**INTERNAL AUDIT TERMS OF REFERENCE**

**1.0 INTRODUCTION**

Akina Mama wa Afrika (AMwA) is seeking to engage the services of a qualified and experienced professional firm to support its commitment to financial integrity and accountability for the financial year 2025 (and potentially for two additional years). The audit firm will offer expert guidance in strengthening internal controls, ensuring financial accuracy, and promoting compliance with statutory regulations and donor requirements. This assignment will involve developing and implementing

effective tools, systems, and strategies to improve operational efficiency and enhance the organization’s risk management, internal controls, programme, MEAL, communications, and governance frameworks. The engagement aims to provide independent assurance on the reliability of financial reporting, the soundness of internal processes, and adherence to donor and regulatory obligations across all operational levels and jurisdictions.

**2.0 ABOUT AKINA MAMA WA AFRIKA**

Akina Mama wa Afrika (AMwA) is a Pan-African feminist leadership development organisation headquartered in Kampala, Uganda. It was founded in 1985 by African women immigrants in the United Kingdom to create space for African women to organise autonomously, share skills and expertise, identify issues of concern, and speak for themselves.

Over the years, AMwA has evolved into a continental, non-governmental organisation with consultative status with the United Nations Economic and Social Council (ECOSOC). AMwA envisions a world where African women are politically, economically, and socially autonomous and act as agents of change in their communities. Our work spans across Africa, with active programmes in Uganda, Kenya, Rwanda, Zambia, Tunisia, Ethiopia, and Sudan.

**3.0 PURPOSE OF THE ASSIGNMENT**

The objective of this assignment is to assess and strengthen AMwA’s internal control systems, risk management processes, and compliance with donor and statutory requirements. The audit shall provide management and the Board with independent assurance about the efficiency of AMwA operations, safeguarding of the resources and general organisational objectives.

**4.0 SCOPE**

The Internal Auditor’s responsibilities will encompass all organizational operations. The internal audit will include, but not be limited to;

* Evaluation of internal control systems
* Review of financial management systems, accounting practices and confirmation of the organisation's performance and position for the first half of 2025.
* Assessment of procurement, payroll, Human Resources, Governance, Communications, MEAL systems and AMwAs programming.
* Review of compliance with AMwA’s internal policies, donor agreements, and laws
* Asset and inventory verification
* Risk assessment and fraud prevention mechanisms
* Follow-up on previous audit recommendations (if applicable)

The audit should cover the period from January 1st to June 30th, 2025, including all donor-funded projects and operations at the AMwA headquarters in Kampala.

**5.0 DELIVERABLES**

The successful bidder will be expected to deliver the following:

* Audit plan and methodology
* Entry and exit meeting presentations
* Draft internal audit report (including findings, risk ratings, and recommendations)
* Final internal audit report (after incorporating AMwA feedback)
* Management Action Plan template
* Presentation of findings to Management and Board of Directors.

**6.0 TIMELINES**

The internal audit is expected to be conducted over six weeks, commencing on or around August 4, 2025, and concluding by September 12, 2025.

**7.0 REPORTING**

The internal auditor will report functionally to the Board of Directors of Akina Mama wa Afrika, through the Audit and Risk Committee. However, the auditor will work administratively with the Head of Finance and provide management-level updates to the Executive Director as needed.

**7.0 QUALIFICATIONS AND EXPERIENCE**

Interested firms must demonstrate:

* At least 5 years’ experience conducting audits for NGOs or international development organisations
* Registration and good standing with relevant professional bodies (e.g., ICPAU, ACCA, CPA)
* Expertise in donor compliance (e.g., EU, UN Women, Ford Foundation)
* Experience in gender justice or feminist organisations (desirable)
* Excellent analytical, communication, and reporting skills. Information Systems audit experience
* Proven strategic and implementation ability with strong conceptual and analytical skills for auditing
* Demonstrated ability to build capacity in accountability and internal controls
* Computer literacy (Accounting Packages) and commitment to women's empowerment as a route to development.

**8.0 APPLICATION PROCESS**

Proposals should include the following:

**A. Technical Proposal**

* Understanding of the assignment
* Proposed methodology and work plan
* Company/individual profile and team CVs
* Similar assignments conducted (3 references)

**B. Financial Proposal**

* Detailed budget in UGX or USD
* Breakdown of professional fees, taxes, and reimbursables

**C. Submission Guidelines**

* Deadline for submission: **23RD July 2025**
* Submit proposals by email to: consultancy@akinamamawaafrika.org
* Subject line: RFP – Internal Audit Services – AMwA
* Proposals must be in PDF format and should not exceed 20 pages (excluding annexes)