

### **3. Scope of Work**

The consultant shall perform, but not be limited to, the following tasks:

#### **3.1 Risk Assessment Framework**

- Develop criteria for **auditee (branch/department) risk categorization**
- Identify key risk indicators (credit, operational, compliance)
- Design a **risk scoring model** and methodology

#### **3.2 Audit Planning & Frequency**

- Define audit frequency based on risk levels
- Prepare **annual risk-based audit plan template**

#### **3.3 Branch Risk Mapping**

- Develop tools/templates for **branch risk profiling and heat mapping**
- Establish a system for periodic risk review and updates

#### **3.4 Audit Sampling Methodology**

- Develop guidelines for:
  - Credit sample selection
  - Operational sample selection
- Introduce **risk-based and stratified sampling techniques**

### **3.5 Audit Tools & Reporting**

- Develop:
  - Standard audit checklists
  - Risk rating methodology (High/Medium/Low)
  - Audit report formats (with actionable recommendations)

### **3.6 Capacity Building**

- Provide training to internal audit staff on:
  - RBA concepts and methodology
  - Use of tools and templates

### **3.7 Pilot Testing & Rollout**

- Conduct pilot implementation in selected branches
- Refine framework based on feedback
- Support full-scale implementation

---

## **4. Deliverables**

The consultant is expected to deliver:

- Risk-Based Audit Policy/Framework Document
- Risk Scoring Model
- Branch Risk Mapping Tool

- Audit Sampling Guidelines
  - Standard Audit Checklists
  - Audit Report Format and Rating System
  - Training Materials and Completion Report
  - Pilot Testing Report and Final Implementation Plan
- 

## **5. Duration of Assignment**

The assignment is expected to be completed within **[8–12 weeks]** from the date of contract signing.

---

## **6. Qualification and Experience**

The consultant/firm should have:

- Proven experience in **Risk-Based Audit / Internal Audit frameworks**
- Experience in **BFIs / Microfinance / Banking sector** preferred
- Qualified professionals (e.g., CA, CIA, ACCA or equivalent)
- Experience in developing **risk models and audit tools**
- Strong training and capacity-building experience