



National Audit Office

Expressions of Interest
for

*The Services of an Expert in
Information Systems Audit*

Issued on: 03 October 2025

Procurement Reference No: AUD/EOI/01/2025-2026

Client: National Audit Office

Section 1

Request for Expressions of Interest for the Services of an Expert in Information Systems Audit

[Authorized under Section 24 (2) (a) of the Public Procurement Act 2006]

1. Introduction

The purpose of this Expressions of Interest is to invite Expressions of Interest (EOI) from suitably qualified Service Providers to support the Information Systems (IS) Audit Team of National Audit Office (NAO) in the planning, execution and reporting of IS audit.

2. The objective of the assignment is to assist the IS Audit Team in effectively and efficiently auditing information system of organisations.

3. The scope of the assignment

- Audit Planning and Preparation;
- Audit Execution;
- Reporting and Follow-up; and
- Continuous Improvement.

4. The duration of the assignment

The duration of the assignment will be for an initial period of one year, with possibility of renewal for another year depending on satisfactory performance and progress on deliverables.

5. Procurement Process for the selection of the Service Provider for this assignment

5.1 This Request for Expressions of Interest is for the shortlisting of a minimum of three qualified Service Providers who would be invited to submit their proposals for the assignment referred to above.

5.2 The procurement process has been planned as follows:

Closing date for submission of Expression of Interest: 3 weeks as from date of publication on newspaper and website.

Date of issue of Request for Proposal: Mid-November 2025.

Closing date for submission of Request for Proposal: End of November 2025

Date of Award of Contract: Third week of December 2025

Implementation Period: Start of January 2026 to End of December 2026

6. Fund for assignment

The procurement of services of an expert in Information Systems Audit is being funded by the Ministry of Finance under the Expert Skills Scheme.

7. Client's requirements

1. Bachelor's degree in Information Technology/Computer Science.
2. 5 years of experience in IT Audit, or a related field, preferably with exposure to information systems.
3. Familiarity with relevant standards and frameworks (e.g. COBIT) is an advantage.
4. Strong analytical and problem-solving skills.
5. Excellent communication, both written and verbal, and interpersonal skills.
6. Ability to work independently and as part of a team.
7. Professional certifications such as CISA, CIA or relevant IT certifications are desirable.

8. Shortlisting criteria

Shortlisting of service providers will be based on:

- profile of the individual service provider;
- details of experience or similar assignments undertaken in the previous 5 years, including their locations ;
- the focus on the service providers' role in similar assignments, in the region or elsewhere.

9. Submission of EOIs

EOIs should be deposited in the Tender Box located at **14th Floor, Air Mauritius Centre, President John Kennedy Street, Port Louis**, not later than **13:30 p.m. on Monday 27 October 2025**. Late submissions will be rejected.

Section 2

Terms of Reference

1. Background:

The National Audit Office (NAO) recognises the importance of information systems in achieving strategic objectives. To ensure the integrity of these systems and the data they process, NAO will carry out Information Systems (IS) Audit. The service providers will provide essential support to the audit team in the planning, execution, and reporting of IS audit.

2. Objective:

To assist the IS Audit Team in effectively and efficiently auditing information system of organisations.

3. Scope of Work:

The service providers will be responsible for the following:

- Audit Planning and Preparation:
 - Prepare audit programs, checklists, and questionnaires based on relevant standards, frameworks (e.g., COBIT, ISO 27001), and organisational policies.
 - Gather and organise relevant documentation, including system diagrams, policies, procedures, and prior audit reports.
 - Assist in risk assessments to identify key audit areas and develop audit objectives.
- Audit Execution:
 - Conduct audit tests and procedures including but not limited to:
 - Reviewing system access controls and security configurations.
 - Evaluating data integrity and processing procedures.
 - Assessing change management processes.
 - Examining business continuity and disaster recovery plans.
 - Verifying compliance with relevant regulations and standards.
 - Document audit workpapers clearly and concisely, ensuring they support audit findings and conclusions.
 - Assist in the collection and analysis of audit evidence.
 - Participate in audit interviews and walkthroughs.

- Identify and document potential audit findings and recommendations.
- Reporting and Follow-up:
 - Prepare draft Management Letters on IS Audit.
 - Maintain records of audit findings, recommendations, and management responses.
 - Follow up on the implementation of agreed-upon IS Audit recommendations.
 - Assist in the preparation of periodic reports on the status of IS Audit.
- Continuous Improvement:
 - Stay updated on emerging information technology trends, security threats, and IS Audit best practices.
 - Contribute to the development and improvement of IS Audit methodologies and tools.
 - Train officers in carrying out effective IS Audit.
 - Perform other duties as assigned by the Head of NAO.

4. Deliverables:

The Service Providers are expected to deliver the following:

- Well-prepared audit work programs and supporting documentation.
- Accurate and complete IS Audit workpapers.
- Identification and documentation of IS Audit findings and recommendations.
- Contribution to draft Management Letters and Audit Report.
- Effective follow-up on IS Audit recommendations.
- Adherence to established audit timelines and quality standards.

5. Qualifications and Experience:

- Bachelor's degree in Information Technology/Computer Science.
- 5 years of experience in IT Audit, or a related field, preferably with exposure to information systems.
- Familiarity with relevant standards and frameworks (e.g., COBIT) is an advantage.
- Strong analytical and problem-solving skills.
- Excellent communication, both written and verbal, and interpersonal skills.
- Ability to work independently and as part of a team.
- Professional certifications such as CISA, CIA, or relevant IT certifications are desirable.

6. Reporting Requirements:

The Service Provider will report directly to the Head of NAO.

7. Duration:

The duration will be for an initial period of one year, with possibility of renewal for another year depending on satisfactory performance and progress on deliverables.

8. Payment Method:

Bank Transfer

9. Procurement Method:

The office will proceed with the Expression of Interest and based of the response received, a short list of service providers will be drawn.

The service providers will be invited to submit their Request for Proposals.

10. Performance Evaluation:

The service provider will be evaluated based on the quality of the work, adherence to timelines, effectiveness in supporting the audit process, communication skills, and contribution to the overall audit objectives.

This Terms of Reference outlines the key responsibilities and requirements for the IS Audit Expert.

Section 3

Response forms

Respondent's Submission

Service Providers are required to fill in the response templates. The content and tables shown hereunder is for information only. The data to be submitted as Respondent's Submission has been grouped into four templates as follows:

1. Section I
2. Section II
3. Section III, IV and V
4. Attachments

Procurement Reference No	AUD/EOI/01/2025-2026
Project Name	The Services of an Expert in Information Systems Audit
Project Country	Mauritius

I. Service Provider's Information

Date:	Country of Incorporation ¹ (if applicable)
Service Provider Name:	Acronym:
EOI Submission Authorized by:	Position:

Associations (Joint Venture or Sub-consultancy)

Serial No.	Service Provider	Acronym	Country of Incorporation (if applicable) ²	Joint Venture (JV) or Sub-consultant	EOI Submission Authorized By	Position

¹ The Service Provider must submit a copy of the Certificate of Incorporation of itself through VII EOI Attachments

² The lead Service Provider must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI attachments.

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

We confirm that:

- ☐ Documentation regarding our corporate structure including beneficial ownership has been attached.
- ☐ Documentation regarding our Board of Directors has been attached.
- ☐ A written agreement to associate for the purpose of this Expressions of Interest has been signed between the joint venture partners and has been attached.

II. Assignment Specific Qualifications and Experience

We list hereunder our project references which demonstrate our technical competence and geographical experience.

(Please provide relevant project information in Section D below).

A. Technical Competence

Project References, highlighting the technical qualifications of our entity/joint venture in undertaking assignments and details of past experiences working with project authorities.

B. Similar Experience

Project References, highlighting the technical qualifications of our entity/joint venture in undertaking similar assignments and details of past experiences working with similar project authorities.

C. Other relevant Information (maximum of 500 words)

D. Project References

We list hereunder our most relevant projects to demonstrate the firm's technical qualifications and similar experience (maximum 5 projects).

SN	Project	Period	Client	Country	Firm
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 3	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 4	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 5	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

III. We submit our comments on Terms of Reference

IV. We list hereunder the Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)

V. The details of the Key Experts available for this assignment

(a) Relevant Experience of the Single Entity's organization/ Joint Venture members Professional Staff are listed hereunder:

SN	Name	Qualification	Years of experience	Relevant Experience				
				Name of assignment - Duration	Client	Position	Duration	
							From	To
1								
2								
3								
4								
5								

(Please insert more rows as necessary)

(b) Relevant Experience of the External Professional Staff available to the Service Provider

SN	Name	Qualification	Years of experience	Relevant Experience				
				Name of assignment - Duration	Client	Position	Duration	
							From	To
1								
2								
3								
4								
5								

(Please insert more rows as necessary)

VI. EOI Attachments

SN	Description
1	Certificate of Incorporation of the lead member (if applicable)
2	Certificate of Incorporation of the JV member (for each member) (if applicable)
3	Letter of Joint Venture/intent of Joint Venture
4	Documents regarding corporate structure including beneficial ownership
5	Documents regarding Board of Directors
6	Any other attachment

[Please insert more rows as necessary]