

Terms of Reference (ToR)
For
"Short Term Technical Assistance (STTA) for System and Technical Compliance with Auditing of Cooperative Software"
Date: January 29, 2025

1. Background

The project aims to ensure that the Cooperative Software system fully complies with internal auditing standards and technical requirements. A Short-Term Technical Assistance (STTA) consultant/firm will be hired to provide expertise in assessing the system's technical structure, reviewing compliance mechanisms, and ensuring it meets all auditing requirements. This includes Testing & Quality Assurance and Compliance Auditing to verify system functionality and security. The STTA consultant will assist with both system and technical compliance audits, with associated costs outlined for the audit process. The existing software system developed for cooperatives, currently owned by NEFSCUN, will undergo comprehensive testing, **including disaster management protocols and data security measures, to meet financial sector standards.** The system's security will be validated following this testing. NEFSCUN's MYRA system will also undergo an audit, with a focus on identifying and addressing cybersecurity vulnerabilities through Vulnerability Assessment and Penetration Testing (VAPT). The selected consultant will identify security flaws, fix bugs, and address potential vulnerabilities. An expert or firm will be chosen to conduct a full audit of the system, including physical security, data centers, cloud systems, servers, and hosting infrastructure, ensuring compliance with IT security standards.





2. Objective

The primary objective of this STTA is to assess, advice, and implement necessary technical adjustments to ensure that the Cooperative Software system meets both functional and regulatory requirements, with an emphasis on audit compliance, system security, and integrity.




3. Scope of Work

The consultant/firm will perform the following tasks:

Assessment of the Current System:

-  Review the current design and architecture of the Cooperative Software.
-  Web based capability.
-  Evaluate the software's compliance with technical standards and best practices for data security, accessibility, and auditing.
-  Assess the software's alignment with any legal and regulatory requirements related to cooperative data management, assists the distributor recovery mechanism and auditing.

Audit Mechanisms Review:

-  Conduct a detailed review of the current audit functionalities embedded in the software.
-  Ensure that logs, transaction records, and system access are auditable and meet compliance standards.
-  Verify the availability and reliability of data for audit purposes, including ensuring traceability, accuracy, and completeness.

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- 📄 Calculation, Tax/TDS deduction, Receivable/Payable, GAAP/NFRS reporting, and database management.

Gap Analysis:

- 📄 Identify and document any gaps or weaknesses in the current system from a technical and compliance perspective.
- 📄 Provide recommendations for addressing any gaps in system security, data integrity, audit trails, and compliance.

System and Compliance Improvement Recommendations:

- 📄 Provide a clear set of technical recommendations for improving system functionality, security, and audit compliance.
- 📄 Advise on software upgrades or enhancements that could improve the system's capacity to handle audits effectively.

Documentation and Reporting:

- 📄 Prepare a detailed report outlining findings from the system assessment, gaps identified, and recommended actions.
- 📄 Present a final report with clear technical and compliance recommendations and implementation steps.

4. Deliverables

Inception Report: outlining the firm/consultant's understanding of the assignment, methodology, work plan, and timeline.

System Audit Compliance Review Report: detailing the findings of the system assessment, gap analysis, and proposed solutions.

Final Report: containing technical recommendations and a roadmap for enhancing audit compliance in the Cooperative Software system.

5. Duration

The STTA assignment will be for a period of 30 days, starting from 2nd March 2025. The consultant is expected to complete the assignment within this period.

6. Qualifications and Experience

The consultant/firm should possess the following qualifications:

- 📄 Advanced degree in Computer Science, Information Technology, or a related field.
- 📄 Proven experience in software auditing, IT compliance, and system security.
- 📄 Expertise in cooperative management systems or similar software applications is preferred.

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- 📄 Strong experience in working with complex IT systems and conducting audits for technical compliance.
- 📄 Knowledge of regulatory frameworks related to auditing and data security is a plus.
- 📄 Strong communication skills and the ability to convey complex technical information clearly.

7. Payment Terms

The consultant/firm will be paid according to the following schedule:

- 📄 Upon submission and approval of the Inception Report: February 20, 2025.
- 📄 Upon submission of the System Audit Compliance Review Report: February 22, 2025.
- 📄 Upon submission and approval of the Final Report and Deliverables: February 28, 2025.

8. Reporting

The consultant/firm will report directly to the IT Officer/Program Manager, who will oversee the assignment and provide feedback and guidance as necessary.

9. Confidentiality and Non-Disclosure

The consultant/firm is expected to adhere to strict confidentiality regarding all project-related information, including system details, user data, and other proprietary information. A Non-Disclosure Agreement (NDA) may be required.

10. Evaluation Criteria

Proposals from consultant/firm will be evaluated based on:

- 📄 Relevant experience and qualifications.
- 📄 Proposed methodology and approach.
- 📄 Clear understanding of the scope and deliverables.
- 📄 Cost-effectiveness of the proposal.

This Terms of Reference provides a framework for engaging a consultant/firm to enhance the Cooperative Software system's technical and audit compliance.

Thank you.