

Request for Proposals

Provisional of Annual Statutory Audit

Reference No.:	RQ9389
Date Published:	01/16/2026
Due Date for Responses:	01/30/2026

Background

TechnoServe Inc, is an independent, non-governmental organization providing professional support to entrepreneurial men and women. TechnoServe's mission is to help entrepreneurial men and women break the cycle of poverty by building businesses that create jobs, income, and economic opportunities for their families, their communities, and their countries.

Scope of Work

The audit will cover all programs implemented in the period of review which is 1st January 2025 to 31st December 2025.

The audit should cover the following:

- ✓ The Statement of Financial Position and the Statement of Income and Expenditure for the period stated above,
- ✓ The underlying financial records and documents for the same period,
- ✓ The entire systems of accounting and internal control,
- ✓ Donor contractual agreements, compliance with statutory returns among others
- ✓ Human resource and operational aspects/control environment

In addition to the financial audit, the audit firm will assist TNS in filing its income tax return and any related appendices as provided by the applicable laws and regulations.

Deliverables

Audit deliverables

The auditor is expected to produce the following deliverables;

1. The Annual statutory audit report containing the auditor's independent opinion on the financial statements
2. The Management letter spelling out each audit finding, the risk it poses to the organization, the appropriate auditor's recommendation and the management's response. Each finding should be properly categorized as 'High Risk', 'Medium Risk' or 'Low Risk'.
3. Filing Technoserve Rwanda income tax return and any related appendices as provided by the applicable laws and regulations.

Anticipated Start Date

02/02/2026

Performance Location

The audit will take place at TechnoServe office located at Kimihurura, Gasabo

Additional Information

Administrative requirements to be submitted with the proposal:

- Copy of certificate of domestic company registration issued by RDB
- Copy of Tax clearance certificate
- Copy of CIT document
- Certificate of membership of ICP
- Minimum of 5 years of experience in auditing various companies, preferably in the NGO sector in Rwanda proven by Good completion certificate
- Availability of a qualified team with audit knowledge and proof of previously similar conducted audits.

Response Instructions

To ensure consideration, all responses must be submitted no later than **01/30/2026**, written in **English** with prices stated in **RWF**.

All responses must:

- Contain a detailed cost with applicable taxes and other charges clearly identified.
- Provide requested payment terms and conditions.
- Include a contact name, email address, and telephone number.
- For quotes from a firm, provide a brief outline of the company and services offered, including the company's full legal name and address, the jurisdiction of incorporation, the full legal name and country of citizenship of the company's owners/principal officers, and the year the business was established.
- If a consortium of firms or a team of consultants submits a quote jointly, the above information should be provided for each member of the team.
- Only include attached files that are 10 MB or smaller in size. Do not include compressed (ZIP, RAR), executable, or other unusual file formats as these will be rejected.

Submit responses to: **buy+RQ9389@tns.org**

Note: DO NOT email your response to any employee of TechnoServe or deliver your response in hard copy to a TechnoServe office. Failing to adhere to these instructions may make your response ineligible for consideration.

Terms and Conditions

- This solicitation shall not be construed as an offer by TechnoServe.
- Responses must be submitted on or before the date indicated.
- Any quotes that are unresponsive will be summarily rejected.
- Responses to this solicitation shall be deemed binding offers and must remain valid for acceptance for no less than 90 days from the closing date of this solicitation.
- Any purchases resulting from this solicitation will be governed by TechnoServe's contractual terms and conditions, and may be subject to additional terms as required by donors funding the purchase.
- TechnoServe expressly reserves the right to accept or reject any quote or to cancel the solicitation process at any time without explanation, with no liability to any respondent.
- TechnoServe may, at its discretion, accept all or part of a respondent's offer.
- All information provided by TechnoServe in this solicitation is given in good faith; however, details are subject to change.
- TechnoServe may require respondents to enter into a non-disclosure agreement as a prerequisite for consideration.
- Respondents bear sole responsibility for all costs incurred in connection with the preparation of their response, including any third-party expenses.
- All responses shall become the property of TechnoServe.
- Respondents must fully disclose any conflicts of interest pertaining to this solicitation. Failure to comply may result in disqualification.

Request Files

The following attached files, if any, represent an important part of this solicitation.

No Request Files Found

Selection Criteria

Submissions will be evaluated based on the following criteria and rating methodology.

Selection Criteria	Max Points
Financial Proposal	40
Audit Methodology and Approach	20
Qualifications and Expertise of Key Personnel	20
Relevant Audit Experience	10

Selection Criteria	Max Points
Proposed Timeline and Deliverables	10