



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

Annexure 1: Scope of work FIN/2018/01

The Internal audit, Grant Management appointment and Risk Management appointment has the following requirements.

1. University's Objectives

The University separately requires Internal Audit and Grant management services and Enterprise Risk management services. The scope and extent of these services is described more fully below. Finance, audit and risk management fall within the Central Finance discipline.

1.1 Internal audit services

The objectives of the engagement is to assist the University on an ongoing basis in evaluating and testing the design and effectiveness of its internal accounting and operational control environment and checking compliance with applicable policies and procedures.

The level and depth of the procedures will be determined in consultation with the designated Central Finance representative and will be dependent on time and budget constraints. The scope of this engagement is to develop a three year rolling internal audit plan. This needs to be approved by the University's Council Audit Committee and the Project sponsor. The projects are executed as described in the plan, post relevant approvals.

The planned Internal Audit projects include risk-based, compliance and governance reviews as well as follow-up reviews to assess the progress made with the implementation of action plans relating to previously issued Internal Audit reports. The annual internal audit plan sets out the recommended high level scope of work and any limitations on that scope of work. Ad hoc projects not included in the internal audit plan can be requested by Management or Council Audit Committee per the approved procedure. The rolling three year internal audit plan incorporating the annual internal audit plan for a specific financial year is presented to the Council Audit Committee for approval at the November Council Audit Committee meeting.

1.2 Enterprise Risk Management (ERM) services

The University requires Internal audit to assist the University's Council and management team with their responsibilities in implementing and maintaining an ERM process in accordance with international best practice and aligned to good Corporate Governance. The expected role is both advisory and committee management of the function, where the expertise and experience of risk management improves the process.

1.3 Grant management services

The University requires an engagement related to the funding provided by various Donors including the Department of Higher Education and Training (DHET), Research grants and other Donor funding. A key objective is to assess the expenditure, controls and processes related to the management of Grants in terms of their compliance with the terms of the Grant and in accordance with the provisions of the Grant.

The Internal Audit and Grant Management appointment is a three year appointment. The Enterprise Risk management appointment is a one year appointment. Note: Enterprise Risk management can be tendered for on its own.

2. Service Provider Responsibilities

The Service Provider will:

- a. designate its Engagement Partner for this Agreement (Service Provider Representative). The Service Provider may from time to time and on written notice designate other persons to act as its Representative. This Representative will liaise with the University's Central Finance unit as often as required for the efficient implementation of the Project and is authorised to transmit instructions from the Service Provider to the University, and to receive information from the University, submit to the University reports as appropriate, which may include partial reports released from time to time at dates as may be designated in the Scope of Work,
- b. assign a personnel complement sufficient both in numbers and skills to ensure due and proper performance of its obligations under this Agreement,
- c. perform the Services with due care and skill and in accordance with the degree of skill, care and diligence normally exercised by recognised professional persons or firms who supply Services of a similar nature,
- d. if and whenever the University gives it written notice of any deficiencies in performing its obligations hereunder, acknowledge such notice in writing within 5 days,
- e. provide continued training and development for all of its personnel in those skill areas relevant to the performance by the Service Provider of its obligations under this Agreement,
- f. ensure that the Services will be fit for the purposes for which these types of Services are commonly required and for any other purposes described in this Agreement,
- g. ensure that it and its personnel comply with all applicable laws and the University's rules, regulations and policies, procedures and standing orders, as may be amended from time to time. Without limiting the generality of this, the Service Provider must comply with applicable legislation relating to the rendering of the Services.
- h. keep statistics, minutes and other records required by legislation on file and available for inspection by the University's designated Finance Executive.

Specific roles and responsibilities for the internal auditor includes the following activities:

2.1 Internal Audit Service requirements:

- 2.1.1 Develop a three year rolling and annual internal audit plan based on the agreed upon approach with the University's Central Finance Management
- 2.1.2 Project manage the delivery on the annual internal audit plan
- 2.1.3 Prepare a scope letter clearly defining the scope for each project based on discussions with University's Central Finance Management and preparation of process understanding documentation and/or review of applicable policies and procedures
- 2.1.4 Obtain signoff of the scope letter from the University's designated Finance Executive
- 2.1.5 Execute the internal audit projects
- 2.1.6 Prepare draft internal audit reports and discuss findings with process owners and management to clarify findings and obtain management comments and action plans
- 2.1.7 Align with the scheduled Internal Audit Committee meetings and prepare an Internal Audit Report to the Internal Audit Committee summarising the results of the projects completed
- 2.1.8 Align with the scheduled Council Audit Committee meetings and prepare an Internal Audit Report to the Council Audit Committee summarising the results of the projects completed
- 2.1.9 Quality review scoping documents, audit programs, working papers, project deliverables, Internal- and Council Audit Committee deliverables in accordance with the requirements as set out in the Standards for the Professional Practice of Internal Auditing published by the Institute of Internal Auditors.

2.1.10 Manage all Audit committees reporting requirements and deliver on reporting requirements for Internal Audit Committee, Council Audit Committee, Council Risk Committee and Risk Management Committee.

2.1.11 Provide a record of work performed

2.2 Enterprise Risk Management (ERM) service requirements:

With regard to ERM services: the Service Provider is to facilitate and assist with the implementation and compliance of the ERM process including:

2.2.1 Ensuring that risk assessments and dashboards are updated timeously

2.2.2 Ensuring that risk registers for the Faculties and relevant Support Services units are updated

2.2.3 Provide a facilitation and advisory services to assist with the updating of the risk registers across the enterprise

2.2.4 Provide ERM training to support the internal capability to maintain ERM processes

2.2.5 To monitor and report on emerging risks taking into account the Higher education industry factors, global and local economic factors and the University's envisaged strategies

2.2.6 Manage risk committees reporting requirements

2.3 Grant Management service requirements:

The Service Provider is to facilitate and assist with the implementation and compliance of Grant procedures and expenditure being in compliance with the provisions and criteria related to the Grant funding.

3. University Responsibilities

The University will:

- a. designate the responsible Finance Executive for this Agreement. The University may from time to time and on written notice designate another person to act as its Representative. This Representative will liaise with the Service Provider as often as required for the efficient implementation of the Project and is authorised to transmit instructions from the University to the Service Provider, and to receive information from the Service Provider,
- b. either directly, or through the University's Finance Executive, instruct the Service Provider regarding the University's requirements in connection with the Project. The University Representative is authorised to define and interpret the University's requirements regarding the Services and convey decisions pursuant to the Project to the Service Provider and to receive information from the Service Provider on behalf of the University,
- c. provide the Service Provider with such access as may be necessary to enable the Service Provider to perform the Services required of the Service Provider for the purposes of the Project,

4. Methods and procedures

The Service Provider shall access the University's precincts and perform work associated with the contract in accordance with the University's specification for Access to and performing works and services on the University's Precincts as set out in Annexure 3.