

## **REQUEST FOR QUOTATIONS**

### **Post-implementation audit of the newly procured and installed integrated financial management system ("MUNSOFT").**

#### **Audit objectives**

- To obtain assurance that controls over the system are adequate and operate as designed by evaluating the hard and soft benefits derived from system, the security of that system and the project management process for deploying it.

#### **Scope**

- The audit should (not limited to):
  1. Evaluate whether project objectives were met.
  2. Determine how effectively the project was run.
  3. Ascertain if project risk assessment and monitoring was conducted.
  4. Evaluate if all the postings are being done as per accounting standards and whether critical business-related activities are done accurately.
  5. Determine whether proper documentation is being maintained.
  6. Review the project contract to evaluate how the project results match the original objectives.
  7. Review the expected deliverables (including documentation) and its quality.
  8. Review plan vs achievement of the set objectives.
  9. Review actual costs to budgeted costs.
  10. Actual benefits to expected benefits.
  11. Number of people using system vs actual licenses.
  12. Overall user satisfaction and understanding of the new system.
  13. System meets end user requirements.
  14. Project sponsor satisfaction.
  15. Evaluate knowledge transfer among implementation teams.
  16. Review management assessment of the project (documentation of how well the projects deliverables costs and benefits were assessed, what went well and needs to be learned from and what went wrong and how to avoid them next time).
  17. Determine if the system is providing accurate and complete information.
  18. Ascertain if controls are adequately designed and implemented, including security controls, segregations, interface and data migration controls.

#### **Additional requirements**

- The post-implementation audit should be conducted in compliance with Information Systems auditing standards, COBIT framework and GRAP.
- Proof of experience on similar project should be furnished.
- Company should be registered with a professional body or lead auditor/s hold CISA certification.