



REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR PROVISION OF EXTERNAL AUDIT SERVICES

1. Background

Living Water International Rwanda (LWIR) is a Christian non-governmental organization and an affiliate of Living Water International (LWI). Since 2007, LWIR has been implementing Water, Sanitation, and Hygiene (WASH) programs across Rwanda with the aim of improving access to safe water, sanitation, hygiene, and community health services. LWIR operates with funding from various donors and is committed to maintaining the highest standards of financial accountability, transparency, stewardship, and compliance with applicable laws, regulations, donor requirements, and organizational policies.

To support these commitments, LWIR invites Expressions of Interest from qualified, experienced, and legally registered audit firms in Rwanda to provide independent external audit services for the organization.

2. Objective of the Assignment

The objective of this assignment is to engage an independent audit firm to conduct annual external audits of LWIR's financial statements. The audit will be carried out in compliance with International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS), Rwanda laws, and other applicable regulations with the objective of expressing an opinion on the financial statements as per statutory requirements and to obtain reasonable assurance that the financial statements reflect a true and fair view.

3. Scope of Work

The selected audit firm will be expected to do the following:

Financial Audit

- Conduct an independent audit of LWIR's annual financial statements in accordance with International Standards on Auditing (ISA).
- Assess whether the proper books of accounts have been maintained in compliance with relevant accounting standards and legislation.
- Perform transaction testing and verify the existence, ownership, and valuation of assets and liabilities
- Verify the accuracy and completeness of accounting records and supporting documentation.

Internal Control Review

- Review and assess the adequacy and effectiveness of organization's internal control systems.

- Identify weaknesses or gaps in internal controls and provide recommendations for improvement.
- Provide insights on the economy, efficiency, and effectiveness in the use of program resources.
- Evaluate risk management and financial governance practices.

Compliance Review

- Review compliance with donor agreements and funding requirements.
- Assess the compliance of Living Water International Rwanda to the statutory and other regulatory requirements.
- As per the Rwandan financial regulation, carry out investigations to enable you form an opinion as to whether:
 - a) Adequate accounting records have been kept by LWIR Rwanda.
 - b) LWIR Rwanda financial statements agree with the accounting records and returns.
 - c) The information given in the Directors' Report is consistent with the financial statements.
 - d) The financial statements have been prepared in conformity with the requirements of the Rwandan financial regulation.
 - e) The financial statements have been prepared in conformity with appropriate and acceptable accounting standards and principles.

Audit Deliverables

- An independent audit opinion on the financial statements.
- A detailed management letter, including detailed findings, observations and recommendations to improve financial and operational performance.
- Present audit findings to LWIR management and, where requested, to the Board or Governance Committee.
- Provide the final Rwanda Revenue Authority annexes reports for the audited period where applicable.

Additional Services (As Needed)

- Conduct special audits or donor-specific audits when required.
- Provide professional advice on emerging accounting, compliance, and regulatory matters affecting non-governmental organizations.

4. Minimum Eligibility Requirements

Interested audit firms must meet the following minimum requirements:

Legal and Regulatory Requirements

- Be legally registered and licensed to operate in Rwanda.
- Possess a valid Tax Clearance Certificate issued by the Rwanda Revenue Authority (RRA).
- Possess all applicable statutory compliance certificates and licenses required to provide audit services in Rwanda.
- Be registered with the Institute of Certified Public Accountants of Rwanda (iCPAR), and all proposed audit personnel must hold current practicing certificates where applicable.
- The audit firm must be in good standing with iCPAR and should not have been subject to any disciplinary action by iCPAR or any other relevant professional or regulatory body.

Professional Qualifications

- Be accredited and authorized to conduct external audits in Rwanda.
- Have qualified audit personnel with recognized professional certifications such as CPA, ACCA, CA, or equivalent.
- Demonstrate a strong understanding of International Standards on Auditing (ISA), nonprofit accounting practices, and donor compliance requirements.
- Maintain a system of quality control in the provision of audit and assurance services.

Experience and Technical Capacity

- Have a minimum of five (5) years of experience providing external audit and assurance services.
- Demonstrate experience serving as an external auditor for International Non-Governmental Organizations (INGOs) operating in Rwanda for at least two (2) years.
- Demonstrate successful completion of similar audit assignments for INGOs, donor-funded projects, development agencies, or charitable organizations.
- Provide at least three (3) references from organizations for which similar services have been provided within the last five years.
- Demonstrate the capacity, capability, and experience required to undertake the audit assignment and deliver all required outputs within the agreed timelines.
- Have adequate staffing, technical resources, and operational capacity to effectively perform the assignment.

Proposed Audit Team Requirements

- The proposed audit team shall comprise suitably qualified and experienced personnel with relevant expertise in external auditing and non-profit financial management.
- The audit team may not comprise more than one junior staff member (defined as having less than one year of experience with the audit firm).
- Key personnel proposed for the assignment must have demonstrated experience in auditing NGOs, donor-funded projects, or similar organizations.
- The firm must submit detailed Curriculum Vitae (CVs) of all proposed key personnel, indicating their qualifications, certifications, roles, and relevant experience.

Independence and Ethics

- Demonstrate independence from LWIR and its affiliates.
- Maintain strict confidentiality and adhere to professional ethical standards throughout the engagement.
- Disclose any actual or potential conflicts of interest that may affect the performance of the assignment.

5. Submission Requirements

Interested firms should submit the following:

- Company profile, including organizational structure and key personnel.
- Certificate of Registration (RDB) and relevant operating licenses.
- Tax Clearance Certificate and other statutory compliance documents.
- Evidence of registration with iCPAR and proof of good standing.
- Technical proposal outlining background, audit methodology, and timeline.

- Evidence of professional accreditation and membership in relevant professional bodies.
- Detailed description of the firm's experience in conducting external audits, particularly for NGOs, INGOs, and donor-funded organizations.
- Curriculum Vitae (CVs) of key audit personnel proposed for the assignment.
- List of at least five relevant references, including contact information.
- ❖ **Brief technical proposal outline:**
 - Understanding of the assignment.
 - Proposed audit methodology and approach.
 - Quality assurance procedures.
 - Estimated timelines for audit execution and reporting.
- ❖ **Financial proposal indicating professional fees and any associated costs.**

Submit a detailed financial proposal in Rwandan Francs (RWF), clearly indicating:

- Total professional fees for conducting the annual external audit.
- Breakdown of fees by key audit activities, where applicable.
- Costs associated with staffing, travel, logistics, and administrative expenses.
- Applicable taxes, including VAT, clearly indicated as included or excluded.
- Rates for any additional services that may be requested outside the scope of the annual audit.
- Confirmation that the proposed fees shall remain valid for at least ninety (90) days after the submission deadline.
- The financial proposal should be presented as a fixed lump sum amount covering all costs necessary to complete the assignment. Any costs not explicitly stated in the proposal shall be deemed included in the quoted amount.

6. Evaluation Criteria

Expressions of Interest will be evaluated based on the following criteria:

| Criteria | Weight (%) |
|--|------------|
| Relevant Experience of the Firm | 25 |
| Qualifications and Experience of Proposed Team | 15 |
| Understanding of Assignment and Methodology | 10 |
| References and Past Performance | 10 |
| Financial Proposal | 40 |

LWIR reserves the right to request additional information, conduct interviews, or reject any submission that does not meet the required standards.

7. Duration of Engagement

The initial engagement shall be for a period of one (1) year, subject to satisfactory performance and mutual agreement. LWIR may renew the contract annually based on performance, organizational needs, budget availability, and donor requirements.

8. Submissions, deadlines and inquiries

Interested firms are invited to submit their Expressions of Interest electronically in a single PDF document via email: LWIRProcurement@water.cc

Email subject line must read: **"Expression of Interest for external audit services"**

Deadline for submission: June 29th, 2026, at 17:00 (Rwanda time), late submissions will not be accepted.

All inquiries or clarifications should be made exclusively via email to LWIRProcurement@water.cc

9. Disclaimer

LWIR reserves the right to accept or reject any or all submissions, cancel the procurement process at any stage, and is not bound to award a contract solely based on this invitation. Submission of an Expression of Interest does not constitute a commitment by LWIR to award a contract or reimburse any costs incurred in preparing the submission.


Hastings Banda
Country Director
Living Water International Rwanda

