**Request for Proposals: Audit Services**

The King Faisal Hospital Rwanda Foundation (KFH) is registered foundation, which was founded in 2020 following an action plan that was approved by the hospital in October 2020 to facilitate the implementation of that strategic plan. Within the health domain, the Foundation’s major objectives will be to support researchers through funding, training, and facilitation in dissemination of research data, establishing strategic relationships with academic, research-driven and research sponsoring institutions and supporting training for medical researchers.

**GENERAL TERMS AND CONDITIONS**

**Article 1: OBJECTIVES AND SCOPE OF THE TENDER**

The main objective of the successful audit firm shall be to provide technical support to the management of KFHR Foundation in making an independent, unbiased, objective, and professional opinion that asses the financial situation of the foundation and the soundness of the internal control systems.

**Article 2: TERM OF CONTRACT**

The contract term shall be as specified in the terms of reference from the date of contract signing by both parties.

**Article 3: DOCUMENTS TO BE SUBMITTED BY THE BIDDER**

The bidder shall compulsory have to submit the following documents:

* **Administrative documents**
	+ Proposal dully signed by an authorized person, stamped and dated
	+ Copy of certificate of domestic company registration issued by RDB
	+ Copy of Tax clearance certificate
	+ Certificate of membership of ICPAR
* **Technical requirements**
	+ Methodology and work plan
	+ Proposed key person CV’s

**Article 4: EVALUATION OF BIDS**

**4.1 Administrative evaluation**

The evaluation will be through verification of the documents requested under article 3 and acceptance of the terms in the present RFP.

**4.2 Technical requirements evaluation**

The technical requirements evaluation of the bids shall be made based on the technical documents requested in article 3.

**4.3 Financial evaluation**

The bidders that conform to article 4.1 & 4.2 and whose prices are the lowest will be the successful bidders.

**Article 5: AUDIT FEES**

Audit fees shall be presented in Rwanda Francs, inclusive of all possible expenses and applicable taxes. The fees shall be fixed during the term of the contract.

**Article 6: EXPECTED DELIVERABLES**

Audit commencement meeting: To be conducted on the agreed upon date

Draft audit reports: to be submitted to management

Final audited reports: Incorporating the client’s management comments

**Article 7: REPORTING LANGUAGE**

The language of the audit reports shall be English.

**Article 8: FREQUENCY OF THE ASSIGNMENT**

The bidders shall consider that there shall be an audit for the year ending 31st December 2021, and 2022 (i.e., one audit conducted per financial yearterm).

**Article 9: BID VALIDITY PERIOD**

The service provider’s offer shall remain valid for a minimum of 90 calendar days following the deadline fixed for submission of the proposal. If it goes beyond 90 calendar days, and no agreement has been reached between both parties, the client may request for an extension of the bid valid period.

**Article 10: PAYMENT MODALITIES**

Payment shall be made by cheque or bank transfer not later than 45 days from the date of receipt of undisputed invoice accompanied with a final audit report.

**Article 11: CLARIFICATIONS**

Bidders requiring any clarification regarding this request for proposal shall contact the procuring entity by email at the address specified herein. The client will respond by emails to any request for clarifications, provided that such requests are received not later than two (2) days prior to the deadline for submission of the proposals. Any clarification made thereafter may not be responded to.

**Article 12: DEADLINE FOR SUBMISSION**

You are requested to submit your offer not later than Friday,1, 2023 at 23:59 Central African Time (CAT). Late submissions may be rejected. For clarifications and submission of the offer the address below shall be used:

Attention:

King Faisal Hospital Rwanda Foundation Rwanda Foundation

Email: kara.neil@kfhkigali.com

 CC: rutavogerwa.j@kfhkigali.com

Sincerely,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Kara Neil**

**Executive Secretary**

**TERMS OF REFERENCE**

**Provision of audit services**

1. **BACKGROUND**

King Faisal Hospital Rwanda Foundation Rwanda is the topmost referral hospital in Rwanda. Its mission is to be “A center of excellence in health service provision, clinical education, and research”.

1. **PREPARATION OF ANNUAL FINANCIAL STATEMENTS**
2. The responsibility for the preparation of financial statements including adequate disclosure is that of King Faisal Hospital. King Faisal Hospital Rwanda Foundation is also responsible for the selection and application of accounting policies.
3. The auditor is responsible for forming and expressing opinions on the financial statements. The auditor would carry out the audit of the financial statements in accordance with the International Standards on Auditing (ISA), as promulgated by the International Federation of Accountants (IFAC). As part of the audit process, the auditor may request from King Faisal Hospital Rwanda Foundation Rwanda Foundation written confirmation concerning representations made in connection with the audit.
4. **SCOPE OF ASSIGNMENT**
5. The audit will be carried out in accordance with the International Auditing Standards and will include tests and verification procedures as the auditors deem necessary.
6. Verify that all funds have been used in accordance with the established rules and regulations of King Faisal Hospital Rwanda Foundation and only for the purposes for which the funds were provided.
7. Goods, works and services financed have been procured in accordance with the King Faisal Hospital Rwanda Foundation established rules and procedures.
8. Appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented to.
9. The financial statements have been prepared by King Faisal Hospital Rwanda Foundation management in accordance with applicable accounting standards and give a true and fair view of the financial position of King Faisal Hospital Rwanda Foundation and of its receipts and expenditures for the period ended on that date.
10. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
11. Express an opinion as to reasonableness of the financial statements in all material respects.
12. Include in the reports an opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
13. Conduct entry and exit meeting with the Executive Secretary of King Faisal Hospital Rwanda Foundation.
14. In addition to the audit report, the auditors will prepare a Management Letter on the following:
15. Give Comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
16. Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
17. Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
18. Bring to the Executive Secretary’s attention any other matters that the auditors consider pertinent.
19. **Audit Duration**

The audit work shall be completed within three weeks from the date of commencement of the audit.

1. **Location of services**

The required service of external audit will be rendered at King Faisal Hospital’s Headquarters situated in Kacyiru Sector, Gasabo District in Kigali City.

1. **DELIVERABLES AND REPORTING:**
2. The Auditors on completion of the audit work will submit original copies of the Audit Report appended to the Financial Statements.
3. Management letter in accordance with the scope of work described here before.
4. **Audit experience and qualification**
	1. The audit firm should be registered and have a license from an authorized national body (ICPAR).
	2. The firm should have relevant experience in accounting and auditing of NGOs.
	3. Relevant experience in dealing with NGOs and Hospital’s work.
	4. The key audit team will comprise of, at least; an audit manager with at least 6 years’ experience in auditing and a field senior with accounting qualifications such as ACCA or CPA.
	5. In addition he/she should be member of a recognized accountancy professional body
5. **LIST OF DOCUMENTS REQUIRED FOR SUBMISSION**
6. An expression of interest to provide the above mentioned consultancy services.
7. Proposal (Technical & Financial) including the following:
8. An organization profile including previous related experiences in the last 3 years
9. Proposed detailed methodology to deliver required services
10. A work plan and budget for the activities and final deadline.
11. Certificate of registration of the firm with latest renewal
12. Tax clearance certificate from RRA
13. Membership to professional bodies
14. CVs of Professional staff member(s) with related audit experience in the last 4 years

 Note: Applications should be submitted in sealed envelopes in the office of Finance and Administrative officer or via the email below:

Email: rutavogerwa.j@kfhkigali.com

 CC: macalijr@gmail.com