Request for Proposal

2020 Research Project: Assessing Competencies and Career Aspirations in Internal Audit

February 5, 2020

Issued by:

Internal Audit Foundation
1035 Greenwood Blvd., Suite 149
Lake Mary, Florida 32746, USA

www.theiia.org/Foundation
1. Introduction

The Internal Audit Foundation is seeking a researcher, author, or team of researchers to collaborate on the 2020 research project, Assessing Competencies and Career Aspirations in Internal Audit, and is soliciting proposals in response to this Request for Proposal (RFP).

2. Project Background and Description

In 2020, The IIA will release an updated knowledge framework for the internal audit profession. Based on this framework, the Foundation seeks to assess competencies in the field and report on the state of professional competency in internal auditing globally, as well as assess career aspirations of those in internal auditing. For example, this project will include:

— Development of questions to assess competencies included in the knowledge framework
— Development of questions to assess career aspirations in the field of internal auditing
— Development of deliverable(s) to report on the state of internal auditing globally
— Items to include and consider can be read in the project scope and deliverable section

3. Project Scope and Deliverable

The overall objectives of this project are:

- Determine the state of internal audit by identifying the competency levels that exist in the field.
- Determine if competencies included in the knowledge framework are used consistently in practice.
- Determine competency’s relevance to respondent’s performance of job duties (position), organization, industry, etc.
- Determine if the internal audit function has sufficient resources and training to foster achievement of individual competencies.
- Determine what type of training materials would be beneficial for various levels in internal audit, industry, organization size, etc.
- Determine career aspirations of individuals in internal auditing.

This project will include:

- Development of survey questions to accomplish the above objectives.
  - Survey questions need to be developed to:
    - Allow for selection of relevancy, importance application, and resources needed (or available) for each competency
    - Allow for respondents to select that the competency is not applicable
    - Assess respondent’s proficiency on each competency
    - Assess career aspirations of those in internal audit (at various levels)

- Consider: Is the internal audit function a training ground for managers? Are positions in the internal audit function rotational? Are competencies gained in
internal audit applicable to other functions? How did respondents arrive to the field?
- Comparison of career aspirations considering size of the internal audit function

**Potential Outcomes:**
- An overall state of professional competency in the field
- Report of gaps in skillsets across various demographics
- CAE benchmarking – compare the various levels of competencies across demographics
- Individual assessment of career competencies, skill gaps, and the ability to develop a plan for remedying these gaps
- Regional comparison in competency levels
- Stakeholder opinion of the existent competencies and skill gaps – useful for the CAE/director
- Audit committee opinion on the existent competencies and skill gaps – useful for 360-degree type of evaluation in conjunction with stakeholder opinions
- Comparison of the state of professional competency in the past to today. How has the knowledge framework evolved?

**Considerations:**
- Thorough assessment of knowledge framework expected
- Length of survey – how to communicate this information with respondents to help avoid survey fatigue
  - Develop a way to determine relevance to an individual’s position or industry, or if the competency is related to the mission of their internal audit function/organization.
- Do survey questions need to be developed to target the various levels in internal audit?
- What factors might influence the level of competency in an internal audit function (i.e., length of time the internal audit function has been in existence)?

4. **Completion Date**

To be determined. See also paragraph 7 below for project timeline.

5. **Submission Guidelines and Requirements**

The following submission guidelines and requirements apply to this RFP:

First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response.

Proposals should include a summary page and appendices as described below, and should be organized as follows:

A. **Proposal Summary Page**
   1) Proposal title (specific to the proposal, not the same as the name of the topic)
   2) Primary author’s name, contact information, and credentials
   3) Date the proposal is submitted
B. Project Description and Approach

1) Approach to the scope of work
2) Description/role of team members
3) Proposed annotated table of contents: this should include potential section/chapter titles along with two to three sentences describing each
4) Projected timeline for completion
5) Project budget

C. Author(s)

1) Brief description of qualifications and experience of each researcher
2) A review of researcher’s previous works, if applicable (books, articles, etc.)

D. Appendices

1) Curriculum vitae (CV) for each researcher (three pages, maximum)
2) Previous author affiliation with The IIA or Internal Audit Foundation (previous research or educational products published, volunteer participation, chapter officer, etc.)
3) References

6. Evaluation Criteria

The Foundation will evaluate proposals based on the following factors:

- Responsiveness to the requirements set forth in this RFP
- Current experience and knowledge of internal audit management
- Relevant past experience
- Samples of previous, relevant work
- Project budget and schedule

The Foundation reserves the right to award the bidder that presents the best value to the Foundation and to the internal audit profession as determined solely by the Foundation in its absolute discretion.

7. Project Timeline

The proposal award and project timeline is as follows: (to be completed by Foundation)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposal Issuance</td>
<td>2/10/2020</td>
</tr>
<tr>
<td>Questions and Clarification Period</td>
<td>2/10/2020 – 2/21/2020</td>
</tr>
<tr>
<td>Responses to RFP Due</td>
<td>3/31/2020</td>
</tr>
<tr>
<td>Selection of Top Bidders / Notification to Unsuccessful Bidders</td>
<td>4/10/2020</td>
</tr>
<tr>
<td>Notification of Award and Contracting</td>
<td>4/13/2020 – 5/8/2020</td>
</tr>
<tr>
<td>Project Start</td>
<td>5/11/2020</td>
</tr>
<tr>
<td>Project Completion (final draft accepted by IAF)</td>
<td>3/12/2021</td>
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</tbody>
</table>
8. Project Team and Budget Description

Budget (Give itemized budget based on the funds that the proposer has allocated toward this project)

9. Key Contacts and Project Management

Interested parties should submit proposals by no later than 3/20/2020, to:

Internal Audit Foundation
Attn: Joy Bruno
1035 Greenwood Blvd., Suite 401
Lake Mary, Florida 32746 USA
Foundation@theiia.org

To learn more about the Internal Audit Foundation, visit www.theiia.org/Foundation.