

# **Annex V      Terms of Reference for Consultants and other persons hired by IFAD under a non-staff contract**

**Consultant** ☐      **Intern** ☒      **Fellow** ☐      **Conference Service** ☐

Minimum number of years of relevant experience required (consultants only):

1yr ☐      2yr ☐      8yrs ☐      12+yrs ☐

<b>Full Name:</b>	
<b>Specialization:</b>	
<b>Expected Start Date of Assignment:</b>	tbd
<b>Expected End Date of Assignment:</b>	tbd
<b>Total number of working days</b> <i>(max. 240 in a 12-month period):</i>	tbd
<b>Division/Department:</b>	AUO/OPV
<b>Location:</b>	AUO
<b>Reports to (name and title):</b>	Deidre Walker, Audit Manager

## **GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED**

Expected Activities:

Under the close supervision of the Audit Manager, AUO, the intern will work directly to execute AUO's Audit Work plan to contribute to enhancing IFAD's operational effectiveness, risk management, internal control, governance processes and ethical culture. This will include engagement planning, fieldwork and significant contributions to drafting of audit reports for communication to senior management. To be successful in this position, the intern will be engaged in performing the following activities:

1. Assist in the planning phase of audit engagements.
2. Assist in evaluating and assessing the adequacy and effectiveness of internal controls over business processes.
3. Execute detailed audit procedures, including analytical review of records and reports, transaction testing, review of supporting documents, etc. to assure accuracy, adequacy and effectiveness of controls, and compliance with relevant policies and procedures.
4. Prepare work papers by recording and summarizing audit procedures performed, audit results, and conclusions to be reviewed by the Audit Officer and/or Director of AUO.
5. Assist in developing audit issues, recommendations, and remediation actions to be included in draft audit reports.
6. Participate in special projects as may be needed.
7. Perform additional duties, projects and activities as required within the scope of AUO as assigned by Audit Officer and/or Director of AUO.

## **KEY PERFORMANCE INDICATORS**

<b>Expected Outputs (please include any travel if applicable):</b>	<b>Required Completion Date:</b>
<p>Completion of agreed tasks concerning audit assignments as per approved work plan, within agreed timeframe.</p> <p>Output comprehensive and well documented, conclusions are well supported, objective, relevant and useful.</p>	

Clearance by COM if TORs include communication activities (see section 4.7(iii)):

Name: .....Signature:..... Date: .....

Clearance by CFS if TORs include financial management responsibilities:

Name: .....Signature:..... Date: .....