



# Audit Service Bulletin

**Vision :** To become a world class supreme audit institution, delivering professional, excellent and cost effective auditing services

## Manual Procurement is over. GHANEPS replaces. What is up for Public Sector Auditors?

**Emmanuel Amegah - Principal Auditor, Lawra District Office**



Manual Procurement has been the practice for all Public Institutions since the passing of Public Procurement Act 2003 (Act 663) in 2003.

The practice has been severely marred with heavy human interference which paves ways for corruption resulting into huge financial loss to the states over the years.

Fortunately, in an attempt to minimize this human interference with Public Procurement, Government through its digitization drive has set up electronic procurement called Ghana Electronic Procurement System (GHANEPS) which will be used for all government procurements.

### Background of GHANEPS

On 30th April, 2019, Public Procurement Authority launched a Ghana e-procurement system, called the Ghana Electronic Procurement System (GHANEPS).

It is a web-based, collaborative system, developed in accordance with the requirement of public procurement laws, to facilitate public procurement processes in Ghana. It offers a secure, interactive, dynamic environment for carrying out procurement of all categories, complexity or value.

GHANEPS supports processes of procuring Goods, Works, Consultancy, Non-Consultancy and Disposal of Assets. The system's procedures will be implemented in accordance with guidelines issued on the use of the system.

For avoidance of doubt, the use of GHANEPS by Public Sector Institu-

tion for carrying out Government Procurement is mandatory as communicated in the Circular No. PPA/CEO/10/2491/23 dated 18 October, 2023 issued by the Chief Executive of Public Procurement Authority. In addition, Minister of Finance has per Circular No. MOF/LD/SLCAOA/20.7/23 dated 31 August, 2023 directed that, appropriate sanctions will be applied to Management of Public Institutions who failed to comply with the use of GHANEPS to procure all government stores.

### The roll out processes

Since the launch of GHANEPS in April 2019, the PPA has rolled out the system to 869 entities as at September, 2023 across all the 16 Regions of Ghana. Public Institutions covered are Special and Independent Constitutional Bodies, Central Management Agencies, MDAs, MMDAs, Statutory Fund Management Bodies, State Owned Enterprises, Health Institutions, Tertiary Education Institutions etc. Each of these Institutions, have gone through the roll-out phase which consists of onboarding, training, and Post-Go-Live Support Stages.

It is worth noting that, GHANEPS has been integrated with GIFMIS after which payments will only be made in GIFMIS for contracts that are procured through GHANEPS and as such, a grace period was allowed to train and prepare entities for the transition from manual to electronic procurement. Subsequently, the grace period is now over and failure to comply with this attract sanctions.

### Outline of steps involved in GHANEPS

With GHANEPS, tenderers are required to download tender documents electronically from the website, [www.ghaneps.gov.gh](http://www.ghaneps.gov.gh), with their respective username and password to access the tender documents. The username and password are to be generated by the tenderer on the GHANEPS on their first time of registration on the website. This unique username and password shall be used by the tenderer to transact and access any documents on the system.

Tenders together with valid pre-qualification documents must be submitted through the GHANEPS website and on the deadline of submission of tenders, the procuring entities shall open the tenders electronically on the same GHANEPS.

Other procurement activities that can be carried out on the GHANEPS are tender notification, tender preparation and submission, online tender evaluation, contract awarding, request for quotations, creation and management of catalogue, creation and management of framework agreements and auctions and payments.

### Benefits of GHANEPS

- ◆ It tackles the malpractice of cartel formation to a great extent. It

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Articles and contributions are welcome from staff



ensures the safety of users' information and this is because, data safety is at times compromised in the manual procurement process, and this e-platform is believed to do away with such occurrences.

- ◆ It provides an effective and efficient way of improving procurement while saving taxpayers money.
- ◆ It gives wider participation to service providers, leading to increased competition.
- ◆ It saves business time by speeding up orders and delivery times, and it is a more sustainable way of doing business for government.
- ◆ It ensures transparency in public procurement as the evaluation and award process is conducted online with minimum human intervention.
- ◆ Information made available online by

the GHANEPS enables interested parties such as civil societies, suppliers, contractors to instantly access information associated with each tender and award process.

#### What is up for Public Sector Auditor

Now that public procurement has been automated, it is up to us the public sector auditors to be abreast with the operation of the GHANEPS. As such, we need to be trained on how to access and review procurement processes, documents and its related records on the GHANEPS system to confirm compliance with the laid down procedures and provisions in the Public Procurement Act to enable us determine if the procurement processes are transparent and thus value for money has been achieved from the procurement transactions undertaken on the GHANEPS in fulfilment of our mandate as enshrined in Section 13 of the Audit Service Act, 2000 (Act 584) and Regulation 27(2) of

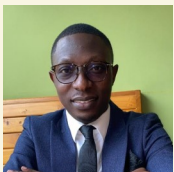
the Audit Service Regulation 2011 (C.I. 70).

As most of our audits are compliance audit, a time will come when we will be expected to query management of Public Institutions and report on non-compliance with this PPA directive on use of GHANEPS to carry out public procurements just as we have been querying management of Public Institutions for not processing payments through GIFMIS platform.

#### Conclusion

With this write up, I strongly believe that readers will be provided with pre-knowledge on the operation of GHANEPS ahead of our official engagement with and access to this e-procurement system to conduct our routine public procurement audit. I will bring you updates to GHANEPS in my next article. Enjoy your reading.

### Ghana's transition to clean energy: The auditor's role in mitigating climate change Gideon Boateng, Principal Auditor - CGAD / Public Accounts Branch



#### Introduction

Ghana, like many nations across the globe, is facing the daunting challenges posed by climate change. Rising temperatures, erratic rainfall patterns, and increasing occurrences of extreme weather events have compelled the country to seek sustainable solutions. Transitioning from fossil fuels to clean energy sources is not just an environmental imperative; it is also crucial for economic growth and energy security. This article explores Ghana's journey toward clean energy and emphasizes the critical role of auditors in this transformation.

#### The Climate Challenge in Ghana

Ghana's economy is heavily dependent on agriculture, which is highly vulnerable to climate change. The sector contributes significantly to GDP and employment, but the impacts of climate change threaten food security and livelihoods. Moreover, urban areas are grappling with energy deficits and pollution caused by reliance on non-renewable energy sources. In response, the Ghanaian government has committed to reducing greenhouse gas emissions and increasing the share of renewable energy in its energy mix.

#### Transition to Clean Energy

Ghana has set ambitious targets for renewable energy. The government aims for 10% of the country's energy generation to come

from renewable sources by 2030. This includes investments in solar, wind, and biomass energy. Several projects are underway, such as the introduction of solar power initiatives in rural areas and the potential for wind energy along the coastal regions.

To support this transition, Ghana must enhance its regulatory framework, attract investment, and build public awareness around clean energy solutions. However, for these efforts to be effective and sustainable, accountability and transparency are paramount.

#### The Auditor's Role

Auditors play a crucial role in ensuring the integrity of the transition to clean energy in Ghana. Their responsibilities encompass several key areas:

- Financial Audits:** Auditors assess the financial records of energy projects to ensure that funds are utilized appropriately. They verify that investments in renewable energy are being directed to legitimate projects and not mismanaged or misappropriated.
- Performance Audits:** Beyond financial audits, auditors evaluate the effectiveness and efficiency of clean energy initiatives. This includes assessing whether projects meet their intended goals and deliver on expected outcomes, such as reduced emissions and increased energy access.
- Compliance Audits:** Auditors ensure that projects comply with national and inter-

national regulations related to environmental protection and renewable energy standards. They help identify any deviations from regulatory requirements, thereby safeguarding the interests of stakeholders and the environment.

d. **Risk Assessment:** Auditors identify potential risks associated with renewable energy projects, including environmental, financial, and operational risks. By highlighting these risks, auditors contribute to more informed decision-making by stakeholders.

e. **Stakeholder Engagement:** Auditors can facilitate communication between various stakeholders, including government agencies, private investors, and local communities. By providing independent assessments and reports, auditors enhance trust and collaboration among parties involved in clean energy projects.

#### Conclusion

Ghana's transition to clean energy represents a significant opportunity to combat climate change while fostering economic growth and energy security. However, the success of this transition hinges on transparency, accountability, and effective governance. Auditors play a pivotal role in this process, ensuring that resources are used wisely, projects are effective, and compliance is maintained. By bolstering their involvement in the clean energy sector, Ghana can move closer to achieving its climate goals and securing a sustainable future for its citizens.



## Highlights of key aspects in the Financial Audit Methodology - Fred Lokko



In this 3rd quarter edition, we will look at Steps 6 (Understand the entity's internal controls) and Step 7 (Other relevant considerations) of the Understanding the Entity (UE) phase of the Financial Audit Methodology (FAM).

### Understand the entity's internal controls

There is the need for the auditor to understand the audited entity's internal control environment (step 6). This assessment should cover both the manual and information system control environment. It is the responsibility of the audited entity to put in place appropriate internal controls to prevent and detect material misstatements. However, the auditor is responsible for the determination of whether these controls put in place by the client are potent enough to address the risk of material misstatements.

The auditor should design appropriate audit procedures (both test of controls and substantive testing) to obtain the assurance that these controls are well designed and effective. As part of the auditor's assessment of the client's internal control environment, the auditor should obtain an understanding of the client's information system/technology through interviews, studying operating manuals of the client etc. It is important for the auditor to focus more on the relationship that the client's information

systems have with the financial statements and their content thereof. Weaknesses in the information system's data may potentially result in material misstatement in the financial statements. The auditor should ensure that the entity's information from its IT systems is of the required level of confidentiality, integrity and availability.

The auditor should establish during the planning phase of the audit as to whether it is necessary to test IT controls. By implication, if the client's IT systems have nothing to do with the information that goes into the entity's financial statements, then the auditor should not spend too much time evaluating and testing these controls. More guidance on how to test IT controls is documented in AFROSAI-E's financial audit manual.

### Other relevant considerations (Step 7)

Apart from the main considerations discussed in previous editions of the GAS bulletin, the Auditor is also required to obtain an understanding of other very relevant issues and assess potential risk of material misstatement (ROMM) thereof.

These Other relevant considerations are as follows:

- Litigations and claims against the entity- the Auditor needs to enquire from the management of the audited entity as to whether there are any active legal cases including claims involving the entity. An as-

essment of ROMM needs to be performed in this regard as these litigations (if any) may potentially result in a judgement liability. Ordinarily, legal suits involving MDA's are taken up by the Attorney-General for the Republic of Ghana and any judgement liability (debt) arising are generally paid from the Consolidated fund. The audited entity needs to disclose such a transaction. This disclosure may be materially misstated.

- Service organizations (Outsourcing)- The audit team needs to enquire from the auditee as to whether any of its key functions has been outsourced to another service organization. It is very important for the auditor to focus on outsourced functions with implications on the financial statements and then establish if there are appropriate internal controls to mitigate against ROMM.

- Related parties- The audit team should find out from the auditee if there were any related parties associated with the entity. The auditors should investigate if there are significant transactions with these related parties. Related party transactions by their nature are material and therefore, the audit team should analyze ROMM in relation to these transactions (if any).

- Understanding the work of an expert- During the UE phase of the audit, the auditor should identify when the use of an expert is appropriate. The audit team may need the

services of an expert to deal with an issue such as valuation of an asset (the value reported by the auditee may be materially misstated); this will enable the auditor to obtain sufficient appropriate audit evidence. In the case of GAS, the audit team can contact the office of the DAG responsible for performance audit for assistance.

- Going concern /Sustainability of services- generally, an entity is a going concern when it is reasonably certain that it will continue to meet its statutory obligations for the foreseeable future (the next accounting period). However, a public sector entity such as the MDA's, their ability to sustain their services as mandated is referred to as "sustainability of Services" rather than Going Concern". This is because, an MDA will not necessarily go "out of business" since it is a public sector entity.

- Prior year's audit reports- the auditor needs to consider issues reported in the prior year's auditor's report, management letter and the reports of the Public Accounts Committee. Material issues captured in prior year auditor's reports should be factored into the current year's audit planning process. ROMM should be analyzed from this perspective in relation to the current audit assignment.

In the next edition, I will deal with the last step (step 8) in the Understanding the Entity phase of the FAM. Watch out for the next edition.

## The Counsellor by Elizabeth Senyo-Pongo, Director of Audit, Akropong-Akuapem Topic: Workplace stressors



Workplace stress, also known as work-related stress, refers to a negative experience people get when presented with work demands and pressures not matched to their knowledge and abilities. Common organizational stressors are; high work demands, having little control over your work, unsupportive supervisors and co-workers and lack of role clarity. Job stress can lead to poor health and even injury.

### Causes

The workplace stress can be attributed to situations such as long hours, heavy workload, changes within the organisation, tight deadlines, job insecurity and conflicts with co-workers or bosses. Others are; over-supervision, inadequate

working environment, lack of proper resources, discrimination and few promotional opportunities. Symptoms include low performance, depression, anxiety and sleeping difficulties which have negative impact on output and general performance.

### Self-help for the Individual

There are a number of ways a person suffering from work related stress can help themselves.

- \* Talk over your concerns with your employer or human resources manager.
- \* Think about the changes you need to make at work in order to reduce your stress levels and then take action. Some changes you can manage yourself while others will need the help of others.

- \* Take care of yourself. Eat healthy diet and exercise regularly.

Make sure you have enough free time for yourself every week.

- \* Make sure you are well organised. List your tasks in order of priority. Schedule the most difficult tasks of each day for times when you are fresh, such as first thing in the morning.

- \* Consider the benefits of regular relaxation. You could try meditation or yoga.

- \* Don't take out your stress on loved ones. Instead, tell them about your work challenges and seek their support and suggestions.

- \* Avoid excessive drinking and smoking. They can cause additional

health problems.

- \* Seek professional counselling from a psychologist.

### Conclusion

Work-related stress is a management issue. It is therefore important for employers to recognise it as a significant health and safety issue. An organisation should ensure a safe working environment and ensure all employees are properly trained for their jobs. Management should devise a stress management policy in consultation with the employees and encourage an environment where employees have more say over their duties, promotional prospects and safety. They should cut down on the need for overtime by reorganising duties or employing extra staff.



## Citizens eye sensitization in five regional capitals

The Citizenseye campaign supported by GIZ, has successfully raised awareness about the Citizenseye Mobile Application that enables citizens to participate in promoting accountability in public offices through the App.

With the slogan “Speak Out! Your Silence Will Hurt Everyone”, the campaign seeks to cultivate a culture of transparency, accountability, and active citizen participation in governance.

The campaign was held in five regional capitals: Accra, Bolgatanga, Sunyani, Tamale, and Wa. The Audit

Service team engaged the public through a series of activities, including floats through principal streets, sensitization sessions in churches and mosques, and stakeholder engagements.

Launched in 2019, the App enables users to report suspected cases of mismanagement, fraud, abuse, waste, and other irregularities in five key areas: education, health, environment, infrastructure, and agriculture.

Users can also rate public service delivery and provide feedback to the Au-

ditor-General on government policy implementation.

The App's objectives include following up on reported cases of corruption and abuses of the public purse, as well as identifying areas of public interest and prioritizing performance and financial audits.

Feedback from stakeholders and download of the App after the campaign shows that awareness has increased and the campaign has successfully generated public interest in the App.

### Pictures from the sensitization campaign





## Breast cancer risk factors

### Key points

- \* Your risk for breast cancer is due to a combination of factors.
- \* The main factors that influence risk include being a woman and getting older.

### Overview

Studies have shown that risk for breast cancer is due to a combination of factors. The main factors that influence risk include being a woman and getting older. Most breast cancers are found in women who are 50 years old or older.

Some women will get breast cancer even without any other risk factors that they know of. Having a risk factor does not mean you will get the disease, and not all risk factors have the same effect. Most women have some risk factors, but most women do not get breast cancer. Talk with your doctor about ways you can lower your risk and about screening for breast cancer.

### Risk factors you cannot change

- \* Getting older. The risk for breast cancer increases with age. Most breast cancers are diagnosed after age 50.
- \* Genetic mutations. Inherited changes (mutations) to certain genes, such as BRCA1 and BRCA2, increase risk of breast and ovarian cancer.
- \* Reproductive history. Starting menstrual periods before age 12 and starting menopause after age 55 expose women to hormones longer, raising their risk of getting breast cancer.
- \* Having dense breasts. Dense breasts can sometimes make it hard to see tumors on a mammogram. Women with dense breasts are also more likely to get breast cancer.
- \* Personal history of breast cancer or certain noncancerous breast diseases. Women who have had breast cancer are



more likely to get breast cancer a second time. Some noncancerous breast diseases such as atypical ductal hyperplasia or lobular carcinoma in situ are associated with a higher risk of getting breast cancer.

- \* Family history of breast or ovarian cancer. Having a family history of breast cancer may increase risk for breast cancer. For example, risk may be higher if a person's mother, sister, or daughter (first-degree relative) or several family members on either parent's side of the family have had breast cancer, or if a relative had breast cancer at a young age. A family history of ovarian cancer or breast cancer in a male relative also raises risk.
- \* Previous treatment using radiation therapy. Women who had radiation therapy to the chest or breasts (for instance, treatment of Hodgkin's lymphoma) before age 30 have a higher risk of getting breast cancer later in life.
- \* Exposure to the drug diethylstilbestrol (DES). DES was given to some pregnant women in the United States between 1940 and 1971 to prevent miscarriage. Women who took DES have a higher risk of getting breast cancer. Women whose mothers took DES while pregnant with them also may have a higher risk of getting breast cancer.

### Risk factors you can change

- Not being physically active. Women who are not physically active have a higher risk of getting breast cancer.
- Being overweight or having obesity after menopause. Older women who are overweight or have obesity have a higher risk of getting breast cancer than those at a healthy weight.
- Taking hormones. Some forms of hormone replacement therapy (those that include both estrogen and progesterone) taken during menopause can raise risk for breast cancer when taken for more than 5 years. Certain oral contraceptives (birth control pills) also have been found to raise breast cancer risk.
- Reproductive history. Having the first pregnancy after age 30, not breastfeeding, and never having a full-term pregnancy can raise breast cancer risk.
- Drinking alcohol. Studies show that a woman's risk for breast cancer increases with the more alcohol she drinks.
- Research suggests that other factors such as smoking, being exposed to chemicals that can cause cancer, and changes in other hormones due to night shift working also may increase breast cancer risk.

### Who is at high risk for breast cancer?

If you have a strong family history of breast cancer or inherited changes in your BRCA1 and BRCA2 genes, you may have a high risk of getting breast cancer. You may also have a high risk for ovarian cancer.

Talk to your doctor about ways to reduce your risk, such as medicines that block or decrease estrogen in your body, or surgery.

Source: [www.cdc.gov](http://www.cdc.gov)  
[www.linkedin.com](http://www.linkedin.com)

Health  
Corner

P. O. Box M96, Ministries Accra  
Ministries Block 'O'

Digital Address: GA-110-8497

Phone +233(0)302664920/28/29

Email: [info@audit.gov.gh](mailto:info@audit.gov.gh)

Website: [audit.gov.gh](http://audit.gov.gh)

### Personality profile



**MANSIASAN SIMON ADDAE**

### Principal Auditor, Damongo Audit Office

Joined the Service in December 2017

Hails from Bankamba, Kpandai District, Northern Region

Favourite food is fufu with light soup

Hobby is watching football