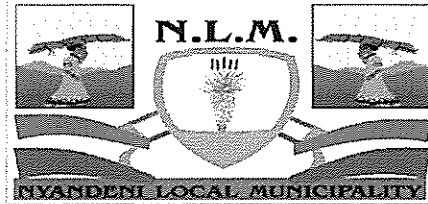


NYANDENI LOCAL MUNICIPALITY

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"Deciding with the people, not for the people"

DETAILED TERMS OF REFERENCE

CO – SOURCED INFORMATION AND TECHNOLOGY AUDIT

As per the approved Internal Audit Plan for the 2021/22 financial year, Internal Audit seeks the services of a suitable qualified service provider to conduct an external network vulnerability assessment of Nyandeni Local Municipality (NLM) and follow-up on previous ICT audit for the 2020/21 financial year"

1. OBJECTIVE

The overall objective of the review is conduct a formal examination and/or testing of information systems to verify:

- Security of ICT systems (network, systems and applications).
- Adequacy and effectiveness of management actions taken to resolve findings raised by internal audit unit and Auditor General for the 2020/21 financial year.

2. ROLE OF A SERVICE PROVIDER

NLM seeks to appoint a Service provider with a proven record of accomplishment in the field of ICT Auditing to perform a review to NLM ICT environment. The service provider will work closely with the internal audit staff members and transfer the skills.

3. SCOPE OF WORK

Assessment of adequacy and effectiveness of the following ICT management processes through:

- Assessment of external network vulnerability (security)
- Assessment of adequacy & effectiveness of ICT Risk management processes.

- Extent of implementation of Internal Audit recommendations
- Assessment of compliance with applicable and current ICT frameworks.

4. EXPECTED OUTCOMES AND DELIVERABLES

The service provider / bidder must:

- Develop and present project plan to the Internal Audit manager within 15 days after appointment.
- Provide and present a plan to the Internal Audit Manager that entails transfer of skills to the municipality's Internal Audit staff members.
- Execute the ICT audit assignment in accordance with the approved Internal Audit Plan and Internal Audit Methodology.
- Submit all working papers and audit evidence to the Internal Audit Manager on completion of the audit.
- Present the draft and final audit report to the all internal oversight structures, i.e. Management, ICT Steering Committee and Audit Committee.
- Produce a report during and on completion of the review detailing how the skills have been transferred (skills transfer report).

5. PROJECT TIMEFRAME

The review is expected to be conducted and completed within 30 days after the entry meeting.

6. INSTITUTIONAL ARRANGEMENTS

The service provider will work with internal staff members and report directly to the Internal Audit Manager. The municipality will provide all the required documentation for the effective execution of the review.

7. COMPANY REQUIREMENTS

Service Provider must have the below stated competency requirements:

- Minimum five (5) years' experience in ICT Audits such as ICT Security Reviews, ICT General Application Control Reviews and knowledge of CIS Framework. .
- Provide at least three (3) contactable references.

- Staff member(s) must have appropriate qualification in ICT.
- Staff member(s) must have a professional qualification(s) such as CISA (Certified Information Systems Auditor). (The Open Group Architecture Framework/Government Wide Enterprise Architecture certification will be an added advantage).
- Evidence of dedicated resources available to conduct the assignment for the duration of the contract, qualifications and experience of such resources, (attached CV's, qualifications, etc.)
- Profile of the firm including the qualification profile of the company (contactable reference should be attached);
- Appropriate evidence of statutory registrations requirements, professional memberships and associations.
- The service provider must have experience and knowledge of the municipality's environment in order to identify ICT risks, weaknesses and provide appropriate recommendations.
- The experience should have covered all the major areas mentioned under NLM's Terms of Reference (TOR).

8. MINIMUM STAFFING REQUIREMENTS

The Service Providers must provide a team composition as listed below per audit assignment:

- 1 x Director/Manager
- 1 x Supervisory level personnel
- 2 x Internal Auditors