



## Ministry of Health

### AFRICA CENTRES FOR DISEASE CONTROL AND PREVENTION REGIONAL INVESTMENT FINANCING PROJECT (P167916)

#### TERMS OF REFERENCE FOR INTERNAL AUDITOR

**Country** : **ZAMBIA**

**Project ID** : **P167916**

**Name of Project** : **Africa Centers for Disease Control and Prevention  
Regional  
Investment Financing project**

**Assignment Title** : **Internal Auditor**

**Reference Number:** **ZM-MOH-241184-CS-INDV**

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#### 1. Background

The Ministry of Health (MoH) with support from the World Bank is implementing the Africa Centres for Disease Control and Prevention (Africa CDC) Regional Investment Financing Project (ACDCP) which aims to enhance Public Health Security capacity by supporting the establishment of infectious disease control systems on the African continent.

The Africa CDC is a specialized technical institution of the African Union established to support public health initiatives of Member States and strengthen the capacity of their public health institutions to detect, prevent, control, and respond quickly and effectively to disease threats. To help Africa CDC and countries in the region cope with the burden of disease threats and outbreaks, the World Bank has provided funding to the Africa CDC headquarters in Addis Ababa, the Federal Republic of

Ethiopia and the Government of the Republic of Zambia for strengthening vital institutional capacities to execute measurable public health functions through the Africa Centers for Disease Control and Prevention Regional Investment Financing Project (ACDCP).

The overall Project Development Objective (PDO) is to support Africa CDC to strengthen continental and regional infectious disease detection and response systems.

The Project has five strategic components: (i) governance, advocacy and operational frameworks; (ii) public health assets; (iii) human resource development; (iv) project management support; and (v) a contingent emergency response component for Ethiopia and Zambia. Each component has complementary actions defined under sub-components for each implementing entity.

In Zambia, this Project seeks to provide institutional strengthening to the Zambia National Public Health Institute (ZNPHI) and support operationalization of the Africa CDC Southern Africa Regional Collaborating Centre (SA-RCC) based in Lusaka, Zambia. The Project will include the construction, equipping, and staffing of a Biosafety Level 3 (BSL-3) National Public Health Reference Laboratory and Office Complex that will serve as a Regional Centre of Excellence and provide additional capacity to support the Southern Africa region. The project will be implemented by Ministry of Health through Zambia National Health Institute of Public Health (ZNPHI).

Under the project, the Ministry of Health seeks to engage an Internal Auditor based on following Terms of Reference (TORs):

## **2. Project Development objectives (PDO)**

The Project Development Objective is to support Africa CDC to strengthen continental and regional infectious disease detection and response system.

## **3. Objective of the assignment**

The Internal Auditor will primarily be responsible for providing assurance that the systems of internal controls, risk management and governance arrangements are operating effectively and efficiently. The IA will undertake systems compliance audit of the institution, ensuring that Project complies with provision of the financing agreement, disbursement letter and project implementation manual. The IA will also be responsible for ensuring that audit reports are prepared on time and shared with the World Bank and the Ministry of Finance. The Internal Auditor will work closely with the Director Internal Audit Unit at the Ministry Headquarters:

## **4. Duties and Responsibilities**

The Internal Auditor shall carry internal audits of the Africa Centres for Disease Control and Prevention (Africa CDC) Regional Investment Financing Project (ACDCP) in accordance with international standards of auditing as issued by the International Internal Audit Standards Board (IIASB). The IA will undertake the following duties and responsibilities:

- Develop and implement appropriate audit systems for the project to meet the requirements of the Government of Zambia (GRZ) and The World Bank at central level.
- Prepares internal audit plans and undertakes timely audit assignments for the the Zambia Africa CDC project to assess the effectiveness of the internal controls
- Timely prepares audit reports arising from the audit of Africa CDC Project and shares the report with World Bank and MOH.
- Monitor progress in the implementation of Africa CDC Projectaction plan and establish expenditure tracking systems to ensure value for money in the system.
- On a sample basis, review payments being processed by the project to ensure full documentation, proper authorizations, compliance with procurement procedures and any other requirements such provision of advance or performance bonds.
- Assess whether good, civil works, consulting and non-consulting services have been procured in accordance with laid down procedures by World Bank, ZNPHI and the MOH
- Assist with the development of various documentation, reports or any materials required from time to time by the Ministry of Health and World Bank. This will include amongst others, the audit reports, annual reports, progress reports on the Africa CDC Project
- Provide assurance that the funds provide to the project are being used for the intended purpose and the financial management arrangement is place are adequate;
- Assess whether the statements of expenditures, the IFRs and other accounting information reported to management are accurate and in compliance with the guidelines and procedures
- Provide recommendation to improve controls or reduce financial management risks and makes follow ups on recommendation made in previous internal audit reports
- Attend and participate in project meetings and give input to audit related matters.

## **5. Reporting**

The Internal Auditor will report to the:

- i. Project Coordinator

The position will be based at Zambia National Public Health Institute (ZNPHI)

## **6. Capacity Building program**

It is expected that the AS will undertake online course or attend workshop/seminars as part of the continuing professional development to keep up to date with changes in the profession and the commercial world.

## **7. Duration of the assignment**

This is a two-year performance-based contract may be renewable upon satisfactory performance.

## **8. Performance criteria**

The following performance criteria will be used to assess the performance of the internal auditor and based on these assessments the contract may be renewed or terminated.

- a. Quality of audit assignments undertaken.
- b. Timely preparation of the internal audit reports.
- c. timely development of departmental and individual and work plans in order to monitor and evaluate performance.
- d. Zero queries from external auditors due to strong internal controls enhancement through internal audit recommendations

## **9. Deliverables**

- a. Detailed internal audit program covering the whole year
- b. Monthly management report
- c. Quarterly, semi-annual and annual audit report

## **10. performance assessment/compensation**

The internal auditor will receive a competitive compensation monthly salary and server a probationary period of six months. Performance assessment of the IA will be undertaken on an annual basis.

## **11. Data, Local Services, Personnel and Facilities to be provided by the Ministry of Health**

The Ministry of health will provide: office space, furniture and office equipment, computer communication and internet facilities necessary for effective execution of the internal auditor's role for all field related assignments, the project shall cover transport cost and daily subsistence allowances (DSA) and any other field incidental costs.

## **12. Institutional and organisational arrangements**

The Internal Auditor will report to the:

- i. Project Coordinator

## **13. Qualifications and Experience**

#### *Minimum Professional Qualifications*

- Bachelor of Accountancy and Finance, ZICA, ACCA, CIMA or equivalent or any equivalent professional accounting qualification
- Master of Accountancy, Auditing, Business Administration or any equivalent will be an added advantage
- Member of Zambia Institute of Chartered Accountants (ZICA)

#### **14. Required competences**

- At least 5 years post qualifying experience of which three should be in Audit.
- Experience and knowledge of the Public Finance Act and related Financial Regulations of GRZ
- Experience and knowledge of World Bank or other Donors' financial guidelines and regulations will be an added advantage.
- Excellent oral and written communication skills
- Computer literate, particularly in MS Word and Excel
- Proficiency in Accounting packages such as Navision, IFMIS.