

**Instruction and Template for**  
**Consultancy Title: Information Systems (IS) Audit**  
**PR No. PR288554**

Date of Proposal Submission: **<Insert date>**

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Development
2. **Section B:** Proposal Development Form
3. **Section C:** Essential Evaluation Questions

**Section A: Instruction for Proposal Development**

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. A proposal will not be considered for review if:
  - It is received after the deadline
  - It is not sealed properly (**NA in case of email proposals**)
  - There are any missing documents mentioned in the ToR
  - Information submitted by the company is found to be false
  - It is incomplete
  
2. A proposal should have three (3) separate envelops (**NA in case of email proposals**):
  - 1<sup>st</sup> for CVs of Proposed Consultants listed in Section B, Part 2 below.
  - 2<sup>nd</sup> for technical proposal
  - 3<sup>rd</sup> for financial proposal

Each of the above envelopes should be sealed, and properly labelled respectively as “supporting documents,” “technical proposal” and “financial proposal.” Each page of the proposal should be stamped and signed. All these three (3) envelopes then should be kept in **another envelop sealed with wax (laha chhap)**.

4. Only shortlisted bidder/s will be contacted by Save the Children at each stage of the selection process.
  
5. Shortlisted bidder/s will be invited to deliver a 15minute presentation to the Procurement Committee on their technical proposal.

**Section B: Proposal Development Form**

**I. Organization Information (NA in case of individual consultant)**

Name of the organization : .....

Address : .....

District/State : .....

Country : .....

Phone number : .....

E-mail : .....

Website : .....

**II. Details of contact person**

Name : .....

Position : .....

Phone Number : ..... (Landline) ..... (Mobile)

E-mail : .....

**III. Major topics and sub-topics for proposal development**

**1. Organization Background (NA in case of individual consultant)**

- 1.1 Work experience.
- 1.2 Existing and current human resource and organization organogram.

**2. Signatory and Proposed Consultants Information:**

SN	Full Name (Avoid abbreviations)	Date of birth (dd/mm/yyyy AD)	Designation	Academic Qualification	Professional Certifications (such as CISA, CPA, AICPA)

*Add rows as required*

**3. Please provide your relevant experience in IT Systems and Processing.**

Date (From & To)	Details of the related assignment	Organization

*Add rows as required*

**4. Please provide your relevant experience in Information System (IS) auditing or related fields, such as risk management or compliance, IS audit in government agencies:**

Date (From & To)	Details of the related assignment	Client Name

*Add rows as required*

**5. Please provide your understanding of ToR and proposed modality / approach to conduct this assignment.**

.....  
 .....  
 .....  
 .....







**6. Proposed Budget with clear breakdowns (specify the proposed cost is inclusive / exclusive of VAT)**



## Section C: Essential Evaluation Questions

### ESSENTIAL CRITERIA (Exclusion if not met)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

S. No.	Criteria	Please specify Yes / No						
a)	Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities. If yes, have you attached a copy of registration documents with this proposal? (not applicable to individual bidders)							
b)	We, the Bidder, hereby confirm we compliance with the following policies and requirements: <table border="1" data-bbox="359 929 1082 1283"> <tr> <td>Terms &amp; Conditions of Bidding</td> <td> 1. Terms &amp; Conditions of Biddir</td> </tr> <tr> <td>Terms &amp; Conditions of Purchase</td> <td> SC-C-01 Short Form Goods and Services</td> </tr> <tr> <td>Supplier Sustainability Policy and the included mandatory policies</td> <td><a href="#">Click Here to Access</a></td> </tr> </table>	Terms & Conditions of Bidding	 1. Terms & Conditions of Biddir	Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services	Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>	
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Terms & Conditions of Purchase	 SC-C-01 Short Form Goods and Services							
Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>							
c)	Do you confirm that the company is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity?							
d)	Do you confirm that you are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this?							
e)	Do you confirm that you are not a prohibited party or on government blacklisting							
f)	Do you have academic qualifications and experience as mentioned in ToR?							

## Information System (IS) Audit

PR288554

### Terms of Reference (ToR)

#### Background on Save the Children

Save the Children is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

**Our vision:** A world in which every child attains the right to survival, protection, development and participation.

**Our mission:** To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

**Our values:** Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

#### Background information/context

The strategic objectives of the Global Fund to Fight AIDS, TB and malaria for 2017-2022 include supporting countries that apply for grants to develop and scale up programs to remove human rights-related barriers to health services. In fulfilment of this objective, the Global Fund has undertaken a special initiative, "*Breaking Down Barriers*" in which 20 countries, including Nepal, have received catalytic funding to reduce human rights and gender-related barriers to services for HIV and TB. Human rights-related barriers remain major obstacles to the uptake of prevention, treatment and care for HIV, TB and malaria. Based on a baseline assessment of human rights-related barriers to HIV and TB the project "*Reducing Human Rights and Gender related barriers accessing HIV and TB services in Nepal*" is developed and implemented in 60 districts across all 7 Provinces of Nepal.

National Tuberculosis Control Centre (NTCC) is the lead organization for the Tuberculosis Control Program in Nepal and is responsible for managing, monitoring, and evaluating the program's data. As the focal point for the program, NTCC has multiple systems in place that can increase the complexity of the Information Technology (IT) environment. Therefore, an

Information Systems (IS) audit is necessary to ensure that these systems are operating effectively, efficiently, and securely.

### **Objective**

The purpose of the IS audit is to evaluate the organization's IT system effectiveness, efficiency, and security as well as the linked business processes adherence to applicable laws, rules, and standards.

### **Scope of Work**

The audit should be conducted in accordance with Information Systems Audit and Assurance standard guidelines. The scope of work should include as follows:

- i. Review organization's IT infrastructure, systems, and processes, including but not limited to networks, servers, desktops, applications, and data
- ii. Review of organizations IT policies, procedures and controls
- iii. Develop IT and data policy that fully comply government of Nepal ICT policy
- iv. Internal and External threats to Information System
- v. Identification of any issues with the effectiveness, efficiency, security and compliance of the organizations IT system
- vi. Business continuity and Disaster Recovery
- vii. Network and hardware security
- viii. Database and transaction security
- ix. System security and vulnerabilities in Information System

### **Deliverables**

- i. Draft report detailing the observations, root cause analysis and recommendation of Information System Audit for management response; and
- ii. IT and data policy
- iii. Final Report on Information System Audit incorporating the management response obtained on draft report along with an Executive Summary

### **Location and official travel involved**

The logistic arrangements, including transportation cost will be managed by the consultant firm.

### **Services the Supplier will provide**

Services the supplier/consultant or consulting firm will provide as just as "Scope of work" mentioned above.

### **Experience and skill set required**

- Professional certifications such as CISA, CPA or AICPA
- Strong understanding of IT systems and processes, 5+ years' experience
- Experience in auditing or related fields, such as risk management or compliance, IS audit highly preferred, 5+ years' experience.
- Strong communication and interpersonal skills

- Relevant experience of IS Audit in government agencies
- Strong documentation skill and attention to detail

### **Timeline**

This assignment should be completed within 120 days.

### **Status updates/reporting**

The Consultant/consulting firm shall provide the below status updates for the duration of the services to M&E Specialist (PMU section):

- Weekly progress update
- Final report on completion of consultancy

### **Acceptance**

All Deliverables are to be accepted by M&E Specialist (PMU section) and steering committee task force members within 5 working days of delivery date.

### **General assumptions and dependencies**

NTCC will provide access to test server, live server and required data sets.

### **Payment information**

Detail the payment arrangement for the services. To better control costs the SCI preference is that payment is made on a milestone basis, on specific dates or all on satisfactory completion of the work.

The Fees are inclusive of all costs, overheads, and expenses, including travel, subsistence, and accommodation.

### **Evaluation Criteria:**

<b>Criteria</b>	<b>Sub-criteria</b>	<b>Weightage %</b>
Commercial (40)	Budget	40
Capability (60)	Professional certifications (CISA, CPA, AICPA)	10
	Strong understanding of IT systems and processes	10
	Experience in Information System (IS) auditing or related fields, such as risk management or compliance.	10
	Relevant experience of IS Audit in government agencies (Should provide list of evidence of IS audit works with Government Agencies.)	10
	Understanding of ToR and proposed modality / approach to conduct this assignment.	10
	Presentation: (For shortlisted bidders only)	10

## How to apply for the services

### **Proposal Submission Guideline/Required Documents**

- Proposal Submission Deadline- **2<sup>nd</sup> July 2023 (Extended Deadline 10<sup>th</sup> July 2023)**
- Required Documents-
  - Filled out Consultancy Proposal Form (enclosed with this ToR)
  - CV(s) of the proposed consultant(s) with full date of birth in dd/mm/yyyy format.
  - For firms: Copies of- Firm registration certificate, PAN / VAT registration certificate, Latest tax clearance certificate.
  - For Individuals (Nepali): Copies of citizenship certificate and PAN/VAT registration certificate.

If an individual is a full-time staff member of another organization, a no objection/consent letter signed by the organization head must be submitted along with the proposal. This is not applicable for proposals sent through a firm.

Proposals should be submitted via email to [eoiconsultant.nepal@savethechildren.org](mailto:eoiconsultant.nepal@savethechildren.org)