



Republic of Liberia
Internal Audit Agency
Tubman Boulevard, Oldest Congo Town, Liberia



July 28, 2025

REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FOR CONSULTANCY TO AUTOMATE IAA'S AUDIT PROCESSES.

BACKGROUND

The Internal Audit Agency (IAA) is an autonomous Public Sector Institution with a mandate to establish and direct internal audit functions in all public sector entities in Liberia.

The Agency desires to promulgate standards that will guide the practice of internal auditing and internal auditors in the public sector.

JOB DESCRIPTION

To enhance reliability, timeliness, accuracy, and completeness of its reports, IAA desires to develop an audit software customized to its audit processes.

JOB RESPONSIBILITIES

The successful candidate will be required to perform the following tasks:

- i. Conduct preliminary assessment of the IAA working environment, evaluate the IT environment and advise on the adequacy of the IT infrastructure for the automation process.
- ii. Develop an acceptable Internal Audit process flow for IAA, approved by the entity.
- iii. Develop a customized Audit Software based on the approved process flows.
- iv. Develop an App integrated with the Audit software that tracks employees' attendance.
- v. Conduct training for approximately 200 auditors to transfer knowledge for successful implementation for 12 months post implementation maintenance support services.
- vi. Perform a User Acceptance Test to verify the adequacy of the software features

KNOWLEDGE AND SKILL REQUIREMENTS

- i. **Core Expertise:** Proven experience in developing audit software, GRC (Governance, Risk, Compliance) systems, or workflow automation tools for public/private sectors.
- ii. Demonstrated capability in system integration, database management and mobile app development (for attendance tracking)
- iii. In-depth knowledge of internal audit principles, practices, and methodologies.
- iv. **Technical Certification (preferred):** Certification in development platforms such as: MS Certified: Azure solutions architect for cloud-based solutions
- v. Certified Software Development Professional (CSDP) or equivalent
- vi. Familiarity with risk management, control, and governance processes.
- vii. Ability to conduct thorough research and apply findings to improve audit practices.

PROFESSIONAL QUALIFICATIONS AND CERTIFICATIONS

- i. CPA, CA, ACCA or CIA designation or equivalent is desired.
- ii. Additional certifications such as Certified Information Systems Auditor (CISA), Certified in Risk and Information Security Controls (CRISC) or Certified Information Security Manager (CISM) are preferred.

EXPERIENCE REQUIREMENTS

- i. A minimum of five (5) years of experience in software development projects with at least two (2) years involving Audits/GRC Systems.
- ii. Experience in conducting IT infrastructure assessments and compatibility analyses, and experience in developing and implementing training initiatives for users.
- iii. Prior work with public sector clients especially audit institutions is a plus.

APPLICATION DEADLINE

Please submit your application on or before 4:00PM on Tuesday, August 26, 2025.

Note: Application package should include Technical and Financial proposal in separate sealed envelopes, detailing your firm's suitability, evidence of Professional Certification, and tax clearance and business registration.

Submit Application to:

Director of Procurement

Internal Audit Agency (IAA)

TUBMAN BOULEVARD-OLDEST CONGO TOWN

MONROVIA-LIBERIA

+231777088880/888504502/770666756

Or

iaarecruitment@iaa.gov.lr



Mohammed B. Korleh

Deputy Director General for Administration



Republic of Liberia
Internal Audit Agency

Tubman Boulevard, Oldest Congo Town, Liberia



July 28, 2025

**REQUEST FOR EXPRESSIONS OF INTEREST (REOI) FOR CONSULTANCY TO DEVELOPE
IAA'S REGULATIONS**

The Internal Audit Agency (IAA) is an autonomous public sector institution with a mandate to establish and direct internal audit functions in all public sector entities in Liberia.

The Agency desires to promulgate standards that will guide the practice of internal auditing and internal auditors in the public sector.

The Act enacting the IAA was passed into law in 2013, and the agency seeks to establish a regulation that will outline a step-by-step procedure to clearly articulate and ensure prescriptive application and efficient execution of the act.

JOB DESCRIPTION

To enhance consistent application and enforcement of the IAA's Act, the Agency is seeking a consultant(s) to develop a Regulation for IAA's Act which clarifies the provisos, and provides details on the rules and procedures necessary for the Agency's Act to be implemented and enforced effectively.

JOB RESPONSIBILITIES

The successful candidate will be required to perform the following tasks:

- i. Background research and review of regional and the Institute of Internal Auditors framework on internal auditing.
- ii. Provide context-specific analysis and interpretation of the Internal Audit Agency's Act
- iii. Hold meetings with key IAA's auditors to acquire relevant information and gainful understanding of the IAA's practices, IAA's processes vis-à-vis IAA's law and international best practice.
- iv. Clarify all ambiguities and jargons in IAA's Act which are specific to internal auditing locally and internationally.
- v. Delineate the step-by-step procedures for consistent application of IAA's Act
- vi. Ensure provisos in the Act are more prescriptive and clearly articulated
- vii. Identify gaps and part/section of the Act which needs amendment in order to align with the present realities on internal auditing in the public sector.

- viii. Presentation and facilitation of at least one stakeholder's consultative forum to validate the Regulation.

KNOWLEDGE AND SKILL REQUIREMENTS

- i. Ability to understand and interpret complex legal issues, laws and policies clearly, concisely.
- ii. Knowledge of internal controls, governance and risk management procedures and processes
- iii. Attention to detail and the ability to spot errors and inconsistency, to ensure the integrity of regulatory documents
- iv. Understanding of Liberia's laws and regulatory framework.
- v. Proficiency in research and legal analysis to improve internal audit practices, and processes in the Regulation.
- vi. Adept at collaborating with development partners, internal auditors and auditees in or associated with various government entities and diverse functions across government

QUALIFICATIONS AND EXPERIENCE

- i. Legal practitioner (Councilor at Law) with a minimum of five years legal practice
- ii. Additional qualifications such as Master's degree in public administration, social sciences, political science, or its equivalence
- iii. Experience in developing legal, regulatory and strategic papers and policies

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