1. Introduction

The International Disability Alliance (IDA), a not-for-profit organization based in Switzerland, is seeking a skilled consultant to support the enhancement of our internal control system. Our commitment to operational excellence and accountability is paramount, and we aim to ensure our internal control system is robust, efficient, and reflective of best practices within the not-for-profit sector, particularly regarding procurement processes and transaction approvals.

2. Background

In our continuous effort to uphold the highest standards of integrity and efficiency, IDA is proactive in strengthening our internal processes and controls. This initiative is part of our strategic approach to enhance financial oversight, risk management, and compliance, ensuring our resources are managed effectively to support our mission and objectives.

3. Objective

The consultancy aims to achieve the following objectives:

- **Strengthen the Internal Control Framework**: To ensure our internal control system is comprehensive, covering all aspects of our operations with a special focus on procurement processes and transaction approvals.
- **Enhance Efficiency and Accountability**: To improve the efficiency of our internal processes and enhance accountability across all levels of the organization, ensuring effective checks and balances are in place.
- **Promote Best Practices in Risk Management**: To align our internal control system with industry best practices, particularly in risk management and compliance, ensuring a proactive approach to identifying and mitigating potential risks.
- **Foster a Culture of Integrity**: To reinforce a culture of integrity and transparency within the organization, promoting ethical behavior and decision-making.

4. Scope of Work
The consultant will:

- Conduct a comprehensive review of the current internal control system, with a focus on procurement processes.
- Identify areas for improvement and develop recommendations to strengthen the internal control framework, ensuring alignment with best practices and sector-specific requirements.
- Provide guidance on implementing effective checks and balances, enhancing oversight and accountability.
- Offer recommendations for fostering a culture of integrity and compliance within the organization.
- Produce a list of recommendations.

5. **Deliverables**

The consultant is expected to deliver:

- A detailed assessment report of the current internal control system, highlighting strengths and areas for improvement.
- A comprehensive set of recommendations for enhancing the internal control framework, with a focus on procurement and transaction approval processes.
- An implementation roadmap for the recommended enhancements, including specific actions, timelines, and indicators for monitoring progress.
- Training materials and sessions for staff and management on the revised internal control system and best practices.

6. **Consultant Qualifications**

The ideal consultant will have:

- Extensive experience and knowledge in internal control systems within the not-for-profit sector.
- A proven track record of successfully enhancing internal control frameworks, with specific expertise in procurement and financial oversight.
- Strong analytical skills, with the ability to clearly identify areas for improvement and develop practical, impactful recommendations.
- Excellent communication and training skills, capable of engaging with and educating a diverse group of stakeholders.

7. **Proposal Submission**
Interested consultants are invited to submit a proposal that includes:

- An overview of their qualifications and experience relevant to this consultancy.
- A proposed methodology and approach for enhancing the internal control system.
- A detailed work plan, including timelines and milestones.
- A financial proposal, detailing consultancy fees and any anticipated expenses.

Proposals should be submitted by 15 April 2024.

8. Evaluation and Selection

Proposals will be evaluated based on the consultant's qualifications, relevance, and feasibility of the proposed approach, and cost-effectiveness. IDA reserves the right to select the consultant that best meets our needs for this critical initiative.

9. Contractual Arrangements

The selected consultant will enter into a formal contract with IDA, detailing the terms and conditions of the consultancy, including deliverables, payment schedule, and confidentiality agreements.

10. Contact Information

For further inquiries or to submit your proposal, please contact: IDA Finance and Administration Director, Alexis Valtat, avaltat@ida-secretariat.org