



**Da Afghanistan Bank
Central Bank of Afghanistan
Financial Sector Strengthening Project**

**Request for Expressions of Interest
Audit Consultant- Individual
(Prepare an Audit Manual including policies and procedures of DAB and conduct
training in using the manual)**

Islamic Republic of Afghanistan
Financial Sector Strengthening Project
Consulting Services: Audit Consultant (Individual Consultant)
Grant No: H484-AF
Project ID No.: P110644
EOI No.: FSSP/DAB/C-3
Closing Date: Expression of interest must be delivered to the address below by [1600 hours on 26 September 2009].

Expressions of Interest

The Government of Afghanistan is implementing a World Bank supported Afghanistan Financial Sector Strengthening (AFSSP) aimed at improving the financial services in Afghanistan. One component of the project is support to the Account office and Comptroller General Department to address the current lack of capacity which is hindering the development of the banking and financial services sector in Afghanistan. This component of the FSS project is aimed at preparing well-documented and updated operational procedures and guidelines of the respective departments; provide training and expose staff of the department to modern practices in international banking and international accounting requirements and finally take risk based audits. It will help DAB produce better quality and more timely financial data. The component will support the provision of technical assistance to strengthen auditing capacities of DAB.

The scope of work of Comptroller Generals Department (Internal Audit Department) should be to determine whether the DAB's network of risk management, internal control and governance processes as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed
- Interaction with the various governance groups occurs as needed
- Significant financial, managerial and operating information is accurate, reliable and timely
- Employee's actions are in compliance with policies, standards, procedures, and applicable laws and regulations

- Resources are acquired economically, used efficiently and adequately protected
- Programs, plans and objectives are achieved
- Quality and continuous improvement are fostered in the bank's internal control process
- Significant legislative or regulatory issues impacting the bank are recognised and addressed appropriately

There will be one expatriate consultants dedicated to the Audit (up to 12 months) Department. Assistance will be also provided for training needs and professional and career development of the staff.

Objectives of the Consultancy

To accomplish the above, DAB has decided to hire a consultant

Scope of the Work and Description of Tasks

Specifically the consultant will-

1. Familiarize him/her self with the background, current status and procedures of Internal Audit Department of DAB;
2. Review DAB strategy and its Internal Audit Department current documents and database;
3. Conduct needs assessment of Internal Audit Department and prepare for Management approval a detail work plan and the tasks necessary to conduct reviews of the operations, procedures, and processes independently to determine that the systems of internal control are adequate and are working as intended. This will include capacity building of the audit department in auditing;
4. Assist the Internal Audit Department to determine the adequacy and effectiveness of the bank's systems of internal accounting and internal controls.
5. Assist Internal Audit Department to develops and maintain a risk assessment framework as a basis for developing an audit plan indicating frequency and rationale for the audit of the DAB's full range of activities.
6. Assist the Internal Audit Department to develop and execute a comprehensive audit program for the evaluation of the internal controls provided over all DAB's operations and activities.
7. Train Internal Audit staff to undertake audits with analyses, appraisals, recommendations, counsel and information concerning the activities reviewed. Prepare audit report for review Internal Audit Management and subsequently by the Governor and to the Audit Committee.
8. Review the USAID work on the Audit Manual to date. Develop and complete the audit mandate, audit manual and operational procedures on an ongoing basis in close consultation with USAID consultants if they are in place. Train staff in the use of the manual and their ability to undertake and implement audit programs;

9. Develop the capacity of Internal Audit staff to ensure they are skilled, competent and professional and perform audit work in compliance with professional internal auditing standards. With this regard select one or two central banks around the world for training of DAB Internal Audit Department employees.
10. Assist with the development of the Audit Committee.
11. Provide on the job training to the staff of Internal Audit Department;
12. Prepare final report of the consultancy and present it to the Governor.

Time schedule for the proposed Work:

The work will commence immediately after the selection of the candidate and is expected to take at a maximum 12 months.

Deliverables:

1. Needs assessment of Internal Audit Department with a detail work plan and the tasks necessary to conduct reviews of the operations, procedures, and processes.
2. The audit mandate, audit manual and operational procedures.
3. Train staff of Internal Audit Department in the use of new auditing system set by the consultant;
4. A comprehensive audit program for each activity of the DAB based on the Risk assessment and the evaluation of the Internal Controls.;
5. Prepare activities progress report to the Project Director;
6. Prepare and present final consultancy report to the Governor of the DAB;
7. Provide a short report of the work done during the consultancy to the World Bank for review before the end of the term of the contract.

Location of the assignment:

The consultant will be based in Kabul, Afghanistan, and will be able to undertake most of the work in DAB Internal Audit Department, bar visits to the World Bank offices for background information. The consultant will be based at the Internal Audit Department, to work closely with the management and the staff of the department.

Reporting

The consultant will be part of the Project Implementation Cell (PIC) of the Financial Sector Strengthening Project (FSSP) of DAB. He will provide regular progress reports on his consultancy to the chairman of the cell (Governor or his first Deputy)/ the Project Director of FSSP.

Qualifications Required:

Education:

University degree in Accounting, Internal Auditing, business administration, public administration, management or any other relevant fields. or a member of a Professional Accounting Body or the Institute of Internal Auditors.

Experience:

- More than 8 years of progressively responsible experience in Internal Audit preferably in a Central Bank or any international bank;
- Proven work experience in auditing;
- Posses strong analytical skills;
- Excellent It skills;
- Excellent English writing skills;
- Efficiency and results-orientation in a multi-tasking environment;
- Excellent organizational and strategic planning skills;
- Worked in a developing country;
- Ability to establish good working relationships with national and international interlocutors.

DAB now invites eligible individual consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CV, brochures, description of similar assignments, experience in similar conditions and availability of appropriate skills).

A consultant will be selected in accordance with the procedures set out in section V of the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrowers* ((October 2006).).

Interested consultants may obtain further information at the address below during office hours i.e. 0900 to 1600 hours.

Expression of interest must be delivered to the address below by [1600 hours on 28th August 2009].

Da Afghanistan Bank (DAB)
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