

**DESCRIPTION OF WORKS TO ASSIST
TENDERING FOR INTERNAL AUDIT SERVICES**

TO

**THE TANGANYIKA FARMERS' ASSOCIATION
PLC**

PROPOSED CONTRACT DURATION: 1ST SEPTEMBER 2017 TO 30TH AUGUST 2018

INTRODUCTION:

TFA Plc has set aside some funds for an Audit Firm to render internal audit services to TFA Plc on the following terms of reference.

PROVISION OF INTERNAL AUDIT SERVICES:

1. TFA Plc shall instruct the Audit Firm to conduct periodic internal audit to specific Branches/Shops out of the current 15 Branches/Shops located in various areas in the country, Property Unit, Dar-Es-Salaam and Head Office.
2. The internal audit services shall include cash, stocks, debtors, sales and expenses.
3. The Audit Firm shall be required to issue an internal audit report to TFA PLC within seven days from the conclusion of specific internal audit assignment.
4. Routine internal audit shall be conducted quarterly.
5. The Audit Firm shall issue quarterly reports to the Board of Directors.
6. Each internal audit assignment shall be conducted by a minimum of two qualified and experienced members from the Audit Firm.
7. The quotation for the provision of internal audit services shall include fees, travelling and accommodation for the Audit Firm members.