



**African Forum  
for Agricultural  
Advisory Services**  
Knowledge & Novelty  
for Africa's Livelihoods

AFAAS Secretariat  
Plot 22A, Nakasero Road  
P.O.Box 34624 Kampala, Uganda  
Tel: +256 312 313 400  
Fax: +256 312 202 085

## REQUEST FOR EXPRESSIONS OF INTEREST (REOI)

### CONSULTANCY TO PROVIDE INTERNAL AUDIT SERVICES TO AFAAS SECRETARIAT

**Country:** Uganda

**Organisation:** African Forum for Agricultural Advisory Services (AFAAS)

**Sector:** Agriculture and Rural Development

**Project Name:** Second AFAAS Multi-Donor Trust Fund Project

**Grant No.** TF015730

**Procurement Reference:** AFAAS/ICS-2017/015

**Consultancy Assignment:** Consultancy to Provide Internal Audit Services to AFAAS Secretariat

**Reference No.** (Item 3.1.14 as per Procurement Plan):

**Date Issued:** 7<sup>th</sup> July, 2017

- 1) African Forum for Agricultural Advisory Services (AFAAS) has received financing from the European Union (EU) under the World Bank towards the implementation of the Second AFAAS Multi Donor Trust Fund Project, and it intends to apply part of the proceeds to payments under the contract for - **Consultancy to offer Internal Audit Services to AFAAS Secretariat.**

The objective of hiring the Internal Auditor is to help the AFAAS project accomplish its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The Internal Audit consultant will specifically undertake the following tasks - provide assurance that the financial and operational risks are understood and appropriately managed; promote the establishment of best practices; identify opportunities for pragmatic efficiency and effectiveness improvements, primarily in internal controls and risk analysis; advise on matters regarding internal controls and risk management; evaluate risk management procedures and internal controls and provide comprehensive process assurance services. The assignment is expected to be accomplished within 48 working days spread over 6 months.

- 2) AFAAS now invites eligible individuals (*"Consultants"*) to express their interest in providing the services by submitting their EOI together with Curriculum Vitae (CVs). Interested Individual Consultants (IC) must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Consulting firms may propose individual consultants, but only the experience and qualifications of the individual shall be used in the selection process; his or her corporate experience shall not be taken into account, and the contract will be signed with the proposed individuals.

This Request for Expression of Interest (REOI) will lead to the preparation of a Short List of consultants. The short listing criteria are:

- a) Qualification of Individual Consultant and number of years in business;

- b) Consultant's experience in similar assignment;
  - c) Consultant's experience in working in similar environment.
- 3) The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants (under IBRD Loans and IDA Credits & Grants) by World Bank Borrowers* (January 2011 edition) ("Consultants Guidelines"), setting forth the World Bank's policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment - **Relationship with Borrower's staff**: Consultants that have a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of (i) the preparation of the TOR for the assignment, (ii) the selection process of the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner accepted to the Bank throughout the selection process and the execution of the contract.

- 4) The consultant will be selected under the Individual Consultant Selection (ICS) method in accordance with the procedures set out in the World Bank's Guidelines: [Selection and Employment of Consultants by World Bank Borrowers \(January 2011\)](#). The Terms of Reference are accessible on the AFAAS website at: [www.afaas-africa.org](http://www.afaas-africa.org) or [Networking.afaas-africa.org/opportunities](http://networking.afaas-africa.org/opportunities).
- 5) Individual Consultants shall acknowledge the receipt of this Request for Expression of interest (REOI) by email to Grace Paddy Wanzala, [pwanzala@afaas-africa.org](mailto:pwanzala@afaas-africa.org) no later than **14<sup>th</sup> July, 2017**, and indicate whether an EOI shall be submitted. *The acknowledgement shall provide the consultant name, telephone number and email.*
- 6) Further information can be obtained at the address below during office hours (8.30 to 1700 hours). Expression of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by email) by **27<sup>th</sup> July, 2017. Time of deadline: 10.00 hrs (10.00 a.m.)**.

**Address:**

Dr. Silim Nahdy - Executive Director at Email: [msnahdy@afaas-africa.org](mailto:msnahdy@afaas-africa.org)  
African Forum for Agricultural Advisory Services (AFAAS)  
Plot 22A, Nakasero Road  
P. O. Box 34624 Kampala, Uganda  
Tel: 256-312-313400  
Email: [secretariat@afaas-africa.org](mailto:secretariat@afaas-africa.org), copying [pwanzala@afaas-africa.org](mailto:pwanzala@afaas-africa.org)

