



ToR for Micro-assessment/System's Audit of YMCA Liberia

Introduction

YMCA Liberia, a CSO, was founded in 1881 and the institution is well known in Liberia as a youth and community development organization. YMCA's sustainability plan is a roadmap for achieving long-term goals for promoting continuous youth empowerment, health promotion and conflict resolution through community dialogue, aiming at improving social cohesion with higher level and grass root citizens. YMCA continuously aims to strengthen collaboration with local and national government actors as well as local and international NGOs.

Objective

YMCA Liberia is looking for an external consultant/auditing company to perform a micro-assessment/system's audit. The micro assessment/system's audit is performed by a third-party (external) service provider. The assessment will provide an overall assessment of the organization. The aim of the assessment is to check organizational capacity and to provide a basis for capacity strengthening.

Topics to be assessed are in nine (9) areas including, but not limited to the stated subtopics:

1. Implementing partner and Governance

- Registration
- Governance structure
- Multi-year strategy

2. Organizational structure and staffing:

- Organizational structure
- Support staff capacity and levels
- HQ support
- Turnover and vacancies

3. Accounting policies and procedures:

- Accounting systems and procedures
- Control mechanism
- Prevention/mitigation of fraud and/or bribery
- (Bank) accounts and costs allocations
- Segregation of duties/four-eyes principle
- Budgeting systems
- Reconciliations
- Payment systems (cash/cheque/bank transfer)
- Policies and procedures
- Asset management
- Logistics and sub-office management

4. Internal audit:

- Presence, internal controls
- Activities

5. Financial audit:

- Audits
- Management responses
- Audit reports



6. Reporting and monitoring:

- Financial and narrative reporting systems
- Monitoring systems

7. Information systems:

- ICT systems
- Staff capacity

8. Procurement:

- Procurement principles, policies and procedures
- Process, contract and check and balances

Potential to include:

1. Ethics, Code of Conduct etc
2. Security Management and Protocols

Methodology

An assessment team by a capable service provider, including relevant knowledge and expertise in finance and auditing and programmatic areas will assess YMCA Liberia. This includes but is not limited to visits to YMCA Liberia offices.

Deliverables

The service provider executing the assessment/system’s audit will provide a proposal including a questionnaire of the capacity assessment. The assessment summary also includes mitigation actions and indicates which actions are to be done (or conditions to be met). The assessment provides an overview of risks factors.

Indicative Timeframe		
Description of activity	Time	Responsible
Planning		
ToR and Request for Quotation (RFQ) finalized and shared	July 19	YMCA
Response with proposal (including methodology, tools, detailed workplan, budget)	July 19 – 31	Bidders
Feedback YMCA	August 4	YMCA
Contracting	August 6	YMCA
Assessment/system’s audit		
Execute assessment/system’s audit	August 9-13	Service Provider
Final deliverables		
Draft Report	August 20	Service Provider
Feedback to DRAFT Report	August 25	YMCA
FINAL report	August 30	Service Provider

Qualifications and competencies of Service Provider



The external service provider should be experienced in performing assessments similar to a micro assessment and assessing risks related to the organizational financial management capacity (including but not limited to Governance and Control; Ability to Deliver and Financial Capacity).

CVs of all team members of the assessment team should be provided including details on engagements carried out by relevant staff and experience in undertaking similar assessments.

Submission of interest (quotation and proposal)

Service providers who feel that they can meet or exceed the requirements should submit a quotation application@ymca.org.lr no later than **07-31-2021**. Submission should include the following:

1. A proposed work plan of conducting the exercise, with a clear description of the methodology and sampling procedures.
2. A capability statement, including demonstrated ability to handle the assignment.
3. Updated curriculum vitae of the service providers that will undertake the work, clearly spelling out qualifications and experiences, with other responsible persons indicated.
4. Commitment that the service provider or firm will be entirely engaged if consultancy is awarded.
5. A list of three recent organizations and contact information where the services of the service provider or firm have been utilized recently.