Terms of Reference for ICT Audit Consultant

1. Background

The Association of Media Women in Kenya (AMWIK) is a National Media Association established in 1983 and registered under the Societies Act as a non-profit membership organization for women journalists from the print, electronic media and other areas of communication.

The digital role in our work cannot be gainsaid. AMWIK therefore seeks the services of a qualified Information Technology (IT) firm/consultant to audit its ICT system.

This includes an overview of the office computing facilities, computer hardware and software, printers, fax machines, photocopiers, mobile phones, e-mail, modems, internet and intranet collectively (Information Technology).

2. Purpose and Objective of the Assignment

The objective of the assignment is audit the organization’s ICT system vis a vie future plans to identify future needs and gaps to facilitate planning for an effective organization.

Specific Objectives

- The consultant shall review the existing hardware and software and give recommendations with the future plans in mind.
- Conduct a literature review of various ICT documents for best practices, policy etc.
- Review the existing Information Technology Policy
- Establish levels of compliance with the Information Technology policy manual
- The consultant will engage the Board of Directors, staff of AMWIK and stakeholders to assess the future needs of the association.
- Conduct a full review of the ICT system and data alignment to the established AMWIK’s control frame work.
- Explore risks/Threats and opportunities.
- Review the website, outlook and newsletter system for opportunities for improvement and optimal effectiveness.
- Develop a report on the status with recommendations for the next five years.

3. Deliverables

Under the supervision of the ED and Board, the IT Audit Consultant will carry out the following functions and produce results

- Share a draft report with information based on the literature review, physical review of the system and interviews with personnel/board.
• Deliver a final report document with recommendations.

4. Competencies

• Strong interpersonal skills, communication and diplomatic skills, ability to work in a team.
• Openness to change and ability to receive/integrate feedback.
• Ability to work under pressure and stressful situations.
• Strong analytical, reporting, and writing abilities.
• Excellent public speaking and presentation skills.

5. Academic Qualification/Education

• Advanced University Degree (Master) in IT, accounting, finance or related fields or first level degree in combination with a professional certification,
• Professional certification of CISA(Certified Information Systems Auditor) is a must

6. Experience

• At least 10 years of practical experience in IT audit, preferably in government, public administration or not-for-profit sector.
• Expert level knowledge and practical experience in auditing IT governance, security, risk

7. Duration of Assignment

The duration of the assignment is five-ten working days within the month of September 2020.

8. Application process

Please send an application responding to the Terms of Reference that includes a CV, and an application letter, an activity time schedule and a financial proposal/budget to info@amwik.org with the subject “ICT Audit”

Applications should be submitted by **15th September 2020** and addressed to the contact below:

The Executive Director

Association of Media Women in Kenya (AMWIK)

Muringa Court Block D Hse No 15

Kirichwa - Muringa Road Junction Kilimani

P.O Box 10327 - 00100

Nairobi, Kenya