



Mekong River Commission

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TERM OF REFERENCE

1. Consultancy Summary:

Consultancy Title:	Internal Audit Assistant
Consultancy type:	Service Contract
Duration (# of days/months/from month to month):	12 months (October 2019 – September 2020)
Division:	Office of Chief Executive Officer
Working station:	MRC Secretariat, Lao PDR
Total budget: (for lumpsum)	

2. General background:

2.1 Background and objective/s of the consultancy

The Mekong River Commission

The Mekong River Commission (MRC) was established by the 1995 Agreement on Co-operation for the Sustainable Development of the Mekong River Basin, between the governments of Cambodia, Lao PDR, Thailand and Viet Nam. The role of the MRC is to coordinate and promote cooperation in all fields of sustainable development, utilization, management and conservation of the water and related resources of the Mekong River Basin.

The MRC Secretariat is the operational arm of the MRC. It provides technical and administrative services to the Joint Committee and the Council to achieve the MRC's mission.

VISION for the Mekong River Basin:

An economically prosperous, socially just and environmentally sound Mekong River Basin

VISION for the Mekong River Commission:

A world class, financially secure, International River Basin Organisation serving the Mekong countries to achieve the basin Vision

MISSION of the Mekong River Commission

To promote and coordinate sustainable management and development of water and related resources for the countries' mutual benefit and the people's well-being

Objectives of the consultancy:

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes."

The Internal Audit Assistant has to coordinate with Internal Auditor and to provide independent assurance that an organisation's risk management, governance and control processes are operating effectively.

2.2 Expected final product: Expected deliverables are detailed in section 3

3. Required deliverables, timelines and responsibilities

a. Deliverables and concrete timelines:

As these are routine work on a monthly basis, the time allocated will not be possible to quantify into number of days for each work. However, the Internal Audit Assistant is required to keep a record of time to quantify in the documented workflows.

Under the supervision of the Internal Auditor, the Internal Audit Assistant will have the following responsibilities and will provide the following deliverables but not limited to:

Deliverables and expected quality/quantity	Expected time investment (in hours, days or months)	Deadline
Support/assist Internal Auditor to: <ul style="list-style-type: none">• conduct audit field work.• draft internal audit reports.• follow-up of the audit reports implementation and maintain follow-up data base.• draft quarterly reports on activities and results of the internal audit activities.• ensure that audit processes developed are followed while performing audit works.• make sure that the internal audit unit through adequate coverage of audit helps MRC in achievement of its objectives.• safeguard audit files and other documents, and assets available to the internal audit unit.• perform other tasks assigned by the Internal Auditor.	Upon request	Depend on task

b. Required tasks and responsibilities:

- Ability to analyze and summarize
- Strong organizational skills
- In-depth understanding of auditing and control practices
- Critical thinking and problem-solving skills
- Integrity and reliability
- Attention to detail
- Working closely with and under the guidance of the Internal Auditor and perform key audit activities, including but not limited to, walkthroughs, testing procedures and evaluation of control deficiencies.
- Conduct internal audit procedures, compile audit findings, document and recommend remediation plans, and complete work papers in compliance with Institute of Internal Auditors (“IIA”) standards as needed for financial, operational and compliance audits
- Perform timely follow-up on the status of outstanding internal audit issues.
- Participate in special projects as requested by Internal Auditor.

4. Working Arrangement:

4.1 Supervisor: Internal Auditor

5. Payment mode: Pay per month

6. Qualifications and Requirements:

- Minimum Bachelor’s degree in accounting, finance or a related field;
- Advance degree in the field and member of CIA, CPA, ACCA or equivalent will be highly desirable.
- Minimum of three (3) years of professional experience in auditing work (external or internal, preferably with Big four);
- Exceptional accounting skills.
- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent documentation, communication and IT skills.
- Flexibility, responsibility, integrity, teamwork, self-motivated, preparedness to work off-time;
- Good computer skills in common word processing (MS Word), spreadsheet (MS Excel); and
- Excellent working level of English language in both writing and speaking.

7. Intellectual property rights:

Intellectual property rights - IPR: Information, data, database, knowledge resources in the forms of briefings, reports, proceedings, articles, essays, etc. issued by and for the MRCS will be the MRCS property. Any utility, announcement and disclosure that are without MRCS highest levels of authority’ permission is considered illegal and will be charged by relevant local and international legal procedures.

8. Signature Block

<p>1. MRC Secretariat</p> <p>2. Division: Office of the CEO (OCEO)</p> <p>3. Name of the CEO: Dr. An Pich Hatda</p> <p>4. Signature: -----</p>	<p>Date: -----</p>
<p>Consultant</p> <p>Name of consultant:</p> <p>Signature: -----</p>	<p>Date: -----</p>