

Integrated Rurban Development and Climate Resilience Project (IRDCRP)

Terms of Reference (TOR) - Internal Auditor (PS4)

Introduction to the Project

The Integrated Rurban Development and Climate Resilience Project (IRDCRP) is a project to be implemented under the Ministry of Agriculture, Livestock, Lands & Irrigation jointly funded by the Government of Sri Lanka (GOSL) and the World Bank (WB). Total project cost is US\$ 103 Million, and it is designed to support small- and medium-scale holdings in the subsectors of agriculture, livestock, fisheries, and plantation for addressing identified lapses along the value chain from farm to folk. The main objective of this 5-year project is to improve productivity, competitiveness, and climate resilience of agri-food production in the project areas.

The project objective is to improve climate resilience of farmer families and productivity of irrigated agriculture in selected climatically vulnerable Hot-Spot Areas in Sri Lanka. This will be achieved through increased adaptation of climate-resilient agricultural practices and technologies, and increased access to markets in targeted smallholder farming communities. Project beneficiaries will include smallholder farmers, producer organizations, and agribusiness entrepreneurs who will benefit from improved and modernized irrigation, drainage and flood protection systems; adoption and dissemination of advanced CSA technologies on high efficiency irrigated agriculture techniques and practices; agriculture diversification; and improved market access.

Duties and Responsibilities

1. Prepare risk based Annual Internal Audit Plan according to the activities of the project
2. Execute the approved Internal Audit Plan with the Internal Audit Programs by performing the following tasks in accordance with its overall strategy
 - a) Evaluating the adequacy and effectiveness of internal controls encompassing the organization's objectives, goals and governance, operation and information system including
 - ❖ Reliability and integrity of financial & operational information
 - ❖ Effectiveness & efficiency of operation
 - ❖ Safeguarding of assets

- ❖ Compliance with laws, rules, regulation guidelines and contracts
 - ❖ Preventing as well as detecting waste, idle capacity and extravagancies
- b) Reviewing the accuracy, reliability and integrity of record keeping and reporting in manual or computerized information system
 - c) Reviewing fund Accounts and other accounting statement to ensure that accurate accounts are prepared according to the required guidelines issued by the Ministry of Agriculture, General Treasury, World Bank's and European Union's guidelines, Internal and General Auditors, any other relevant authority
 - d) Reviewing operations & programs to ascertain the extent to which results are consistent with established objectives to determine whether operations and programs are being implemented or performed as intended
 - e) Ensuring that government physical assets are appropriately recorded and are kept under safe custody
 - f) Investigating of irregularities identified or reported and reporting on cases leading to wastage of resources or cases general misuse or misappropriation of financial resources and government property
 - g) Advice project director, deputy project director, Finance Specialist, and the Procurement Specialist in improving efficiencies of processes while directing to achieve objectives of the IRDCRP
 - h) Special attention is to be given to ensure total procurement process of the IRDCRP is carried out with due diligence, following Value for Money (VFM) concept, and within the applicable rules and regulations
 - i) Carrying out spot checks on areas such as projects, receipts collection point, supply and delivery sites to ensure compliance with procedures and regulation
 - j) Examine ERP system with respect to Financial Management, Inventory Management, vehicle management to ensure that all daily transactions are appropriately recorded
 - k) Inspect vehicles of the PMU regularly and the vehicles of the PPMUs periodically to ensure no irregularities have been taken place and all these vehicles are maintained in good condition
 - l) Advice the administration of the IRDCRP in improving systems and processes in managing official vehicles
3. Report the performance/ progress of achievements of objectives, weaknesses of internal control system and detect frauds get errors with recommendations to the Project Director
 4. Any other duties assigned by the Project Director.

PS – 4 - Basic Qualifications and Experience Required - (1) or (2) below.

1. A successfully completed Bachelor's Degree in the relevant field which is recognized by the University Grants Commission (UGC) **or** A qualification recognized by the UGC as an equivalent qualification to the degree in the relevant field **or** an Associate membership/a similar professional qualification obtained from a recognized professional institution in the relevant field **with** at least **08** years of post-qualifying experience in the relevant field.
2. An officer of the Government All Island services Class III/II or above or similar states in the relevant field. **with** At least 08 years of experience in a class III/II post.

Skills

- Excellent working knowledge of English, both verbal and written; Fluency both written and verbal in Sinhalese/Tamil
- Experience working on finance management of projects with the World Bank or similar projects is preferable.
- Financial management, administrative skills Managerial, leadership and staff motivation.
- Data analysis and report writing.
- Be able to use the MS Office package (Word, Excel and Power Point)
- Problems Solving / Coordination Collaboration.
- Excellent communication and organization skills.
- Ability to work under pressure and work extra hours when required.

Travels to Project Areas

Require to travel project implementation areas when required

Working Location

PMU at Colombo/Battaramulla