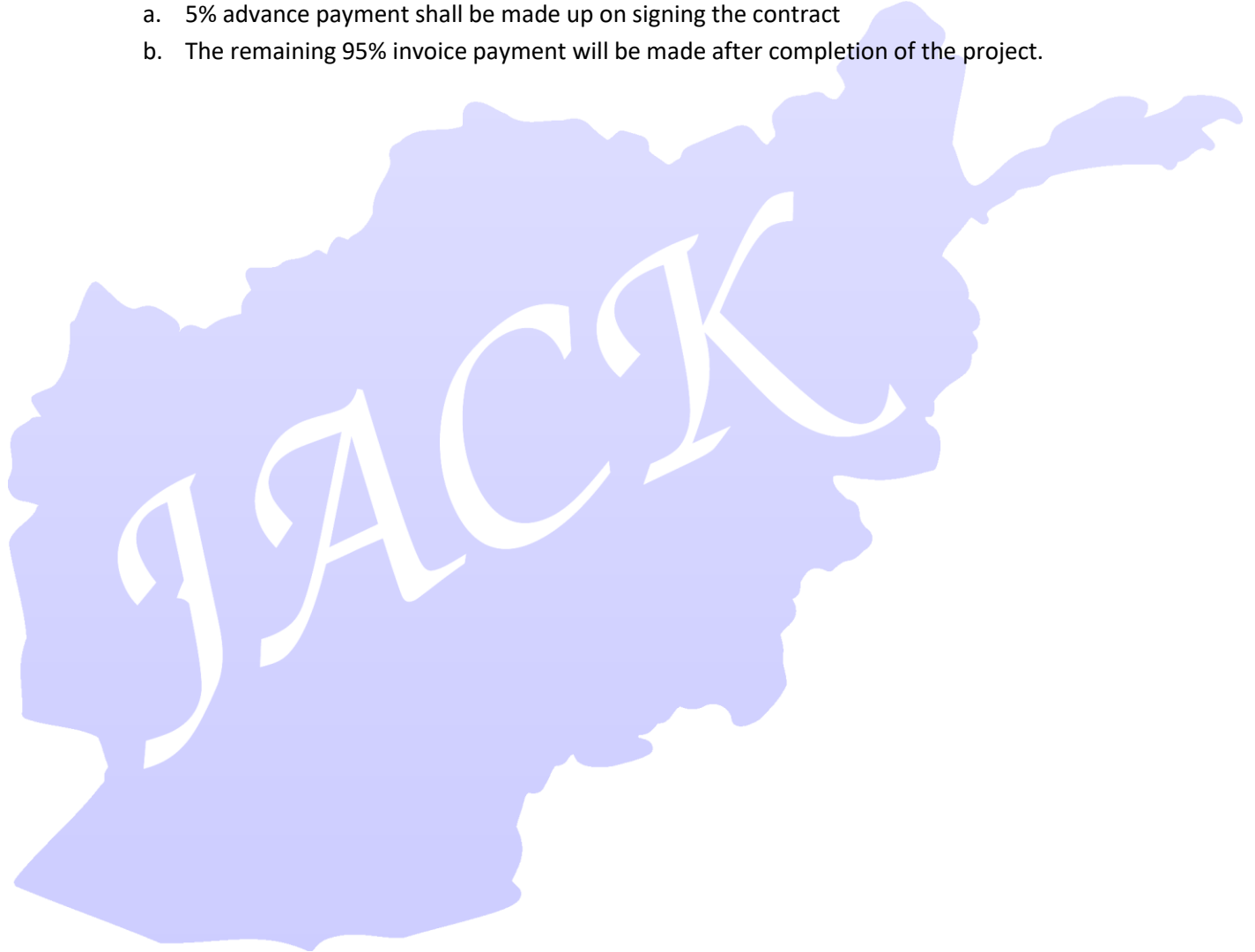
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8. **Requirements:**

- a. The firm shall have three years of similar experience and the key staff should have minimum 5 years audit experience with national and international organizations and must be qualified (BBA, MBA/ or ACCA preferred).
- b. Technical and financial proposal should be submitted with the RFP.

9. **Payment Schedule:**

- a. 5% advance payment shall be made up on signing the contract
- b. The remaining 95% invoice payment will be made after completion of the project.



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