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## CALL FOR APPLICATION FOR EXTERNAL AUDIT FIRM

### TERMS OF REFERENCE FOR CONDUCTING UTAB EXTERNAL AUDIT (Re-advertised)

#### 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 1<sup>st</sup> January 2020 up to 31<sup>st</sup> December 2022.
- Examination of UTAB Assets and liabilities/statement of financial position from 1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2022.
- Examination of the University cash flow as of 1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2022.
- Examination of the University Change in Equity from 1<sup>st</sup> January 2020 to 31<sup>st</sup> December 2022.
- Examination of the Budget performance report of the University from 1<sup>st</sup> January 2020 to 31<sup>st</sup> 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 1<sup>st</sup> January 2020 to 31<sup>st</sup> 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.



## **6.2 Draft Framework report:**

To be submitted within **35 days** after the date of contract signing to the Vice - Chancellor. The consultant will conduct an oral presentation of the Final Draft Report to relevant stakeholders for comments and feedback. The Draft framework report should reflect the general and specific objectives of the assignment; capture information drawn from all the tasks under this assignment and the expected outputs. The draft report will provide identified challenges in the University as regards to the presentation of financial statements and internal control system.

## **6.3 Final report:**

To be submitted within **45 days** after the date of contract signing to the Vice Chancellor/UTAB; this should address all the comments from the Senior Management Committee meeting and any written comments made by the Executive Team or other stakeholders. A brief report and opinion, together with recommendations will be highlighted. Two bound hard copies and a soft copy in Microsoft Office, containing the full detailed reports, and annexures to be submitted to VC UTAB.

## **7. Payment schedule:**

Payments by UTAB are delivery based. Any deliverables not meeting the required specifications will have to be reworked and resubmitted at no additional cost to UTAB. The proposed payment schedule for this assignment is payment upon submission of above reports on completed tasks, outlined against planned outputs. Based on the report and satisfactory performance, payments will be certified by the supervisor.

The payment will be in the following three (3) phases:

- 20% at presentation of the inception report
- 40% at the presentation of draft external audit report
- 40% after presentation and validation of final audit report

## **8.Accountability and Reporting Arrangements**

The consultancy firm will be accountable to the UTAB Deputy Vice - Chancellor in charge of Finance and Administration, and guided by Director of Finance and all staff involved in daily UTAB management.

## **9.Duration of the Consultancy**

The duration of the assignment is 45 days.

The selected firm shall have the responsibility of breaking down the calendar days among the required personnel for this assignment, specified in terms of number of persons, days, for the team leader, the experts and the team of consultants.





## 10. Required Profiles and Qualifications

### 10.1 Firm profile

Audit firm which is certified to offer audit service and which specializes in offering this service to clients for more than five years;

Audit firm which did not participate in fraudulent acts;

The applicant firm shall provide official Certificates of Completion of at least 4 similar assignments;

The applicant firm shall provide CVs of audit team as specified in the staff profiling;

The applicant must not have been blacklisted for last five years.

### 10.2 Consultancy team profile

**1. One Lead Consultant / Team leader** should have experience of leading consultancy audit in Higher Learning Institutions,

He/she should have:

- Master's degree or higher in any of the following or equivalent in Accounting, Finance, Auditing, Business administration,
- Having completed CPA or ACCA is mandatory
- Relevant experience of not less than 10 years in financial management specifically in auditing (with work certificate and references)
- Proven experience (with work certificate and references) in working with Public or Private sectors and especially private sector related projects.
- Previous experience (with work certificate and references) in conducting forensic audit with Institutions within Higher Education context.
- The lead consultant should be familiar with Rwanda's Higher Education laws; Rwanda's national payments system and other related modern data collection tools.
- Fluency in English. A working knowledge of French shall be an added advantage.
- To be a member of ICPAR will be added value



## 2. Two Senior Auditors

He/she should have:

- Having completed CPA or ACCA is an added value
- Relevant experience of not less than 10 years in financial management specifically in auditing (with work certificate and references)
- Proven experience (with work certificate and references) in working with public or private sectors especially private sector related projects.
- Previous experience (with work certificate and references) in conducting audit with Higher Learning Institutions.
- The Senior Auditors should be familiar with Rwanda's Higher Education laws; Rwanda's national payments system and other related modern data collection tools.
- Fluency in English. A working knowledge of French shall be an added advantage.
- To be member of ICPAR will be added value

The interested candidates should submit **their sealed application documents through UTAB front desk office not later than Monday, 14<sup>th</sup> August 2023 at 12:00 pm.** The application documents shall be made of the motivation letter; detailed Technical and Financial proposals; CVs of the audit personnel, company certificate of registration, Certificates of good completion offered by at least four institutions; RSSB and RRA Clearances.

**Done at Gicumbi, 08/08/2023**

For 

**Fr. Dr. MUNANA Gilbert, O. P**  
**Vice Chancellor of UTAB**

