

## **SCOPE OF WORK**

### **1. BACKGROUND**

The institute of internal auditors (IIA) Standards-1312 requires the Internal Audit Department to conduct an External Assessments at least once every five years by a qualified, independent assessor or assessment team from outside the organization.

A Quality Assurance and Improvement Program (QAIP) enables an evaluation of the internal audit activity's conformance with the Definition of Internal Auditing and the International Standards for the Professional Practice of Internal Auditing (Standards) and an evaluation of whether internal auditors apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement.

### **2. DELIVERABLES**

CEF Soc Internal Audit department is looking to source services of qualified quality assurance reviewer to perform the IA external quality assurance review.

The assessor or the assessment team will be responsible but not limited to the following:

- ✓ To assess the internal audit's department compliance with the Internal audit standards
- ✓ Determine whether or not the IA activity's actions are consistent with its charter and
- ✓ The expectations of the board/audit committee and senior management.
- ✓ Provide insights into the level of audit effectiveness and efficiency.
- ✓ Evaluating the IA activity at a high level of efficiency and effectiveness, which are essential to achieving quality performance.
- ✓ Determine whether assurance and consulting services apply successful practices and add value to the organization's business processes.
- ✓ Demonstrate the degree of the IA activity's conformity to the Definition of Internal
- ✓ Auditing, Code of Ethics and the Standards.

- ✓ Provide an assessment report with recommendations for improving the IA activity.
- ✓ Perform the GAP analysis for Internal Audit in relation to the new standards release.

### 3. PRICING METHODOLOGY

The bidders are requested to provide the commercial/financial proposal base on fixed hours stipulated below. NB (1 day is equal to 7.5 hours).

Items	Total Amount
Assessor	R
Disbursements	R
<b>Total excl vat</b>	<b>R</b>
<b>Vat</b>	<b>R</b>
<b>Total Inc Vat</b>	<b>R</b>

### 4. EVALUATION CRITERIA

The evaluation criteria will comprise of the following:

#### 4.1 PHASE 1: MANDATORY EVALUATION CRITERIA

No.	Mandatory	Comply	Not Comply
1.	The proposed candidate must be qualified Certified Internal Auditor (CIA) with valid IIA membership in good standing. The candidate must submit the valid IIA membership certificate, a letter of good standing and a CIA certificate.		
	<b>Substantiate / Comments</b>		

No.	Mandatory	Comply	Not Comply
2.	The external assessor or assessment team must demonstrate independence from CEF and its subsidiaries including any potential conflict of interest. The candidate must submit declaration of independence from CEF and its subsidiaries.		
	<b>Substantiate / Comments</b>		

No.	Mandatory	Comply	Not Comply
3.	The proposed candidate must be in the Institute of Internal Auditors South Africa (IIASA) database of Quality Assurance reviewers. (Supporting evidence required)		
	<b>Substantiate / Comments</b>		

#### 4.2 PHASE 2: TECHNICAL EVALUATION CRITERIA

1. Quality Assessment Reviews (QAR) Performed					
The proposed candidate must have performed QAR to clients					
	Evaluation Criteria	Document as Evidence	Score	Weighting %	
Bidders' number of years in quality assurance	5 or more QAR	Provide reference letters that are signed by the client and on a client's letter head as proof.	5	<b>25%</b>	
	4 QAR		4		
	3 QAR		3		
	2 QAR		2		
	1 QAR		1		

	No QAR		0	
--	--------	--	---	--

2. Experience of the candidate				
The proposed candidate must have experience as a Chief Audit Executive				
	Evaluation Criteria	Document Evidence	as Score	Weighting %
Bidders' years of experience working as CAE	5 and above years of experience	CV detailing CAE experience.	5	25%
	4 years but < 5 years' experience		4	
	3 years but < 4 years' experience		3	
	2 years but < 3 years' experience		2	
	1 year but < 2 years		1	
	Less than 1 year		0	

### 3. Organisational sector

The proposed candidate should have experience gained in organizations of similar size, complexity, sector, or industry

	Evaluation Criteria	Document Evidence	as	Score	Weighting %
Bidders' years of experience in energy sector.	Performed assessment on 5 or more energy companies.	CV detailing experience in performing external quality assessment to energy sector.		5	<b>25%</b>
	Performed assessment on 4 energy companies.			4	
	Performed assessment on 3 energy companies.			3	
	Performed assessment on 2 energy companies.			2	
	Performed assessment on 1 energy companies.			1	
	Did not perform assessment on any energy companies.			0	

#### 4. Gap analysis on Internal Audit work to meet the new IIA updated standards

The candidate must demonstrate experience in doing GAP analysis for Internal Audit function

	Evaluation Criteria	Document Evidence	as	Score	Weighting %
Bidders' working experience in performing GAP analysis.	5 or more years experience performing GAP analysis	CV detailing the experience performing the GAP analysis.		5	25%
	4 years experience performing GAP analysis			4	
	3 years experience performing GAP analysis			3	
	2 years experience performing GAP analysis			2	
	1 year of experience performing GAP analysis			1	
	No years of experience performing GAP analysis			0	