



REVOLUTIONARY GOVERNMENT OF ZANZIBAR

OFFICE OF THE CONTROLLER AND AUDITOR GENERAL

ZANZIBAR

CAPACITY BUILDING PROJECT

**TERMS OF REFERENCE FOR TECHNICAL ASSISTANCE IN STRENGTHENING
PROFESSIONAL CAPACITY THROUGH CONDUCTING TRAININGS TO OCAGZ
STAFFS**

FEB, 2019

1.0 Background

The Office of the Controller and Auditor General (OCAGZ) is the Supreme audit institution (SAI) of Zanzibar and draw its mandated article 112 of constitution of Zanzibar 1984. The powers of CAG are clearly stipulated in the Act No.11 of 2003 and Public Finance Act No.12 of 2016.

The main function of OCAGZ is auditing government revenue collection and expenditure as appropriated by the House of Representative in order to bring about greater transparency and accountability in the management of public resources. The OCAGZ has a critical responsibility in supporting successful implementation of Public Financial Management Reform Programme (PFMRP) ensuring the required organizational development, through carrying out effective external audit and implementing modern audit techniques.

The five (5) goals are identified for the next three years which are :

- Continuously improve the quality of audit services provided
- Improving working environment of the office
- Strengthening Human Resources and promote knowledge sharing culture.
- Improvement the quality of the IT operations and support
- Improving the external and external communication

From the above goals , the OCAGZ have found the need to extend its capacity to meet the required goal by increasing the knowledge and skills of their staffs through on job training , therefore the OCAGZ intended to allocate some of its funds from the Capacity building project (Project detail No P162538) to be implemented by OCAGZ as Client of the project , however the project financed by the World bank through grant with the total amount of the whole project USD 270,000. In this aspect OCAGZ intended to assign a firm Consultant to conduct training programme of their staff within a two (2) months period effective fromand the whole project should be completed before the 30th June, 2019. The major expected results of the capacity building training should include the improved public audit service s delivery, strengthening the capacity of public institutions in managing resources and accountability, improvement in the capacity of OCAGZ to carry out its operations, improved working environment and improved communication internally and externally.

2.0 Objectives of the Assignments

OCAGZ seeks to engage a qualified consulting **firm** to carry out the following tasks:

- To strengthen the capacity of human resources of OCAGZ in public audit service's delivery to ensure public institutions managing resources and accountability.

3.0 Scope of Services

The scope of this assignment shall include but not limited to the following:

- (a) Conduct specific training on specialized on auditing of mining (within 10 days), gas and oil (within 20 days).
- (b) General training on other specialized audit topics focusing in value for money audit as special discipline (within 7 days) and forensic audit (within 7 days).

The consulting firm is required to develop manual and guidelines in all of the above mentioned areas

(c) Training of E-Government auditing including:

- i. IT Application Audit consist of Testing of controls of core Government Information Management System at Central and Local Government [i.e. Epicor & Lawson], (within 7 days).
- ii. Workshops for using internal resources in order to establish a IS audit job practices and sharing of work experiences and Establish number of required IS auditors under Technical Support Service Unit to facilitate relocation and assignment of responsibilities within IS audit Team (within 14 days).

The consulting firm is required to incorporate the duration in developing manual and guidelines in all of the above mentioned areas as per scope (a), (b) and (c).

4. Qualifications of the Consultant(s)

Finance/Accounting Specialist (1)

The candidate, who will be the **team leader**, must meet the minimum required qualification and experience as follows:

- i. Must have a master degree from a recognized University in Finance and Accountancy, or any other equivalent related field.
- ii. Must have at least 5 years of relevant field experience with similar assignments preferably in developing countries.
- iii. Candidate should have experience and knowledge of IT Audit application
- iv. Candidate should able to write and speak fluently Kiswahili and English language.
- v. Experience working in Zanzibar's urban areas and knowledge of its culture, institutions and stakeholders.

The team leader is expected to deploy intermittent period of 1.75 man-months throughout the period of two (2) months.

E-Government Audit Specialist (2)

- The Consultant must have at least a Master's degree in (i) IT application audit with the skill of training (Capacity building)
- The consultant should also capable in undertaking Information and Communication Technology project (IT Project) and IT Application.
- The consultant should have added knowledge of e-government matters to enable IT application in relation to government audit.
- S/he must have at least three (3) years of experience in working to the related field of assignment.
- Demonstrated knowledge and experience of the context; and fluency in English and Swahili.
- The consultant should be capable on submitting report on the outcome of core government information management system and report should cover IT application audit, ICT Projects and IT application review and service delivery.

The Consultant is expected to deploy the period of 0.75 man-months for the execution of the assignment.

5. Reporting requirement

The **consulting firm** will report to the Chief CAG Z and will work closely with the project Coordinator and the implementing agency. The consultant will be required to produce Inception report within two weeks Intermediate progress report within 1.5 month and Final report of training programme including achieved expected results of training, challenges and way forward to be submitted in the end of three month after approval by client.

6. Consultant's Obligations

The Consultant's obligations shall include, but not be limited to

- (a) Reviewing and analysing available documents and reports. The Consultant shall be responsible for the correctness of using such data from these reports.
- (b) Collecting additional information and data from the World Bank country office, implementing Ministries/Agencies on key areas as necessary for preparing an acceptable and well substantiated report.
- (c) The Consultant shall be responsible for arranging for all necessary office and living accommodation, transport, equipment, supplies, secretarial services, communication and such other services, necessary for the proper implementation of the services
- (d) Preparation and submission of the reports

7.0 Client's Obligations

- (a) The Client shall provide the Consultant with copies of the data and reports as available and considered relevant to the execution of the Consultant's services
- (b) The Client shall facilitate liaison with other institutions in order to introduce the Consultant to them. The Consultant shall be fully responsible for collection of data and information from the agencies, and shall be responsible for any costs thereof.
- (c) Assistance to the Consultant to; obtain formal consent from outside authorities or persons having rights or powers in connection with the assignment or the site thereof, obtain ministerial orders, sanctions, licenses and permits in connection with the assignment, Any associated cost will be borne by the Consultant.

8.0 Duration of Assignment

The Consultants have to complete the Consultancy services within the two (2) month periods.

9.0 Facilities to be provided Client

The client will provide adequate full-time office space to conduct training including working facilities that are required to facilitate training. Communication facilities photocopy machine, beamer for presentation and furniture's.

10.0 Payment Schedule

- a) 20% of the contract sum upon submission of an acceptable inception report
- b) 40 % of the contract sum upon submission of approved Intermediate report.
- c) 40 % of the contract sum upon submission of key deliverables and acceptance of final reports in number specified in the contract