

**REQUEST FOR PROPOSAL: APPOINTMENT OF PANEL OF
INTERNAL AUDIT SERVICE PROVIDERS AS AND WHEN NEEDED FOR
A PERIOD OF THREE (3 YEARS)**

TENDER NUMBER: HO/INT-AUDIT/423/07/2025

No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
	services in line with the selected category. Please provide an appointment letters and positive/ favourable reference letters relevant to the contract/service signed whether subcontracting or freelancing and in the company letterhead with contact numbers	3-4 Appointment letters and positive/ favourable reference letters for the same entity 1-2 Appointment letters and positive/ favourable reference letters for the same entity 0 Appointment letters and positive/ favourable reference letters for the same entity	2 1 0		
A2	TEAM PROFESSIONAL QUALIFICATIONS AND EXPERIENCE IN ACCORDANCE WITH THE SELECTED CATEGORY				
1	Project Director/ Partner: Must possess qualifications listed in (A2.1) (To earn full score, all three qualifications listed under (A2.1) must be met)	A2.1 Directors/ Partner qualifications 1. Certified Internal Auditor (CIA) or Chartered Accountant (CA), and 2. Master's degree in Internal Auditing, or Master of Business Administration (MBA), Masters in Business Leadership (MBL) or master's degree in accounting and 3. Must be a member of the Institute of Internal Auditors, minimum. 1. No Certified Internal Auditor (CIA) or Chartered Accountant (CA) or 2. No Master's degree in Internal Auditing, or Master of Business Administration (MBA), Masters in Business Leadership (MBL) or master's degree in accounting or 3. Not a member of the Institute of Internal Auditors, minimum.	3 0	5	15
	Project Director/ Partner: Years of experience. (NB: Only personnel that have all the qualifications under (A2.1) will be scored in this category.)	10+ years senior manager experience. 7 – 9 years senior manager experience. Less than seven (7) years senior manager experience.	2 1 0	5	10

**REQUEST FOR PROPOSAL: APPOINTMENT OF PANEL OF
INTERNAL AUDIT SERVICE PROVIDERS AS AND WHEN NEEDED FOR
A PERIOD OF THREE (3 YEARS)**

TENDER NUMBER: HO/INT-AUDIT/423/07/2025

No.	CRITERIA	SUB - CRITERIA	SCALE	WEIGHT	HIGHEST POSSIBLE SCORE
	The maximum score is 10 points.				
2	Senior Manager Must possess qualifications listed in (A2.2) (To earn full score, all three qualifications listed under (A2.2) must be met)	A2.2 Senior Manager qualification 1. Certified Internal Auditor (CIA), and 2. Honors degree Internal Auditing or Honors degree Accounting, and 3. Must be a member of the Institute of Internal Auditors, Minimum.	2	5	10
		1. No Certified Internal Auditor (CIA), or 2. No Honors degree Internal Auditing or Honors degree Accounting, or 3. Not a member of the Institute of Internal Auditors, minimum.	0		
	Senior Manager Years of experience. (NB: Only personnel that has all the qualifications under (A2.2) will be scored in this category.) The maximum score is 5 points.	8+ years' Senior Manager experience	5	1	5
		6 – 7 years Senior Manager experience	3		
		Less than six (6) years' Senior Manager experience	0		
3	Manager: Must possess qualifications listed in (A2.3) (To earn full score, all three qualifications listed under (A2.3) must be met)	A2.3 Manager qualification 1. Certified Internal Auditor (CIA), and 2. Degree Internal Auditing, and 3. Must be a member of the Institute of Internal Auditors, Minimum.	2	5	10
		1. No Certified Internal Auditor (CIA), or 2. No Degree Internal Auditing, or 3. Not a member of the Institute of Internal Auditors, Minimum.	0		