

Request for Proposals (RFP)

Provision of External Audit Services Autisme Rwanda Financial Year: 1 January – 31 December 2025

1. Background

Autisme Rwanda is a non-profit organisation based in Kigali, Rwanda, dedicated to providing education, care, and support for children with autism. To ensure transparency, accountability, and compliance with Rwandan laws and donor requirements, Autisme Rwanda seeks to engage an independent external auditor to review its financial statements for the year ended 31 December 2025.

2. Objective of the Audit

The objective is to enable the auditor to express an independent opinion on whether:

- The financial statements present a true and fair view of Autisme Rwanda's financial position.
- Funds received and expenditures incurred were used in accordance with organisational objectives, donor agreements, and Rwandan financial regulations.
- Internal controls are adequate and functioning effectively.

3. Scope of Work

The auditor will:

- Examine Autisme Rwanda's financial statements for the year 1 January – 31 December 2025.
- Review accounting records, supporting documents, payroll, procurement, and asset registers.
- Assess compliance with Rwandan labour laws, tax obligations, and NGO financial reporting standards.
- Evaluate internal control systems and provide recommendations.
- Issue a management letter highlighting key findings and recommendations.

4. Deliverables

- **Audited Financial Statements** for the year ended 31 December 2025.
- **Audit Report** expressing an opinion on the financial statements.
- **Management Letter** with findings and recommendations.

5. Duration

The audit should be completed within **2 weeks** after the end of the financial year, with final reports submitted no later than **20th March 2026**.

6. Eligibility Criteria

Interested firms must:

- Be licensed in Rwanda and registered with the Institute of Certified Public Accountants of Rwanda (ICPAR).
- Have proven experience auditing NGOs, schools, or health-related institutions.
- Demonstrate knowledge of Rwandan labour laws, NGO regulations, and international accounting standards (IFRS/IPSAS).

7. Proposal Submission Requirements

Firms should submit:

- Company profile and qualifications.
- Technical proposal outlining audit methodology.
- Financial proposal (fees and expenses).
- References from similar assignments.

8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications.
- Audit methodology and approach.
- Cost-effectiveness of the financial proposal.
- References and past performance.

9. Submission Deadline

All proposals must be submitted by **28th February 2026** to:
autismerwandareception@gmail.com and cc **Director, Autisme Rwanda**
abygloire@gmail.com

10. Confidentiality

All information obtained during the audit must be treated as confidential and used solely for the purpose of the assignment.

11. Governing Law

This RFP is governed by Rwandan laws, including:

- Law n° 66/2018 of 30/08/2018 regulating labour in Rwanda.
- Relevant tax and NGO financial reporting regulations.