



ORISSA TRIBAL EMPOWERMENT & LIVELIHOODS PROGRAMME  
(S.T. & S.C. Development Department)  
INTEGRATED TRIBAL DEVELOPMENT AGENCY-GUNUPUR



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## **Expression of Interest**

No-

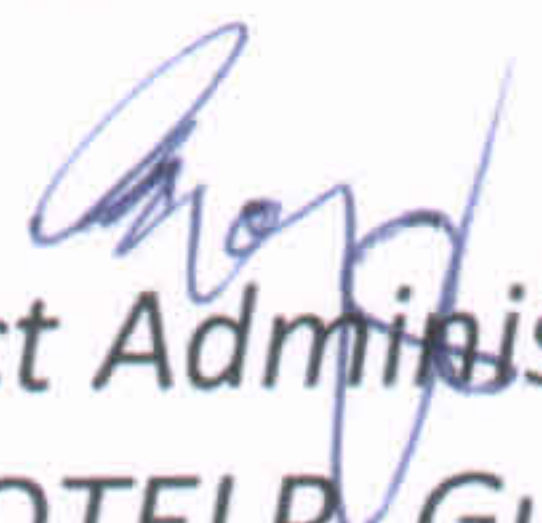
Sealed quotations are here by invited from the competent firm of Chartered Accountants who are empanelled with AG, Odisha for conducting Internal Audit for the FY-2015-16 in 50 numbers of Village Development committee in five blocks of Rayagada district, i.e Kashipur, Chandrapur, Muniguda, Gudari, Bisamcuttack .The audit should be conducted quarterly and the report be submitted for each quarter separately. The interested CA firms are requested to submit the Expression of interest with the amount of audit fees to the undersigned by 18.08.2015 in the letter pad in writing.

The detail TOR may be downloaded from OTELP Website: - <http://otelp.org/gunupur>

The EOI may be sent by Post to the Project Administrator, ITDA (OTELP), Gunupur, PO-Gunupur, Dist:Rayagada, Pin-765022.,e-mail : [itda.gunupur@otelp.org](mailto:itda.gunupur@otelp.org)

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INTERNAL AUDIT  
MODEL TERMS OF  
REFERENCE



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# Internal Audit Terms of Reference

## 1. Introduction

1. This document defines the roles and arrangements governing the provision of Internal Audit services in OTELP operational areas.
2. Internal Audit is an assurance function that provides an independent and objective opinion to the ITDA and PSU on the control environment of the programme comprising internal control, governance by evaluating its effectiveness in achieving the OTELP objectives. It objectively examines, evaluates and reports on the adequacy of the control environment as a contribution to the proper economic, efficient and effective use of funds at PSU/ITDA/VDC/VLSC/FNGO level.
3. In addition it states that effective Internal Audit services should aspire to :
  - Understand the whole program and its need and objectives.
  - Understand its position with respect to the programs other source of assurance and plan its work accordingly.
  - Add value and assist the programme in achieving its objectives.
  - Be innovative and challenging.
  - Help shape the ethics and standard of the programme.
  - Share best practices with the external auditor.
4. The main aim of Internal Audit work is to provide the ITDA and PSU, an independent and objective assurance and consulting services, evaluate the adequacy and effectiveness of the OTELP program's internal controls, operations and governance processes, thus adding value by helping the ITDA and PSU to accomplish OTELP objectives.



## 2. OTELP

It is programme that is being funded by the Government of Orissa (GoO), the International Fund for Agriculture Development (IFAD), the UK's Department for International Development (DFID) and the United Nations' World Food Programme (WFP) & beneficiaries contribution.

Presently, the programme is operational in 30 blocks and spread over 7 districts. The Programme implementation is facilitated by the Integrated Tribal Development Agency (ITDA) and local FNGOs. The strategic approach is to empower the tribals so as to enhance their food security, increase their incomes and improve their overall quality of life. Towards this end, the tribals are being exposed to more efficient ways of managing natural resources based on the principles of improved watershed management. The tribals have been introduced to newer agricultural practices that are environmentally sound and more productive than traditional methods. In addition, the tribals are involved in off-farm/non-farm enterprise development. The emphasis is on promoting participatory processes, building community institutions and fostering self-reliance, while respecting the indigenous knowledge and values of tribals.

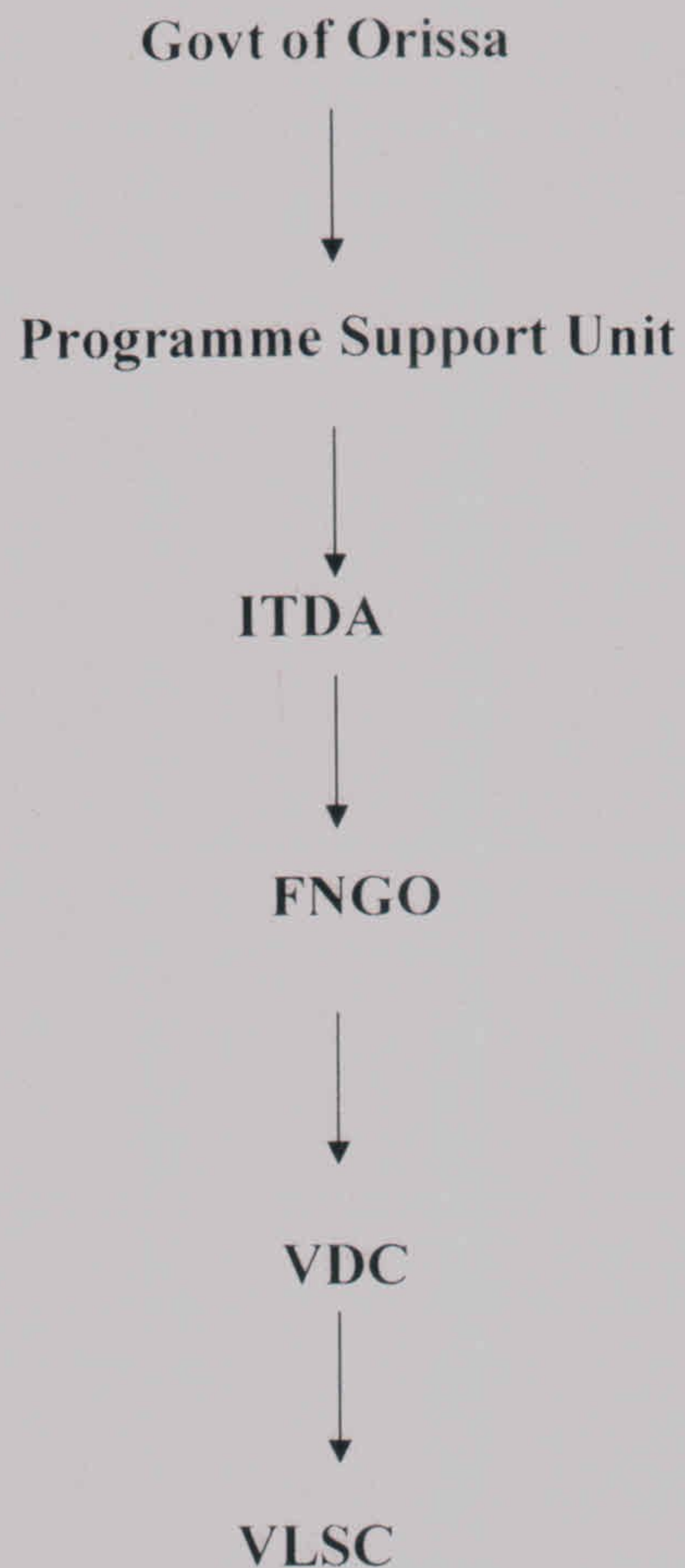
## 3. Role

Internal Audit is an independent and objectives appraisal services within the OTELP programme areas. The governing principles of a project audit are to ensure by professional accountants:

- Provide assurance of accountability
- Give credibility to the financial statements and other management reports
- Identify weakness in the internal controls and financial system
- Verify procurement process and management contracts.
- General conditions require the financial statements including Special Account Statements of Expenditure to be audited according to generally accepted international / national accounting standards.
- General Conditions requires the auditors to address the following:
  - a). Adequacy of accounting and internal control systems to monitor expenditure and other financial transactions.
  - b). Adequacy of accounting and internal control systems of safeguard project assets.
  - c). Adequacy of documentation maintained for relevant transactions.
  - d). To express audit opinions as per ToR
  - e). To identify weaknesses, if any, of internal controls and recommend corrective action.
  - f). To complete the audit process within the stipulated time frame agreed.
  - g). To review the audit reports and satisfy whether these are as per the requirements.



#### 4. Implementation Setup and Flow of Funds:



#### 5. Responsibilities and Objectives:

- 5.1 Funds are released to PIA (VDCs) and also the first facilitator (FNGOs at block level) under different components towards achieving the goal of the program.

*The Programme Components are:*

- i. Programme Management
- ii. Capacity building for empowerment
- iii. Livelihoods enhancement
- iv. Support for policy Initiative
- v. Development initiative fund (DIF)
- vi. Food handling



Major funds are released to spend at VDC/VLSC level. Therefore, the Internal Audit should ensure that expenditure are properly booked and accounted for at VDC/VLSC level.

- 5.2. Under Land & Water Management most of the works are civil construction which involves wage (Labour) employment. Therefore, the auditor has to ensure that the implementation has been effected by adhering all the formalities under OTELP setup towards the same. e.g. proper resolution which should be duly signed by two third majority of the beneficiaries at village level for undertaking any sort of activity under that component, followed by proper estimation of the works with measurement, check measurement and cross check, also technical sanction and administrative approval from ITDA level. Case records are one of the most important document maintained which includes entries towards payments & food component. It should also be ensured that the same expenditure has been approved at the Village Level Social & Financial Audit Sub- committee.
- 5.3. Similarly, under Capacity Building, during cross checking of bills and vouchers, it is to be ensured by the Internal Auditor, that the training programme has been scheduled and organised as per the approved AWPB for that year, i.e qualitative in all respect and properly documented.
- 5.4. It is to be ensured by the Internal Auditor that all purchases has been made as per OTELP /IFAD procurement guidelines by abiding all legal and tax compliances.
- 5.5. All materials and labour payments should be properly approved by resolution at VDCs and VLSCs level and as per their AWPB and also as per the VDLF. The internal audit should verify the same.
- 5.6. It is to be observed by the internal auditors that financial statements are prepared according to the prescribed accounting standards.
- 5.7. It is to ensure by the Internal Auditors that every month the bank Reconciliation Statements are being prepared.
- 5.8. It is to ensure that all prescribed books of accounts are being regularly updated, which should be supported by proper vouchers & documents
- 5.9. It is to ensure that the individual component wise expenditures aggregating to the totals reflected in the UC/SoEs are properly approved, classified, supported by documentary evidence.
- 5.10. Under administrative head of both FNGOs and VDCs, it is to be cross checked that the expenditures are not over and above the standard unit cost fixed under that sub-component.
- 5.11. At present at FNGO level under the head of FNGO implementation cost the standard rate fixed under different sub-components are:



- a). Honorarium allowable to each WDT Member per month: Rs.5000/-(Subject to maximum 6 nos. of WDTs per FNGO)
- b). Honorarium allowable to Community Mobilizer per month:Rs.2000/-(Subject to maximum 10 nos. of CMS per FNGO)
- c). Travelling Allowances to the WDT member: Rs. 1250/-(per month per WDT)
- d). Vehicle Allowance to the WDT member: Rs.750/- (per month per WDT)
- e). Mobility Support to the FNGO Representative: Rs.2000/-(per month)
- f). Officer Running Cost: Rs.3000/-(per month)

**5.12.** The standard unit cost under VDC Administrative cost per month at present fixed to Rs.2750, out of this amount Rs.750/- to be spent towards honorarium to VDC Secretary, office running cost Rs.500/-, honorarium to village volunteers Rs.300/- (if 5 no.) and Rs.250/- (if 6 no.)

**5.13. Records to be maintained at PSU Level**

- Cash and Bank book
- General Ledgers
- Journal Register
- Cheque Issue Register
- Cheque /DD receipt Register
- Fixed Asset Register
- Consumable Register
- Staff Advance Register
- SOE from ITDA

**5.14 Records to be maintained at ITDA Level**

- Cash and Bank book
- Cheque Issue Register
- Cheque / DD receipt Register
- Fixed Asset Register
- Consumable Register
- Staff advance Register
- General Ledger
- Voucher File
- UC File
- Postage Stamp Register



#### 5.15. Records to be maintained at FNGO Level

- Cash and bank Book
- General Ledger
- Green case records (duplicate copy of case record against each activity taken up at VLSC /VDC level)
- Bills & Vouchers Folders having details of all bills and vouchers against all expenditures under CB, Admin, Food Handling and EPA head.

#### 5.16. Records to be maintained at VDC Level:

- Cash Book
- General Ledger
- Stock Register (Food)
- Stock Register (Non-Food items)
- Cheque Registers
- Case Record (Yellow Color)
- Meeting Resolution Register
- Social & Financial Audit Sub-Committee Resolution Register
- VDF Deposit Register
- Asset Register (to record all completed works of closed case records including labour and materials component)
- Voucher Folders containing all support vouchers and bills

#### 5.17. Records to be maintained at VLSC Level:

- Cash Book
- General Ledger
- Stock Register (Food components received from VDC and distributed to beneficiaries.
- Stock Register (Non- food items)
- Case Records (yellow Colours)
- Cheque issue Register
- Meeting Resolution Register
- Social & Financial Audit Sub-Committee Resolution Register
- Voucher Folder (containing all supported bills and Vouchers)
- VDF Deposit Register



## 6. Authority

- 6.1. Internal Audit has a right of access to all books of accounts, records, register, returns, vouchers, assets, personnel and premises and has authority to obtain such information and explanations as it considers necessary to execute its responsibilities.
- 6.2. Internal Audit may carry out special reviews or assignments at the direction of the PD/PA.
- 6.3. The Internal Audit Unit takes its authority and terms of reference from the PD, PSU and PA, ITDA.

## 7. Scope

By and large the Internal Auditor has to verify all financial aspects. As the Internal audit intended to be only a financial audit, the Internal Auditor need not spend times on the managerial aspects and operational plans of the project.

The Scope of work entrusted to the Internal Auditor shall be pertaining to the aspects like economy, efficiency and effectiveness of the programme. This will include.

### 1. Checking of daily cash, bank and journal transactions to ensure:

- Transactions are recorded on principles of commercial accounting and are booked to proper accounting heads.
- Transactions are undertaken on the basis of proper authority
- Transactions are duly supported by proper supporting documents.
- Propriety of the transaction.
- Adherence to guidelines of the concerned funding Agency and financial procedures formulated by the PSU.

2. Checking the maintenance of book of accounts and records.
3. Checking the bank reconciliation statements.
4. Checking of investments, short term deposits etc.
5. Checking of components wise, category-wise and account head-wise expenditures.
6. Checking of various MIS reports generated along with statements and information submitted to various authorities.
7. Checking of various cost data with physical achievements data to monitor project progress.
8. Checking of various contracts awarded.
9. Checking of various statutory compliance like Income Tax, etc.
10. Checking of budget prepared from time to time



11. Suggesting revision in forms and formats from time to time.
12. Establish and monitor the financial achievement of the project
13. Ensure the economical, effective and efficient use of resources.
14. Ensure compliance with establish policies (including behavioural and ethical expectations), procedures, laws and regulations.
15. Safeguard the programmer's assets and interests from losses of all kinds, including those arising from fraud, irregularity or corruption
16. Ensure the integrity and reliability of information, accounts and data, including internal and external reporting and accountability processes.

## 8. Independence

- 8.1 Internal Audit should be sufficiently independent of the activities which it audits to enable auditors to perform their duties in a manner which facilitates impartial professional judgements and recommendations, and should have no executive responsibilities.
- 8.2. Accountability for the response to the advice and recommendations of internal audit lies with the unanimous decision of PD/PA, who either accept and implement the advice or formally reject it.

## 9. Policy Matters

Internal Auditors need not spend time on the management aspect & operational plans of the project.

## 10. Reporting

- 10.1. The Internal Auditors shall report directly to the PD/ PA on a quarterly basis. Quarterly internal audit report shall be submitted within the 20<sup>th</sup> of the succeeding month.
- 10.2. The extent of verification by the internal auditor shall be as follows;
  - i. Voucher Scrutiny : 100%
  - ii. Scrutiny of staff advance ledgers : 100%
  - iii. Scrutiny of other ledger and sub-ledger accounts : At least 50%



## **11. Staffing**

- 11.1. Internal Audit be appropriately staffed in terms of numbers, grades, qualification levels, and experience, Internal Auditors should be properly trained to fulfil their responsibilities and should maintain their professional competence through an appropriate ongoing development program.
- 11.2. The Internal Auditor will ensure that their staff should have the minimum level of skill, knowledge and experience required of an internal auditor. The Internal Auditor should be a qualified accounting professional and should have a wide experience on tribal project, community and NGO audit works.

## **12. Important Manuals Related to Accounting and Financial Management**

- a. Programme Implementation Manual (This includes Financial and Administrative Regulations)
- b. Operational Guideline for Implementation of OTELP
- c. Guidelines for implementation of Development Initiative Fund( DIF)
- d. Guidelines for Operation of Community Infrastructure Fund(CIF)
- e. IFAD Guidelines on Project Audits
- f. IFAD Procurement Guidelines.



## ABBREVIATIONS

OTELP: Orissa Tribal Empowerment and Livelihoods Programme

NGO: - Non-Governmental Organisation

FNGO:-Facilitating Non-Governmental Organisation

VDC: - Village Development Committee

VLSC: - Village Level Sub-Committee

VDA-Village Development Associations

VDA: - Village Development Association

IFAD:-International Fund for Agriculture Development

ToR: - Terms of Reference

PSU: - Programme Support Unit

ITDA: - Integrated Tribal Development Agency

CB: - Capacity Building

WDT:- Watershed Development Team

CM: - Community Mobiliser

UC: - Utilization Certificate

SoE:- Statement of Expenditure

DFID: - Department for International Development