

About Abacus

Established in 1995, Abacus is the leading distributor and manufacturer of pharmaceutical products in the East Africa region.

Import and Distribution are primarily drugs and surgical equipment which includes 30% of sales branded products (10% branded generic) and 70% unbranded “commodity” generic products.

The manufacturing plant, which was established in 2009, is primarily for parenteral (IV fluids, ear, eye, and nose drops) pharmaceutical products sold in nine countries. The plant is the only parenteral manufacturer in Uganda, and the largest parenteral facility in the East African region and supplies over 80% of the LVPs market in Uganda, and 35% of the EAC market.

Background of Audit

In 2019, Abacus Rwanda opened a branch in Musanze that operated until November 2021, when our internal audit team identified a cash shortage, and then management decided to close the branch operations.

The company is seeking an independent professional opinion on the branch's cash situation from 2019 until its closure.

The Objectives of Appointing Independent External Auditors for MUSANZE Branch:

- i. The objective of the audit of the Musanze branch is to obtain an independent professional opinion on the cash shortage identified at the branch by the internal audit team.
- ii. Meet the requirements of external stakeholders who might be interested in the report.
- iii. Ensure 100% verification of Musanze transactions (sales, expenses, and cash deposit slips) for the entire course of operations.

Scope of the Audit

- 1) The audit will be carried out following the international auditing standards and will ensure the inclusion of Musanze branch manager inputs and verification of the same.
- 2) Verify all sales transactions made from ERP and bank deposits from the Musanze branch for reconciliation.
- 3) Give comments and observations on the accounting records, procedures, systems, and controls that were examined during the audit.
- 4) Involve all responsible people in the operations of Musanze and take their comments to ensure inclusion and produce a comprehensive report.

The audit will be carried out in accordance with the International Auditing Standards and will include verification procedures as the auditors deem necessary.

Audit Duration:

The audit works shall be completed within two weeks' time from the date of commencement of the audit.

Deliverables:

- i) The Auditors on completion of the audit assignment will submit (4) original copies of the Audit report.
- ii) Management letter following the scope of work described herein.

Qualification and Experience of the Audit Firm:

Must be an audit firm based in Rwanda and licensed to practice auditing in Rwanda.

Evidence of experience of at least 05 (five) years auditing and carrying out at least 2 similar assignments in the last two (2) years.

Qualifications of Personnel

The following personnel shall be required to undertake this assignment within the stipulated timeframe.

The Consultant may propose appropriate number of staff requirements.

- **Team Leader.**
 - i. Minimum of relevant Bachelor's degree in finance, accounting, information technology from a recognized institution.
 - ii. Shall either be a Certified Internal Audit practitioner or Certified Fraud Examiner
 - iii. Minimum of 5 years' experience in auditing/fraud investigations with participation in at least 2 similar demonstrable projects in the last two (2) years.
- **Other Team Members.**
 - i. Minimum of relevant Bachelor's degree from a recognized institution
 - ii. Experience of participation in a similar assignment in the five (5) years.

Audit Fees:

The audit fees will be fixed through a competitive bidding process.

Application process:

- Detailed curriculum vitae
- Submit audit proposal and proof of relevant previous work

- A detailed quotation for the consultancy showing all necessary costs. Bids shall be provided in Rwandan francs, including applicable taxes.
- Contact details of two past performance references

Applications should be submitted electronically via email:

aplrw.rwanda@abacuspharma.com with subject as “MUSANZE BRANCH EXTERNAL AUDIT PROPOSAL” no later than 19th March 2023.

Any requests for clarification should be referred to Joseph Mugwaneza, email: aplrw.rwanda@abacuspharma.com; whatsapp: +250784448430

NB: Only short-listed applicants will be contacted.

**Please note that we will review applications based on a first come first serve basis and might close the vacancy ahead of schedule when suitable consultants have been found.

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