REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTING SERVICES)

Country: Solomon Islands

Project: Building Capacity in Statistics and Audit Project (CAPSA)

Grant No.: E257-SB

Assignment Title: IT Audit Specialist

Reference No.: SB-OAG-412124-CS-INDV

The Office of the Auditor General's (OAG) vision is to build public sector accountability through independence and professionalism. We do this through our role as the Government Auditor for Solomon Islands undertaking audits of all government entities, including ministries, courts, government of Honiara City and provincial governments. The audits include financial, performance, compliance and special investigation audits. The OAG issues an audit opinion and reports its results to the government entity and to parliament. The OAG makes a valuable contribution to achieving the objectives of the government of the Solomon Islands and to managing the government's risks.

The OAG and National Statistics Office are joint implementing agencies receiving financing from the World Bank toward the cost of the project, Building Capacity in Statistics and Audit and intends to apply part of the proceeds for consulting services. The project is expected to run until 28 December 2028 and aims to improve the availability and quality of official statistics and audits in Solomon Islands.

The OAG's component of the project supports the OAG's objective of delivering high-quality audits on a timely basis by strengthening the technical capacity of staff and enhancing quality assurance (QA) practices.

The consulting services ("the Services") are a key component of this, with the specific objective to provide specialist advice and technical support on IT controls and processes to enable efficient audit delivery.

The IT Audit Specialist will report to the Specialist Technical Lead (Performance Audit Branch) and will provide assistance across other audit branches and to the Quality Assurance Specialist.

The detailed Terms of Reference (TOR) for the assignment is attached below and provides details of the scope of the services required along with specific deliverables expected. The TOR can also be found at www.oag.gov.sb.

The consultant will be based in the OAG Office in Honiara for the duration of the services. This will be a 24-month full-time contract (including a probation period of 6 months) with the possibility of extension annually for the life of the project subject to satisfactory

performance. It will be a hybrid contract with a time and deliverable component which will be detailed in the negotiation stage.

The Office of the Auditor General now invites eligible individuals ("Consultants") to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae and a cover letter with description of experience in similar assignments, similar conditions, etc.).

Firms' staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are:

Mandatory Criteria	Description
Education	A Bachelor's degree in Computer Science, Information Technology, Accounting or an equivalent degree from a recognised university, or another qualification accepted and agreed by the Selection Panel.
Information Technology Skills	Advanced IT skills including familiarity with Excel, Word and PowerPoint.
Professional Experience	Minimum of 3 years' experience in audit (accountancy or information technology).
Communication Skills	Fluency in English (oral and written) is essential.
Integrity	Demonstrated high standards of personal integrity, independence and professionalism.

In addition, other criteria are:

Other Criteria
Demonstrated experience with TeamMate or equivalent audit software
Demonstrated experience developing and applying computer assisted audit techniques
Demonstrated organisational and management skills within an IT environment (e.g., specialist software), with the ability to deliver high quality IT outcomes with minimal supervision
Demonstrated experience delivering training on the use of IT tools and techniques
Demonstrated ability to meet set deadlines, deliver outputs and identify/rectify issues at an early stage
Familiarity with the audit process and international standards on auditing
Familiarity with public sector procedures and processes and demonstrated ability to work with a range of agencies at national, provincial and local level.

The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank's Procurement Regulations for IPF Borrowers, dated September 2023 ("the Regulations"), setting forth the World Bank's policy on conflict of interest.

Prospective consultants are requested to provide an expression of interest in a written form, by email, to the admin@oag.gov.sb.

TERMS OF REFERENCE

CONSULTING SERVICES – INDIVIDUAL SELECTION

Information Technology Audit Specialist

Project Overview

Project Overview	
Project Name	Building Capacity in Statistics and Audit Project (CAPSA)
Activity Reference Number (STEP)	SB-OAG-412124-CS-INDV
Agency Name	Office of the Auditor General (OAG)
Agency Description	The mandate of the OAG is to audit the annual financial statements of all government entities, including ministries, courts, government of Honiara City and provincial governments. The OAG's annual audit program includes financial, performance, compliance and special investigation audits. The OAG issues an audit opinion and reports its results to the government entity and to parliament. The OAG makes a valuable contribution to achieving the objectives of the government of the Solomon Islands and to managing the government's risks.
Country	Solomon Islands
Position Title/ Activity Description	Information Technology (IT) Audit Specialist
National	☒

Project Background

Project Details	
Overall Project Objective	To improve the availability and quality of official statistics and audits in Solomon Islands
Project Length	January 19, 2024 to December 28, 2028
Location of role	The position will be based at the OAG office in Honiara with occasional site visits across Solomon Islands.
Project Summary	The CAPSA project will finance activities to strengthen statistical capacity (Component 1), audit capacity (Component 2), project management and financial management support to the project portfolio of the World Bank in Solomon Islands (Component 3). CAPSA will support the OAG's objective of delivering high-quality audits on a timely basis by strengthening the technical capacity of staff and enhancing quality assurance (QA) practices.
Relevant Project Components for Role	Component 2: Strengthening audit capacity

Contract Details

Details	
Objective	The key objective of this role is to provide specialist advice and technical support on IT controls and processes to enable efficient audit delivery.
Duration	This will be a 24 month full-time contract (including a probation period of 6 months) with the possibility of extension annually for the life of the project subject to satisfactory performance. The expected start date is June 1, 2024 or earlier.
Reporting	The IT Audit Specialist will report to the Specialist Technical Lead (Performance Audit Branch). IT Audit Specialist will provide assistance to other branches in the organisation and the Quality Assurance Specialist.
Contract Type	A portion of the contract will be paid for delivery of specific contract deliverables. The remaining portion will be timebased. Details of this will be discussed during negotiation stage.

Contract Scope

The IT Audit Specialist will be part of the Performance Audit Branch and will work across all audit teams. They are expected to be Honiara based and comply with Code of Conduct and Diversity inclusiveness policies with 100% attendance (unless on authorised leave).

The IT Audit Specialist will be responsible for leading the IT audit capability within the Office including delivering ITGC and CAATs work and equipping other audit teams in these skills.. In accordance with an agreed work plan, specific tasks and responsibilities of the IT Audit Specialist include:

Technical support

- Support the Quality Assurance Specialist to maintain the IT related aspects of the Solomon Islands Methodology and ensure it is embedded in TeamMate.
- Train new hires in TeamMate and TeamMate Analytics as part of onboarding and existing staff as the need arises.
- Provide an Office help desk for any TeamMate/TeamMate Analytics queries liaising with TeamMate providers to minimise any interruptions to the use across all teams.
- Develop computer assisted audit techniques (CAATs) to improve efficiency in the audit process.
- Provide technical support to evaluate effectiveness of IT risks, controls and systems undertaking IT General Control (ITGC) assessments for all audit clients for the first year of implementation. Thereafter, provide support and coaching for audit teams to undertake the assessments at lower risk clients, and delivering the assessment for higher risk clients.
- Maintain a compendium of IT management letter recommendations to ensure the Office's reporting continues to drive improvement in our clients.
- Provide ad-hoc Excel and CAATs hands-on training to upskill the IT capabilities of managers and staff to improve efficiency and quality in audit delivery.

- Champion and advocate for the highest standards of ethical and professional behaviour including confidentiality and good data security practices.

Other Duties

- Other relevant duties as directed by the Deputy Auditor General or Auditor General.

Specific Contract Deliverables

The IT Audit Specialist will be on probation for the first six months of the assignment. The Audit Technical Specialist (Performance Audit Branch) will undertake a performance evaluation per the deliverables listed below.

Key Deliverables	Timing
Develop a plan to implement computer assisted audit techniques (CAATs) to improve efficiency in the audit process	Within 6 months
Implement the plan to use CAATs according to the agreed timeline	Ongoing
Embed updates to audit methodology within the audit software	Within 12 months
Deliver training to OAG staff to improve efficiency in use of TeamMate audit software (or equivalent).	Ongoing
Deliver ITGC assessments on audits for first year of implementation of ITGC approach and high risk audits on an ongoing basis.	Within 18 months
Support audit teams to undertake ITGC assessments after the first year of implementation for low risk audits.	Ongoing
Deliver training to OAG staff on the use of CAATs and Excel	Ongoing

Resources Provided

The OAG will provide the following to enable delivery of the contract outcomes.

INPUTS	
Equipment (IT/Comms etc)	A laptop will be provided under the project.
Office Space	A desk will be provided at the OAG.

Evaluation Requirements

This section details the basis upon which selection of the successful candidate will be based.

Mandatory Criteria – These criteria must be met in order to be considered for this contract. The candidate will possess high levels of personal and working integrity and ethics.

Mandatory Criteria	Description	Evaluation
Education	A Bachelor's degree in Computer Science, Information Technology, Accounting or an equivalent degree from a recognised university, or another qualification accepted and agreed by the Selection Panel.	Pass or Fail

Mandatory Criteria	Description	Evaluation
Information Technology Skills	Advanced IT skills including familiarity with Excel, Word and PowerPoint.	Pass or Fail
Professional Experience	Minimum of 3 years' experience in audit (accountancy or information technology).	Pass or Fail
Communication Skills	Fluency in English (oral and written) is essential.	Pass or Fail
Integrity	Demonstrated high standards of personal integrity, independence and professionalism.	Pass or Fail

Scoring Criteria – These criteria are requirements or qualities that are not mandatory but would be considered beneficial if they are met and will be scored as outlined below.

Other Criteria
Demonstrated experience with TeamMate or equivalent audit software
Demonstrated experience developing and applying computer assisted audit techniques
Demonstrated organisational and management skills within an IT environment (e.g., specialist software),with the ability to deliver high quality IT outcomes with minimal supervision
Demonstrated experience delivering training on the use of IT tools and techniques
Demonstrated ability to meet set deadlines, deliver outputs and identify/rectify issues at an early stage
Familiarity with the audit process and international standards on auditing
Familiarity with public sector procedures and processes and demonstrated ability to work with a range of agencies at national, provincial and local level.

Selection Process

Applicants will be assessed on their Resume as submitted and any supporting documentation.

Applicants who do not pass **Mandatory criteria** requirement will not be evaluated further.

Applicants passing mandatory criteria requirements will be assigned points on presented **scoring criteria**.

Members of the OAG leadership team will then interview highest ranked individuals[1]. Interviews will assess the strengths and weaknesses of candidates. Two to three professional references should be provided.

The OAG values individuality and celebrates difference with a strong commitment to diversity, equality, racial equity, gender, and disability inclusion. The OAG strongly encourages people from culturally and linguistically diverse communities to apply for this position.

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[1] The number of candidates to be interviewed will be determined on an "as required" basis.