

HelpAge International

Internal Audit Consultancy – Yemen Crisis Response

1. HelpAge International -Background

HelpAge International (HelpAge) is an international NGO with a vision of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. It is also a global network with over 100 affiliates working to support older people and promote their rights. HelpAge's programmes are managed by a secretariat in London and Regional Offices in Africa, Asia, and the Middle East.

In the UK we are members of the Disasters Emergency Committee (DEC) through our affiliate Age International which is part of AgeUK. In 2015-16 our income was £30m.

HelpAge's goal is global change. The world we want is one where everyone, whatever their age, can say:

- I have the income I need
- I enjoy the best possible health and quality of life
- I am safe and secure, free from discrimination and abuse
- My voice is heard.

We want older people enduring conflict and disasters to be able to say this too. We are working to achieve this by providing humanitarian assistance and protection in situations of conflict and disaster; by building technical expertise and evidence in key areas for older people in humanitarian crises; and by using our expertise and experience to inform and influence global and local humanitarian response.

2. Yemen Crisis¹ - HelpAge Response

Yemen, one of the Arab world's poorest countries, has been devastated by a war since March 2015. More than 6,800 people have been killed and 35,000 injured. The conflict and a blockade imposed by the coalition have also triggered a humanitarian disaster.

Almost 19 million people in Yemen – 70% of the population – are now in need of humanitarian assistance, including 10 million people who are in acute need. Malnutrition is widespread and water scarce.

Despite the ongoing conflict DEC member charities are continuing to reach millions of people with lifesaving aid; food, water and sanitation, cash assistance and food vouchers.

The overall focus of the HelpAge response is integrated health and nutrition services to internally displaced peoples (IDPs) and conflict-affected communities in Hadramout region. All these activities are being implemented through a local partner under the direction of the HelpAge Regional Office in Amman, Jordan

3. Audit Assignment Objectives

To review the controls and accountability over HelpAge's Yemen Crisis response. It is anticipated to include:

- Finance procedures, compliance and reporting
- Procurement procedures, compliance and reporting
- Fraud and Bribery awareness and prevention
- Appointment, induction and supervision of staff and volunteers used in the response
- Personal security of staff, volunteers and beneficiaries

¹ Sources: BBC website; DEC website

- Evidence of fair selection of beneficiaries
- Selection, assessment and monitoring of the implementing partner
- Legal compliance

It is estimated that the audit assignment will be 2 weeks in duration during May 2017 (provisionally 15th- 26 May). A more detailed scope and objectives will be developed in due course.

Audit fieldwork will take place in the HelpAge regional office in Amman, Jordan and (subject to security clearance) the partner's office in Sana'a, Yemen.

4. Outlined Person Specification

HelpAge is seeking the services of an experienced Internal Audit consultant

- Experience of conducting internal audits for INGOs working in humanitarian response contexts
- Qualified (or part qualified) Auditor, Accountant, or other relevant discipline
- Ability to operate alone under minimal supervision; demonstrating initiative, objectivity and tenacity
- Sensitivity and understanding towards beneficiaries, staff, volunteers, partners, and all other persons that may be encountered during the audit
- Strong communication skills (English), both written and spoken
- Fit to travel and work overseas

5. Expected Outcomes and Deliverables

The deliverables will be as follows:

- Develop and implement an audit test programme following an identification of key risks and expected controls. Collate findings and evidence in a clear and structured manner
- Consult the HelpAge Internal Audit Manager of the test programme when developed and also the key findings before discussing locally
- Audit fieldwork will take place in the HelpAge regional office in Amman, Jordan and (subject to security clearance) the partner's office in Sana'a, Yemen.
- Conduct an exit meeting with relevant staff in Yemen and Jordan to discuss and provisionally agree key findings
- Within 2 weeks of return, write a draft audit report in an agreed format; including Executive Summary, Recommendations table, and detailed findings. Respond to review points raised by the Internal Audit Manager

6. Reporting Requirements

The Consultant will report to Andrew Brazell, Internal Audit Manager.

7. Application Requirements

If you wish to apply please provide us with the following documents by Monday 17 April 2017:

- CV;
- Covering Letter, demonstrating how you meet the criteria set out in the person specification above;
- Financial proposal for undertaken the work outlined above;
- References (ideally including UK based INGO)