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CALL FOR APPLICATION FOR EXTERNAL AUDIT FIRM
TERMS OF REFERENCE FOR CONDUCTING UTAB EXTERNAL AUDIT

1. Background

University of Technology and Arts of Byumba (UTAB) is a private Higher Learning Institution located in Gicumbi District, Northern Province. Its mission is to provide quality higher education and community oriented research, to shape a skilled workforce in the domains of technology and arts, and to promote a culture of excellence and innovation for quality service delivery.

Currently UTAB has three operational Faculties: Faculty of Social Sciences, Management and Development Studies (SSMDS) Faculty of Education, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE)

2.1. Vision of UTAB

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

2.2 Mission of UTAB

The mission of UTAB is

- To provide quality higher education and community oriented Research
- To shape a skilled workforce in the domains of technology and arts
- To promote a culture of excellence and innovation for quality service delivery

3. Objective of the assignment

The main objective of the assignment is to enhance credibility of the financial statements and to offer corrective criticism and advice

4. Expected outputs

The final report will be on the statement of financial statement, on the compliance (compliance with applicable laws, regulations and guidelines regulating UTAB spending and on realizing value for money in utilization of UTAB funds).

5. Scope of the work

The key activities to be included in this audit will be the following:

- Examination and evaluation of UTAB Revenues vs expenditures /statement of financial performance for the period starting from 1st January 2020 up to 31st December, 2022.
- Examination of UTAB Assets and liabilities/statement of financial position from 1st January 2020 to 31st December, 2022.
- Examination of the University cash flow as of 1st January 2020 to 31st December, 2022.
- Examination of the University Change in Equity from 1st January 2020 to 31st December, 2022.
- Examination of the Budget performance report of the University from 1st January 2020 to 31st December, 2022.
- Examination of implementation of previous audit recommendations for the period of 2016 - 2019.
- Review of the deductions, declarations and payment of Part time and Full time employees pension contribution and tax declarations.
- Review of the project performance from 1st January 2020 to 31st December, 2022.

6. Deliverables

6.1. Inception report:

To be submitted within **5 days** after the date of contract signing, confirming the methodology to be utilized and work plan to be implemented. The inception report will also have a communication plan that covers consultation and communication milestones throughout the study, a roadmap linked to the above outputs and the proposed structure of the final report. The consultant should formally submit the Inception Report to the Vice Chancellor, present it to the Senior Management Committee who are Key Decision Makers. Approval of the Inception Report will be provided by UTAB within 3 calendar days after submission of the inception report.

