



Selection of Consultants

Technical Assistance Mission

Onsite Internal Audit Consultant

for ENCOT

Uganda

August 2014

With the Support of



No. ENCOT/03/2014/UGA/AF

Letter of Invitation

Kigali, August 28, 2014

Dear Sir or Madam:

1. The Grameen Credit Agricole Foundation (hereinafter called ‘the client’) has received funding (hereinafter called “the funds”) from the French Development Agency (hereinafter called “the Agency”) toward the financing partly the cost of Technical Assistance mission in the framework of the African Facility and intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposals is issued.
2. The Foundation now invites proposals to provide the following consulting services: Onsite Internal Audit Consultant for ENCOT. More details on the services are provided in the Terms of Reference.
3. This Request for Proposal (RFP) has been addressed to the following short-listed Consultants: CONFIDENTIAL
4. A firm will be selected under selection based on consideration of quality and cost (SBQC) and procedures described in this RFP.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Model Forms
 - Section 4 - Financial Proposal - Model Forms
 - Section 5 - Terms of Reference
6. Please inform us upon receipt:
 - (a) that you received the Letter of Invitation; and
 - (b) whether you will submit a proposal alone or in association.

Yours sincerely,

Kathrin Gerner, Senior Expert for Eastern and Southern Africa

Terms of Reference

A. BACKGROUND AND RATIONALE

ENCOT is an indigenous medium size Microfinance Institution in Uganda and serving over 9,000 clients in five districts with a network of three branches in the mid-western region. ENCOT currently offers an array of loan products together with mobile money and enterprise development services.

ENCOT was founded in 2006 by a group of indigenous community development practitioners in Masindi as a response to the challenges of poverty and suffering faced by the rural communities in Masindi, especially the farmers. ENCOT is committed to improving the socio-economic status of poor rural communities, especially women, by providing them with high quality financial and small enterprise business development services.

ENCOT has registered tremendous growth in both assets and geographic expanse over the last one year. More growth is still expected on all fronts in the coming years. In order to mitigate the risks that come with growth, ENCOT shall develop an in-house internal audit function. External expertise is needed to set up the internal audit function at ENCOT and also train the newly hired Internal Auditor.

B. OVERALL OBJECTIVE

The overall objective of this consultancy is to build ENCOT's capacity to implement and monitor internal controls that help prevent, detect, and correct non-compliance with policies and procedures as well as deal with fraudulent activities. This will involve developing the organisation's internal audit department comprised of one newly recruited internal auditor, using a handholding approach to enable the resident team to gain the relevant skills and knowledge to carry on with the department beyond the consultancy.

C. SPECIFIC OBJECTIVES

1. Conduct a risk assessment and develop a risk profile for the organisation.
2. Develop an internal audit policy and procedure manual.
3. Develop an audit plan.
4. Train the new Internal Auditor in conducting ongoing and annual requirements.
5. Train the Board of Directors in overseeing the internal audit function.

D. DELIVERABLES

1. Risk assessment and risk profile
2. Internal audit policy and procedure manual

3. Internal audit plan
4. Project report summarizing the work completed and highlighting recommendations for action

E. LOCATION

The Consultant shall be based in Masindi for the duration of the contract with potential travel to the field offices.

F. TIMEFRAME

The consulting services shall commence on October 6, 2014. Final deliverables shall be submitted to the client no later than November 17, 2014.

Instructions to Consultants

DATA SHEET

Paragraph Reference	
1.1	Name of the Client: <u>Grameen Credit Agricole Microfinance Foundation represented by Kathrin Gerner, Senior Expert for Eastern and Southern Africa</u> Method of selection: <u>selection based on consideration of quality and cost (SBQC)</u>
1.2	Designation, objectives and brief description of the assignment are as follows: <u>Onsite Internal Audit Consultant</u>
1.3	The Client will provide the following inputs and facilities: <u>Policy and procedure manuals and other relevant documents as requested, access to the Board of Directors</u>
2.1	Clarifications may be requested not later than <u>2</u> days before the submission date. The address for requesting clarifications is: <u>Kathrin Gerner, P.O. Box 3512, Kigali, Rwanda</u> <u>Tel: +250 784 11 74 14</u> <u>E-mail: kathrin.gerner@gmail.com</u>
3.1	Proposals shall be submitted in the following language: <u>English</u>
3.3 (iii)	Reports that are part of the assignment must be written in the following language(s): <u>English</u>
4.3	Consultant must submit an electronic version of the Proposal.
4.5	The Proposal submission address is: <u>kathrin.gerner@gmail.com and ami.faciliteafricaine@credit-agricole-sa.fr</u> Proposals must be submitted no later than the following date and time: <u>September 11, 2014, 5:00pm EAT</u>
5.1	The address for contacting the Client is:

	<u>Kathrin Gerner, P.O. Box 3512, Kigali, Rwanda</u> <u>Tel: +250 784 11 74 14</u> <u>E-mail: kathrin.gerner@gmail.com</u>
6.1	Address for contract negotiations: <u>Kathrin Gerner, P.O. Box 3512, Kigali, Rwanda</u> <u>Tel: +250 784 11 74 14</u> <u>E-mail: kathrin.gerner@gmail.com</u>
7.2	Expected date and location for commencement of consulting services: <u>October 6, 2014, at ENCOT's head office in Masindi</u>