

## **TERMS OF REFERENCE**

### Training on Auditing Tools and Techniques

#### **I. Background**

Auditing is a means of evaluating the effectiveness of an organization's internal controls. Maintaining an effective system of these controls is vital for achieving organizational objectives, obtaining reliable financial reporting on transactions and operations, preventing fraud and misappropriation of resources, and minimizing cost of capital. Both internal and independent auditors contribute to an organization's audit system in different but important ways.

An audit includes examining and evaluating, on a test basis, evidences supporting the organization's compliance with its processes, disclosure of its financial transactions, and other activities.

As the State's central policy-making and regulatory body mandated to safeguard its ownership rights and ensure that the operations of the Government-Owned or Controlled Corporations (GOCCs) are transparent and responsive to the needs of the public, it is vital that its frontliners as well as strategy units are kept abreast of modern auditing tools and approaches especially in this changing landscape.

Given the impact that the foregoing shall bring to GCG's performance, the Directors of the Corporate Governance Office A & B (CGO A&B) requested to the Human Capital Management Division (HCMD) the conduct of a technical training program on Auditing Tools and Techniques and Data Analytics for the Corporate Governance Officers (CGOs) and the Strategy Management Division (SDM). The said training program imposes relevance to one of GCG's technical competencies - Auditing and Validation.

As defined in GCG's Competency Framework, Auditing and Validation is the ability to check the accuracy and truthfulness of qualitative and quantitative reports for the purpose of assessing or determining whether a process, practice or transaction is compliant with existing standards or requirements.

Hence, these learning initiatives shall provide common ground for the target participants under the aforesaid Offices/Division as they perform their functions in GCG which shall redound to the fulfillment of GCG's objectives.

#### **II. Participants**

The learning initiative is intended for thirty-five (35) personnel originating from the following Offices/Divisions:

##### *Main Participants*

1. Corporate Governance Office A & B;
2. Strategy Management Division;

##### *Auxiliary Participants*

3. Office of the Administrative and Finance Director;
4. Administrative Division;
5. Finance Division; and,
6. Human Capital Management Division.

#### **III. Training Provider**

Auditing Tools and Techniques is a highly technical subject that requires an external Training Provider or Subject Matter Expert adept in facilitating a training with mastery on the subject matter.

Further, the engagement with a Training Provider or Subject Matter Expert for this learning and development initiative may add value to the learning experience of the target participants given that the Training Provider or Subject Matter Expert could share with them their experience and best practices from their clients both in the private and public sector.

*Resource Person/Subject Matter Expert Qualification*

1. Must have relevant academic degree or professional certification/s on the subject matter; and,
2. Must have at least 10 years of local and/or international experience on the subject matter.

**IV. Scope of Work**

The winning Training Provider or Subject Matter Expert is expected to conduct a training for the CGOs and SMD personnel as recommended by their immediate supervisors.

The training shall cover the following discussions:

a. Auditing Tools and Techniques

- Defining the phases of an audit life cycle
- Interviewing and communication skills
- Developing documentation, including audit reports
- Performing an audit risk assessment and walkthrough of internal controls
- Utilizing sampling and data analysis in fieldwork
- Developing audit observation and findings

**V. Training Modality**

The program shall be delivered through an online platform as determined and provided by the Program Provider or Subject Matter Expert. The invitation to the training-workshop shall be sent to the participants' official GCG email address at least one (1) week before the pilot session.

**VI. Required Documents**

In addition to the documents required under the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations, the bidders shall submit their proposal which shall contain the following:

1. Company/Subject Matter Expert's Profile;
2. Schedule of Billing/Payment Schedule;
3. Proposed Training Outline/Program;
4. Proposed Training Modules;
5. Responsibilities of the Bidder; and,

6. Qualification of the Proposed Individual Consultant that will be assigned to the project.

Given the current public health situation in the country, the training shall be conducted for five (5) days with a duration of three (3) hours per day via an online platform (i.e. Microsoft Teams, Zoom) that will be agreed upon by GCG and the winning bidder.

The HCMD reserves the right to modify the training outline and modules subject to the concurrence of the winning bidder. Likewise, the winning bidder shall be responsible for all the training materials and the issuance of training certificates.

## **VII. Deliverables**

1. Online platform to be used in the training;
2. Interactive lectures and workshops (if applicable);
3. Electronic copy of manuals or hand-outs (an advance copy to be provided with the HCMD at least one [1] week before the pilot session);
4. Certificate of Participation/Completion for the participants; and,
5. Terminal Report (submitted to HCMD within fifteen [15] days after the last session).

## **VIII. Budget Allocation and Payment Schedule**

1. The training has a budget allocation of Five Hundred Sixty Thousand Pesos (₱ 560,000.00); and,
2. The Approved Budget of Contract is inclusive of value-added tax.

Provisions contained in RA No. 9184 and its 2016 Revised Implementing Rules and Regulations and all other pertinent laws on the matter are hereby incorporated and made an integral part hereof.

## **IX. Confidentiality**

The Training Provider or Subject Matter Expert shall ensure that all information shared by GCG in this training shall remain confidential even after the termination of the contract.

Also, the Training Provider or Subject Matter Expert shall be required to follow the rules on confidentiality and code of ethics as applicable to the officials and employees in public service.