

# REQUEST FOR PROPOSAL FOR THE INTERNAL AUDIT SERVICES FOR AMURT

## A. BACKGROUND OF THE ORGANISATION

Ananda Marga Universal Relief Team (AMURT) is a dynamic local non-governmental organization registered in Kenya under the NGO Act in 1993 with an organizational structure comprising seven local Kenyan board members governed by a constitution. The organization has presence in 16 counties across Kenya with its head office in Nairobi. AMURT's Mission is to help improve the quality of life of poor and marginalized people by promoting health care, values and economic status of communities we serve. AMURT is characterized by an approach of "Local problem with local sustainable solution" and prioritize community-based programs driven by local needs and actively engage the participation of community members.

Over the years, AMURT has immensely contributed in achieving results in over 20 major health programs including HIV/TB treatment and care, OVC Care & Support, DREAMS, ECD, girls' education, MNCH, WASH, NCD, youth programming, primary healthcare, formal primary and secondary education, gender empowerment, HES and emergency humanitarian relief funded by diverse donors including USAID, US Department of State, European Union, AstraZeneca, Comic Relief, Embassy of Japan, Global Fund HIV/TB/Malaria and FCDO. As a strategic partner, AMURT is a donor and direct implementer to the realization of the SDGs.

**Governance and Management Structure:** AMURT has an established three-tier management structure; The Board, responsible for policy formulation, governance and overall oversight of the organization; the Executive headed by an Executive Director who provides overall strategic leadership, policy implementation, legal affairs and oversight on behalf of the Board. The Tactical levels deals with programs management with a management team comprising of Technical Director, Finance & Grants, HR, Procurement, Programs, M&E, IT/communication. The organization provide quality healthcare and implements projects with support from over 120 qualified staff and a support community structure of over 1,800 CHPs.

**Systems, Policies and Procedures:** The organization has sound management systems with procedures entrenched in its Finance, HR, Procurement, M&E manuals, Safeguarding policy, SOPs and policy guidelines whose mandate is drawn from management system and the Governance structures. AMURT Finance, Procurement and HR processes are managed through Sage and Memory Soft softwares with qualified team who manages the office and oversee the implementation in the field. The organization practices free and fair policy and recruit qualified personnel for the right job in consideration to equal opportunity, gender norms and disability.

Currently, AMURT owns and manages 2 health facilities and implements 3 donor funded programs as listed below;

- i. **AMURT Health Care Centre – Nairobi;** this centre was commissioned in 2003 and provides comprehensive outpatient services that include integrated HIV/TB, MNCH, PMTCT, CWC, NCDs and specialized clinics, and other curative services, serving averagely 80,000 general clients per year. It also hosts AMURT Nairobi Headquarter offices for implementation of other donor-funded and AMURT community health projects
- ii. **AMURT Muyeye Healthcare Centre – Muyeye;** this health facility is situated and Muyeye in Malindi Sub County, Kilifi County established with financial support from the Embassy of

Japan. The health facility provides healthcare services to vulnerable members of the community from the catchment area at affordable and subsidized rates including maternity and child welfare services. The facility also hosts program implementation offices for AMURT projects implemented in Kilifi County.

- iii. **GF-TB NFM3 2021-2024:** AMURT in partnership with Amref Health Africa is currently implementing TB projects in Kilifi, Marsabit, Samburu and Lamu counties under the new Global Fund New Funding Model. The main goal of the project is to ensure reduction of TB burden through community approach strategies. AMURT has trained 20 local CBOs using the Organisation Development and Systems Strengthening (ODSS) model. The model includes training on Governance, Human Resource, Monitoring, Evaluation & Learning, Resource Mobilization, Partnership & networking, communication & advocacy, finance & grants management and project management.
- iv. **USAID Fahari ya Jamii 2021 – 2026** – AMURT is a HIV/TB service delivery partner through University of Nairobi in Nairobi County supporting care and treatment 95/95/95 cascade, OTZ clubs, Treatment Preparation and Adherence Counseling in 16 high volume health facilities. The project offers TB screening, care and treatment and prevention through initiation of TPT.
- v. **USAID Tujitegeme, 2021-2026;** This is a 5year USAID funded OVC and DREAMS project being implemented by AMURT in Kilifi and Mombasa Counties under the Kenya Health Partnerships for Quality Health Services (KHPQS). AMURT is the prime partner in a consortium of other 4 organizations; Partnership for HIV Free Generation (HFG), Women Fighting Aids in Kenya (WOFAK), Council of Imams and Preachers in Kenya (CIPK) and Kwetu Center for Sustainable Development (KWETU). The projects support 26,000OVC and 29,000 AGYW.

## **B. SCOPE OF THE AUDIT OF THE INTERNAL AUDIT**

The internal auditor is expected but not limited to, carry out the below listed scope areas,

- i. Conduct an organizational risk assessment identifying the key and high-risk areas within the organisation
- ii. Prepare an annual risk-based internal audit work plan
- iii. Submit organizational risk assessment and annual risk based internal audit workplan to the Board Committee for approval
- iv. Conduct a first internal audit review of the agreed areas as per the approved plan
- v. Submit an internal audit report to the Committee. The report should indicate the observation, root cause, and recommendations/ remediation measures.

## **C. RESPONSIBILITIES OF THE AUDITOR**

- The Internal Auditor is obliged to work closely with the organisation Management, act within its own authority and abide by the directives issued by the Finance and Risk Committee that are consistent with the terms of the contract.
- The Auditor shall not disclose the Organisation's information he/she has access to in the course of work to any other party without a written authorization from the Organisation.

## **D. EXPECTED RESULTS**

- I- A Risk assessment report/ matrix

II- An annual Risk Based internal audit plan

III- Internal Audit Report indicating the observations, the root causes and remedial proposed actions.

#### **E. TERMS OF PERFORMANCE**

The engagement is expected to start immediately after contracting with deliverable I & II about submitted after 7 days of contract signing. Deliverable III to be submitted within 21 calendar days after signing the contract. All the deliverables to be presented to the Finance and Risk Committee

It is the responsibility of the management to ensure that all records are available and all other necessary steps are taken to make it possible for the internal auditor perform the work necessary to be able to present the final audit report within 21 calendar days.

**Payments will be made as follows:**

- 40 percent on the date of this signed contract;

- 60 percent upon receipt and acceptance of the final report by the Finance and Risk Committee.

#### **F. TIMELINES**

In response to these terms of reference, you are invited to prepare a proposal document outlining the following:

IV- Your understanding of the assignment.

V- Proposed approach, methodology and work plan.

VI- Relevant experience.

VII- Core team profiles.

VIII- Proposed fees.

The proposal should be submitted to AMURT by email at [info@amurtarica.org](mailto:info@amurtarica.org) not later than Thursday 14<sup>th</sup> September 2023.

If you have any questions and/ or clarifications you would like to make on this assignment, please do not hesitate to reach out to the Executive Director, Dr. Jitendra Kumar on the above mail.