

UNIVERSITY OF IRINGA



TERMS OF REFERENCE (TOR) FOR SYSTEMS AUDIT AT THE UNIVERSITY OF IRINGA

1. Background

The University of Iringa (Uoi) is a Christ-centered higher learning institution operating under the Evangelical Lutheran Church in Tanzania (ELCT). The University is located in the southern highlands of Tanzania. Uoi is committed to providing quality education and fostering academic excellence. To ensure the optimal performance and integrity of its key systems, Uoi is inviting bids from experienced experts to conduct a comprehensive systems audit.

This assignment is essentially a follow up of some scrupulous actions that happened a year or so back, where some students interfered with the fee payment system and made fake payments for their fees. Likewise, it was alleged that some students interfered with the Students' Academic Management Information System (SAMIS). To ease your task there are students who admitted to commit this fraud and paid the required tuition fees. These students are expected to play a key role during the requested audit. This therefore calls for a comprehensive audit to identify whether the systems have the required security features and check if they are well configured.

2. Main Objective

The main objective of this audit is to find out or prove whether the discrepancies that happened resulted from system hacking or collaboration with some unfaithful systems' users from Uoi staff and/or systems vendors (Collusion).

3. Specific Objectives/Requested Services

- a) Conduct comprehensive information systems audit to find out the following:
 - i. Whether the current systems have weak security features (What security features are in place and whether they are within the standards).

- ii. Whether the systems security features are configured to limit unauthorized access.
 - iii. Whether the policies, standards and guidelines are in place to ensure logical security and controls.
 - iv. Map the findings to the required standards.
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- b) Access the audit trail of the system to find out who accessed the systems on the date and time when those frauds in financial systems and illegal access to the academic systems were committed.
 - c) Interview students involved in the fraud and some of the staff to find out how the fraud was conducted in the management information systems.
 - d) Present the findings to the Management meeting for validation.

4. Information Systems for Audit

Specifically, the audit will encompass the following areas for each system:

SAMIS:

1. Evaluate the accuracy and security of students marks stored in SAMIS and their alignment with lecturers' entries.
2. Assess the process of adding, modifying, and publishing student marks.
3. Review the functionality of students' access to view marks and fees payment details.

OLAS:

4. Assess the accuracy and completeness of demographic data captured during the application process.
5. Evaluate the handling and security of sensitive information.
6. Review the selection process for transparency and effectiveness in students admission.

B-Smart:

7. Evaluate the efficiency and accuracy of the control number generation for student payments.
8. Assess the reconciliation process between fees payment records on B-Smart and SAMIS.
9. Review the functionality of recording students payments and the addition of related records.

5. Methodology

The bidder is expected to propose a comprehensive audit methodology that includes the following:

- On-site assessment of system security features.
- Examination of system audit trail to access logs, transaction histories, and access records.
- Interviews with relevant stakeholders, including system users and administrators.
- Security assessment including vulnerability testing and penetration testing for the mentioned information systems.
- Assessment of existing IT policies, standards, and guidelines.
- Assessment of the existing managerial controls for System Administrator to ensuring that rights are not misused.

6. Deliverables

Upon completion of the audit, the selected bidder is expected to provide the following deliverables:

- A scientific explanation of whether the fraud committed in payment systems and unauthorized access for academic records systems happened through systems hacking or through collaboration with unfaithful systems' users from Uol staff or systems developers/suppliers.
- Comprehensive audit reports for each system responding to each specific objective/requested services, outlining findings, challenges, and recommendations for improvement.
- Identification of discrepancies and challenges related to data integrity, system functionality, and efficiency.
- Proposed action plans for addressing the identified issues and enhancing the performance of the systems.

7. Requirements for Bidders

Bidders should possess the following qualifications and expertise:

- Experts Certified in Information System Audit.
- Expert with a minimum of five year in conducting systems audits, preferably within educational institutions and Financial Systems.
- Strong knowledge of best practices in auditing academic management, online application, and financial systems.

- Familiarity with the education sector and the complexities of university management processes.
- Demonstrated ability to provide actionable recommendations based on audit findings.

a. Timeline

- The systems audit is expected to be a 30 days assignment, commencing on September 25th 2023. In other words, a comprehensive report should be submitted to the UoI management on 25th October 2023.

8. Evaluation Criteria

Bids will be evaluated based on the bidder's Certification on Information Systems Audit, experience, expertise, proposed methodologies, and cost-effectiveness.

9. The technical proposal shall include:

- a. Methodology and each requested service
- b. Risk and Mitigation Measures
- c. CVs of Experts
- d. Copy of Registration Certificates
- e. Bank Statements for the last six months or more
- f. Total cost of the service

10. Contact Information

For inquiries and additional information, interested bidders are invited to contact Dr. Blandina Kisawike at blandina.kisawike@uoi.ac.tz or Phone Number 255 755 489 067.

11. Submission Deadline

Bidders are requested to submit their technical and financial proposals by 19th September 2023 at 16:30 hours.

The University of Iringa looks forward to receiving bids from qualified and capable experts who can perform a thorough systems audit to enhance the efficiency, accuracy, and data integrity of its key systems. The submissions should be sent by email to vc@uoi.ac.tz

