

**Request for Quotation (RFQ) ref: RFQ/2023/01**

## **1.Introduction**

HANDICAP INTERNATIONAL FEDERATION (HI), operating under the name Humanity & Inclusion a not-for-profit association governed by the French Act of July, 1st, 1901, domiciled at “138, avenue des Frères Lumière – 69371 Lyon cedex 08, France” and registered in Rwanda under RGB with the registration number TIN No 100600244, Kicukiro sector, Kicukiro District, Ville de Kigali, P.O. Box 747 KIGALI.

### **Preamble**

HI is an independent international aid organization working in situations of poverty and exclusion, conflict and disaster,

HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,

HI is committed to promoting the respect of their dignity and their fundamental rights.

To that end, HI retains service providers who are reputed for their skills in their field of activity,

HI and the Service provider has agreed to work together in a working relationship devoid of any form of hierarchical subordination.

### **1.1 Background summary**

Federation Handicap International operating under the name of Humanity & Inclusion (HI) is an independent and impartial aid organisation working in situations of poverty and exclusion, conflict and disaster. We work alongside people with disabilities and vulnerable populations, acting and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights. Since December 2021, HI in consortium with World Vision (the Prime) and Imbuto Foundation, is implementing a five-year USAID-funded literacy activity entitled Home & Communities Activity. These consortium members play an important role in strengthening the technical capacity of local partners, stakeholders and communities to take on increasing levels of responsibility and leadership by promoting evidence-based programming and disseminating project lessons and innovations.

HI's contribution is on the intermediate result (IR) 3: **Improved Literacy Learning Opportunities for Children with Disabilities**. HI provides technical direction and

coordination in improving learning and literacy opportunities for children with disabilities. HI has a total budget of 2,356,319 USD for the period ending on May 31, 2026.

In order to check that internal quality controls are carried out correctly, HI is seeking to recruit an auditing firm to carry out a comprehensive audit for the Homes and Communities Activity for the period of December 1st, 2021 to September 31<sup>st</sup> 2022.

### **1.2 Audit Objective**

The objective of the audit of the Financial Statements is to enable the auditor to express a professional opinion on the financial position of the organisation at the end of the reporting period and of the funds received and expenditures for the reporting period, as reported by the HI Rwanda Programme and in particular to confirm that the reported expenditure has, in all material respects, been used in conformity with the provisions of the International Public Sector Accounting Standards.

In addition, the audit will confirm that the Financial Statements agree with the books of accounts which provide the basis for the preparation of the Financial Statements and are established to reflect the financial transactions in respect of the organisation.

### **1.3 Scope**

The audit will be carried out in accordance with international standards of auditing. It will include such tests of transactions and of the existence, ownership and valuation of assets and liabilities:

The audit will cover the following:

- The audit shall express an opinion on whether the execution of the Organisation's activities has complied with the rules and conditions governing the use of funds as expressed or referred to in the organisation's Financing/Grant Agreement.
- Examining on test basis evidence supporting the amounts and disclosures in the expenditure statements.
- Consideration of internal controls over financial reporting as a basis for determining audit procedures that are appropriate
- Determine whether the statement of expenditure presents fairly, in all material aspects, the Organisation's costs incurred during the year under review.
- Necessary supporting documents, records and accounts have been kept in respect of programme expenditure.
- To establish the physical existence of HI programme assets as in the asset register, their conditions and locations.
- The audit report shall express an opinion on whether the submitted final financial report is correct and gives a true and fair view of the activities of the Organisation

in accordance with the Internationally Accepted Auditing Standards/Grant Agreement.

- Whether improvements in HI systems, procedures and controls can be made as a result of the findings of this audit.

#### **1.4 Methodology**

The approach should include but not be limited to:

- Hold separate pre-engagement meetings with the organisation to present an outline of the planned approach for conducting the exercise.
- Request and hold formal interviews with the HI programme and financial management team with a view to forming an understanding of the effectiveness of the internal control system in the management of the project.
- Review and vet invoices for fees and reimbursable expenses by the organisation and ascertain that:
  - Deliverables from consultancies were properly delivered and received before relevant costs were charged
- Review and vet bills paid for services rendered by partners and ascertain that:
  - Services billed in the period under review are covered in the relevant sub-contracts.
  - Contractually agreed deliverables have been achieved and approved by appropriate authorities within the organisation.
- Review the procurement process and procedures for all short-term and long-term contracts for the period under review and ascertain that:
  - Transparent and open systems are in place to ensure negotiations for contracts (services, works and printing) are competitive and represent good value for money.
- Review the structure of HI and ascertain that job functions are clearly defined and that no overlaps exist.
- Express an opinion on the cost-effectiveness, accuracy, and completeness (i.e., value for money) of the financial transactions for the period under review.

#### **1.5 Deliverables**

The expected deliverables from the auditing firm are:

- Audited financial report (hard and soft copies) for the period noted.
- A management letter should highlight observed weaknesses in the system of internal control and the recommendations for managing the identified issues over the life of the project.
- A verification report on programme assets.

## 2. BID SUBMISSION

The potential consulting will be evaluated against the following criteria:

- Relevance, efficiency and effectiveness of the proposed methodology and technical approach
- Organisational and technical capacity of the auditing firm
- Relevant experience in undertaking similar assignments

## 3. APPENDICES

Willingness to adhere to Federation Handicap International institutional policies (Prevention and fight against corruption, Code of Conduct: Integrity, Prevention of Abuse and Safeguarding, Child Protection, Protection of Beneficiaries against sexual abuse and harassment).

## 4. HOW TO APPLY

Potential service providers who meet these requirements and are available within the time period indicated should attach their applications in PDF format including

- Technical proposal highlighting methodology, tools, deliverables, and workplan.
- Financial proposal on company letterhead/ signed and stamped) providing a breakdown of all charges related to the assignment (Cost for the professional services and all applicable taxes).

## 5. Evaluation

Application documents submitted will be evaluated based on the following criteria:

### A. General Mandatory Evaluation Criteria

For firms or institutions

Consultancy to Independent Financial Audit	
1	Certificate of Registration
2	Trade license Certificate/ Business Permit
3	VAT Registration Certificate
4	Valid Tax Clearance Certificate (RRA)
5	Valid RSSB clearance certificate
5	Evidence for having an EBM invoicing system
6	Three Good completion certificates for a similar type of work

7	Bank details (Account name, account number, and bank name)
8	Payment conditions
9	Signed HI Declaration of acknowledgement of policies, ethics and adhesion to the HI code of conduct

For Individuals

Consultancy to Independent Financial Audit	
1	National ID
2	Relevant certifications
3	TIN/VAT Registration Certificate
4	Current Tax Compliance Certificate
5	Certificate for non-employment
6	Three Good completion certificates for a similar type of work
7	Bank details (Account name, account number, and bank name)
8	Payment conditions
9	Signed HI Declaration of acknowledgement of policies, ethics and adhesion to the HI code of conduct

**B. Technical Capacity Evaluation**

a) Profile and experience of the company:

- I. The firm should have proven expertise and experience in undertaking service delivery. Attach three reference letters
- II. Provide a list of assignments undertaken similar scope of work within the last 2 years along with names of clients (including contact person, email contacts, Postal address and telephone numbers – this must include the three referees provided above)

b) Professional/technical capacity/ capability

- I. The proposed staff should have relevant experience and professional

qualifications in the relevant field

### **C. Financial Evaluation**

At the Financial stage, the provider who rates the highest in terms of technical capacity (as described in point 2) and offers the lowest price will be considered for the award of the contract.

### **6. How to Apply**

Potential service providers who meet these requirements and are available within the time period indicated should submit an application letter and curriculum vitae indicating their relevant qualifications, skills and experience, their understanding of the Terms of Reference, detailed budget as well as three recommendation letters by the current and previous institutions where similar services are/were provided. The deadline for submission of expression of interest (technical and financial budget proposal) is **25th January 2023**.

Interested and eligible bidders are requested to send soft copies of the application and company profile documents listed below to the following email: [dao@rwanda.hi.org](mailto:dao@rwanda.hi.org). It shall be remained your responsibility to ensure that your offer will reach the address above on or before the deadline.

Quotations that are received by Humanity Inclusion after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Please take note of the following requirements and conditions pertaining to providing the abovementioned service.

Thank you and we look forward to receiving your proposal/quotation.

Melanie GISHUKU  
Country manager

