



Partners in Population and Development (PPD)

An Inter-Governmental Organization

Promoting South-South Cooperation

Terms of Reference (TOR) for the Annual Internal Audit

Background:

Partners in Population and Development (PPD) is an inter-governmental organization of 27 developing countries, created for the purpose of improving/accelerating the transfer of knowledge, expertise and skills in the field of population and development through South-South Collaboration. PPD was established at the United Nations International Conference on Population and Development held in Cairo in 1994. PPD has been awarded Permanent Observer status at the United Nations General Assembly in November 2002 and Diplomatic status in Bangladesh in July 2003.

The mission of the PPD alliance is to Expand and Improve South-South collaboration in the fields of Family Planning and Reproductive Health. Each Partner of the Alliance will strengthen institutional capacity to undertake South-South exchange activities and rapidly expand the number of South-South trainings and consultative programs, and long-term collaborative arrangement will be encouraged. PPD Secretariat will provide a central point for networking among Member Countries and for identifying opportunities for South-South exchange and source of financial support.

Objective of the Audit:

The overall objectives of the internal audit are:

- To review all financial, administrative and other processes and express an independent professional opinion with regard to efficiency, effectiveness of the overall secretariat operation.
- To ascertain and evaluate the adequacy and effectiveness of the financial management and internal control framework of the secretariat.
- To ascertain compliance of the laid down policies, by-laws, manuals etc.
- Identify areas for improvement and critical weaknesses and provide recommendation for improvement.

Scope of the Audit

1. Provide an independent and objective service which will help PPD to meet its stated objective.
2. Understanding the compliance requirements including relevant policy, by-laws and guidelines regarding specific area as follows:

- Annual Financial Status of the years 2022 and 2023
 - Fixed Asset – Identify the discrepancies (if any) between Fixed asset schedule & fixed asset statement (FS) and recommend necessary amendment.
 - Overseas Travel
 - Resource Mobilization, advocacy & campaign
 - Projects & publication
 - Identify areas of improvement & reducing the cost
3. Give comments, recommendation and proper support on the administrative and accounting records, procedures, systems and controls that were examined during the course of the audit.
 4. Identify areas of weakness in systems and controls and make recommendations and necessary support for improvement.
 5. Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
 6. Bring to the attention of PPD Management of any other matters that the auditors consider pertinent.
 7. Providing guidance and recommendation to overcome the risk and compliance issues.

Audit Period: January to December 2022 and January to December 2023

Audit Duration:

The audit work shall be completed within 20 Working days from the date of commencement of the audit.

Deliverables:

- 1 The Internal Auditors on completion of the audit work will submit 6 (Six) original copies of the Internal Audit Report.

Qualification of the Audit Firm:

The audit firms based in Bangladesh having affiliation/membership with an internationally reputed audit firms will be eligible to apply.

Audit Fees:

The audit fees will be fixed through a competitive bidding process.