

**Terms of Reference – Invitation for submission of Proposals for  
Internal Auditor OF TradeNet Maldives Corporation Limited**

**Company Background**

TradeNet Maldives Corporation Ltd was incorporated as a 100% State Owned Enterprise on 15<sup>th</sup> October 2019 under the presidential decree bearing No: 2019/11 and Governed under Companies Act 1996

Day to day management of the company is overseen by a board directly appointed by the Government of Maldives while Public Enterprise Monitoring Board plays an oversight role in assessing the company's performance.

As part of improving the governance of TradeNet Maldives Corporation Ltd, we are seeking to engage the services of an Audit Firm to undertake Internal Audit work on an outsourced basis. The Audit firm will report to the Audit Committee of the company.

**Objectives**

The objectives of the Internal Audit firm will include, but is not limited to providing Objective and independent appraisal of all the company's activities and provide assurance to the Audit Committee on:

1. Efficiency, effectiveness, and economy of the company's operations.
2. Attainment of established operational goals and objectives.
3. Effectiveness of the financial reporting system.
4. Evaluating the reliability and integrity of information and the means used to identify, measure, classify, and report such information.
5. Adequacy and effectiveness of the internal controls.
6. Identify areas for improvement and critical weaknesses, if any.
7. Level of compliance with relevant laws and regulations, Policies, and procedures.
8. Evaluating the systems established to ensure compliance with those policies, plans, procedures, laws, and regulations which could have a significant impact on the organization.
9. Provision of timely information.
10. Security and safety of assets.

**Scope of audit**

All activities of the company, fall within the remit of the Internal Audit Service. The Internal Audit Service will consider the adequacy of controls necessary to secure propriety, economy, efficiency, and

effectiveness in all areas. It will seek to confirm that management have taken the necessary steps to achieve these objectives and manage the associated risks. Internal audit work should cover all operational and management controls and is expected to:

1. Perform internal audit in accordance with International Standards for the Professional Practice of Internal Auditing issued by IIA and include tests and controls, as the auditor considers necessary.
2. Propose work plan and implement annual work plan approved by Audit Committee for internal audit with a fixed plan of activities but also allowing for appropriate investigation time for matters that emerge over the year.
3. Review adequacy of internal controls
4. Review implementation of internal controls and SOPs
5. Responds to matters that emerge from appropriate referring bodies (the Board of Directors, and other senior management);
6. Annually audit all department operations.
7. Annually review and recommend updates to corporate accounting policies and procedures framework.
8. Coordinates with the management – ensure internal audit recommendations are implemented within appropriate and agreed timetable.

### **Reporting Requirement**

1. The selected party will report to the Audit Committee of the Board of Directors of TradeNet Maldives Corporation Limited
2. A written report of the findings shall be submitted to the Audit Committee by the selected party quarterly.

### **Coverage and Timings of the review**

The Internal audit will be performed on quarterly basis and should cover all departments/Activities of the company at least twice during the initial review period.

The review period shall commence from 1st November 2021 and end on 31st October 2022. Based on the performance of the Auditor, the company may extend the contract for an additional year.

### **Facilities to be provided by the Company.**

The Auditor will be given access to all audit related documents.

No services other than those specifically mentioned in this TOR shall be extended to the auditor. The auditors shall make their own conveyance arrangements.

**Eligibility Criteria**

1. Parties shall be a firm registered in Maldives, and all partners of the firm should be Maldivians.
2. Have at least 5 years internal audit experience
3. Provide a list of similar work undertaken in the last 2 years.
4. Supply reference recommendation letters from at least 3 clients
5. Demonstrate that the firm possesses the requisite knowledge, skills and competencies needed to perform responsibilities
6. Parties shall be a firm licensed by the Institute of Chartered Accountants of the Maldives.
7. Additional considerations
  - a. Substantial experience in performance and compliance auditing with a preference for experience in provision of a similar scope of services;
  - b. Ability to communicate audit findings and consultancy advice effectively, both orally and in written reports.

**Selection and Evaluation Criteria**

**Technical proposals (60%)**

<p><b>Technical competency of the team members involved in the Internal Audit.</b></p> <p>team should consist of at least 2 members and points will be given to all team members and an average will be considered.          Membership of an IFAC body = 15points          - Fellow membership =20 point          - Post Fellowship experience =20+(years of post-fellowship experience /highest no of years of post-fellowship experience) *10</p>	30%																		
<p><b>Firm’s experience in conducting Internal Audit.</b></p> <table border="1" data-bbox="203 1327 743 1661"> <thead> <tr> <th>Audit Assignments</th> <th>Score</th> </tr> </thead> <tbody> <tr><td>3</td><td>1</td></tr> <tr><td>4</td><td>5</td></tr> <tr><td>5</td><td>9</td></tr> <tr><td>6</td><td>13</td></tr> <tr><td>7</td><td>17</td></tr> <tr><td>8</td><td>21</td></tr> <tr><td>9</td><td>25</td></tr> <tr><td>10</td><td>30</td></tr> </tbody> </table> <p>Experience will be assessed based on reference letters/Other relevant documents.</p>	Audit Assignments	Score	3	1	4	5	5	9	6	13	7	17	8	21	9	25	10	30	30%
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TradeNet will use a combined scoring method, in which the technical proposal will be weighted at 60% and financial proposal at 40%.

To qualify for financial evaluation, technical proposals should obtain a minimum of 65 % of the allocated marks for the technical evaluation.

Following documents should be sent along with the technical proposal.

**The Technical proposal shall provide the following documents and information.**

1. Copy of Company/Partnership Registration Certificate.
2. Company profile / work profile
3. Copies of ID card or Passport of Team members
4. Certificate copies of team members (Academic and Professional)
5. CVs of all team members submitted in the format as proposed in Annex 1 which demonstrates their expertise and experience in relevant fields
6. Clearance of criminal records (Police Certificate) of team members
7. Details of similar assignments undertaken previously (in the format given in Annex 2)

**Financial Proposal Evaluations**

Total price in MVR (including GST) and payment schedule.

*Proposed lowest price\*total marks /Proposed Price*

**Non-Disclosure Agreement**

Selected party must sign a non-disclosure agreement before commencing the work.

**Annex 1**

(To be filled up separately for each member)

**1. PERSONAL DETAILS**

NAME					
ADRESS			DATE OF BIRTH		
MOBILE			EMAIL		
Capacity	Team Leader		Team Manager		

**2. AREA(S) OF EXPERTISE:**

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**3. EDUCATIONAL BACKGROUND**

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**4. EMPLOYMENT RECORD RELEVANT TO ASSIGNMENT**

	Employment Period	Institution/Location	Summary of activities relevant to assignment
1			
2			
3			
4			

1. WORK EXPERIENCE

	Designation	Organization	Duration	Brief Description of Responsibilities	Reference (name and contact details)
1					
2					
3					
4					
5					
6					

2. MEMBERSHIPS/AFFILIATIONS (IF ANY)

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*\*If additional space is required, please add extra pages.*

*\*Please submit supporting documents with each form.*

