

INVITATION FOR PROPOSALS: INTERNAL AUDIT SERVICES

Overview of SAIGA

SAIGA is the Southern African Institute of Government Auditors operating on a non-profit basis to serve the public interest. Since its inception on 27 July 1988, the role and functions of SAIGA has been to serve the public sector and society by advancing public accountability and auditing in its widest sense.

As a professional body, SAIGA represents a unique brand of professionals, the Registered Government Auditor (RGA) in the public sector and in academia. The RGA is considered the highest professional designation within the public sector auditing (previously known as government auditing). We support the RGA professionals through Continuous Professional Development programmes, expert technical knowledge and advice, scientific research in accountability and accounting topics and other numerous programmes aimed at developing and advancing Competent public sector auditing and accounting professionals.

SAIGA operates within in an approved Constitution that ensures the independence of the Institution from its main stakeholders and furthermore sets out the principles and processes of good governance. The institute is governed by a duly elected Council consisting of ten members. An Executive Committee (EXCO) is elected.

Objectives of the Internal Audit

Amongst other, the Internal Auditors will be responsible for the following:

- 1. Evaluating controls and advising management at all levels**

The Internal Auditor's work will include assessing the tone and risk management culture of the organisation as well as evaluating and reporting on the effectiveness and efficiency of the implementation of management policies.

- 2. Evaluating risks**

Internal Auditor should identify key activities and relevant risk factors and asses their significance. Changing trends and business/economic conditions impact the way the internal auditor assesses risk. The techniques of internal auditing have changed from a reactive and control based form to a more proactive and risk based approach. This enables the internal auditor to anticipate possible future concerns and opportunities as well as identifying current issues.

- 3. Analysing operations and confirming information**

The Internal Auditors will be expected to work closely with line managers to review operations then report their findings. The internal auditor must be well versed in the strategic objectives of the organisation, so that they have a clear understanding of how the operations of any given part of the organisation fit into the bigger picture.

- 4. Reviewing compliance**

Compliance reviews will be required to ensure that the organisation is adhering to rules, regulations, laws, codes of practice, guidelines and principles as they apply individually and collectively to all parts of their organisation

5. Attending meetings of the Audit & Risk Committee

Attending and making presentations to the Institute's Audit & Risk Committee and where required other relevant Council sub-committees, including Council.

Selection Criteria

SAIGA will do the adjudication after the proposal submission deadline. The selection criteria will include the following:

1. **Eligibility** – recognition by the Institute of Internal Auditors to conduct internal audits.
2. **Experience** in relation to the scope of audits for Non-Profit organisations.
3. **References** - a list of similar non-profit organisations or other clients served by your firm.
4. **Capacity** and availability to complete the audit on a timely basis.
 - o Participation of senior audit personnel assigned to the engagement.
 - o Depth of Technical Resources (CV of the assigned team leader).
 - o Availability of staff to respond to questions and attend meetings within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit.
5. **Audit firm staff stability history** - what assurances can you provide regarding the assignment of your permanent personnel to the engagement.
6. **Proposed fee** for the engagement including a schedule for additional services that may be necessary beyond the scope of the audit engagement. The proposal should indicate anticipated fees for the second and third years.
7. **Detailed audit plan/methodology** including your approach to risk and fraud detection.
8. **Estimated number of hours** to complete the audit by classification of your employees, i.e. partners, senior, junior.
9. **Detail of expenses** expected to be incurred, i.e. mileage, per diem, telephone, etc.
10. **Time** Requirements.

SAIGA reserves the right to reject any and all proposals submitted. Proposals must be emailed to Accountant@saiga.co.za by 18 November 2021.