



Post. Box: 25, Byumba, Gicumbi District
Northern Province, Republic of Rwanda
Phone: +250 - 789 350 053
Email: info@utab.ac.rw
Web: www.utab.ac.rw

EXPRESSION OF INTEREST FOR HIRING AN EXTERNAL AUDITOR TO REVIEW AND CERTIFY UTAB FINANCIAL REPORTS 2022/2023 TO BE REFERRED TO WHILE MAKING RRA CIT /TAX DECLARATION FOR THE YEAR 2022/2023. (Re-advertised)

1. Introduction

The University of Technology and Arts of Byumba (UTAB) is seeking to recruit a specialized Financial Report Reviewer to assess its financial report for the fiscal year 2022/2023. UTAB is committed to transparency and accountability in its financial operations, and seeks a qualified individual to ensure accuracy and compliance with relevant regulations and standards.

2. Background

University of Technology and Arts of Byumba (TAB) is a fully accredited community-based university. It started as Institut Polytechnique de Byumba (IPB) and began teaching on 26th January 2006 in Byumba Sector, Gicumbi District, Northern Province, Rwanda. On 20th December 2015, IPB upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB). Currently, UTAB runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of **Education**, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has Distance and Open Learning facility (DOLF) located in Gatsibo District, Kiramuruzi Sector. UTAB journey of more than 15 years has been long but very fulfilling. As a university, UTAB is engaged in different activities such as academic, research and community outreach. All of those activities aim at raising the quality of

Gine



education and social transformation. UTAB is engaged in improving quality teaching and learning and is committed to transparency and accountability in its financial operations. In this regard, UTAB wants to recruit a specialized and qualified financial reviewer with notable capacity. This call for applications aims to enhance transparency and accountability at UTAB.

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 this call for application

This call has the main objective of hiring under framework contract an external auditor/consultant with the duty and responsibility of making review and certification of UTAB financial reports 2022/2023 to be referred to while making RRA CIT /tax declaration for the year 2022/2023.

4. Duties and responsibilities of the reviewer

- To make review and certification of financial reports of UTAB for 2022/2023 in accordance to the respect of International Standards on Auditing (ISAs),IFRS (International Financial Reporting Standards), IASs (International Accounting standards) and GAAP (Generally Accepted Accounting Principles)
- To conduct review by focusing on revealing if UTAB has employed appropriate systems of internal control and internal audit, adherence to legislative and regulatory requirements and application of UTAB's of Business Conduct.
- Verify compliance with relevant accounting principles, standards, and regulations.

Gms



- Identify any irregularities, inconsistencies, or potential areas of concern in the financial report.
- Provide recommendations for improvement and corrective actions where necessary

5. Duration of the assignment

Under normal conditions, this assignment should be performed in the period less than 15 days of working calendar after provision notification letter. Furthermore, the assignment will be done on framework contract basis and each year may have its uniqueness in terms of the volume of the work depending on the volume of transactions performed along it by UTAB, in addition, such volume may influence the monetary value of the contracted works up on the negotiations between the contracted and UTAB.

6. Basis of selection

- UTAB will analyse the authenticity and conviction provided by supporting documents related to Education, experience, recommendations, financial analysis and methodology of the work.
- Technical analysis will weight 55% and financial analysis weight 45%
- After making the completeness check and authenticity of the submitted documents, assessment of qualifications and experience as well as assessment of financial proposal. The successful candidates will be notified.

7. The requirements for application of the external auditor to review and certify financial reports of UTAB 2022/2023

- Having professional certificate such as CPA or ACCA is necessary.
- Having a valid ICPAR's accreditation of being a certified auditor or auditing firm allowed to operate in Rwanda is a must.
- Having experience of 3 to 5 years in the matters of external auditing, review and certification of institutional financial reports is a must
- Provision of a copy of RRA tax and RSSB clearance certificates
- Provision of a copy of Business registration certificate
- Provision of Tax identification number(TIN)
- Being able to provide an EBM tax invoice
- Being registered in VAT

Gme



- A candidate must possess professional skills, competencies and qualities of auditors including integrity, honesty, consistency, confidentiality and independence.
- Having never convicted by the courts of justice any crime
- Excellent communication skills both verbal and written.
- High organization with strong attention to details
- Great time management and problem-solving skills
- Being able and ready to start the assignment after being notified.
- Being able to meet the deadline and providing quality work

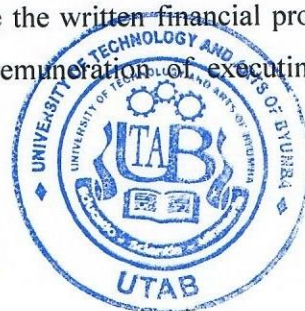
8. Documents to be submitted

1. Application letter addressed to the Vice Chancellor of UTAB,
2. Notarised copy of CPA or ACCA Certificate of the Auditor or representative of Auditing firm
3. Copy of valid ICPAR Accreditation of auditing
4. Written statement of financial proposal of expected remuneration to compensate review and certification services to be provided to UTAB especially for review and certification of UTAB, financial reports (Income statement, Balance sheet, Cash flow statement, statement of changes in equity) for the year 2022/2023
5. Statement of work design/plan and Methodology expected to be used while conducting review and certification of UTAB, financial reports (Income statement, Balance sheet, Cash flow statement, statement of changes in equity) for the year 2022/2023
6. Copies of other possessed academic qualifications and professional certifications if any,
7. Copies of other related working experiences and certificates of services delivered if any,
8. Copies of 3 recommendations of institutions that the consultant has served in previous periods
9. Updated CV

9. Application modality

- All interested candidates will submit their sealed documents mentioned above in point (8)
- The applicants should also submit a separate sealed envelope the written financial proposal clearly mentioning the cost or price to be charged as a remuneration of executing the

Smile



assignment of review and certification of UTAB, financial reports (Income statement, Balance sheet, Cash flow statement, statement of changes in equity) for the year 2022/2023. Such price should be tax inclusive.

- All candidates should submit only the hard copies timely. The soft copies and late applications will not be considered.

10. Submission and deadline for application

All interested candidates may submit their sealed application documents in two separate envelopes once containing the technical proposal and another containing financial proposal at UTAB front desk via the receptionist not later than Friday on **12th April 2024 at 12:00 PM**, the later applications not be considered. The opening of the envelopes will be done at the same day at 12:30 in presence of the bidders or their Representatives. For any more clarification in case needed, you may contact the following emails: procurement@utab.ac.rw, You can also use phone contacts: 0788593256 (Procurement Officer).

11. Disclaimer

UTAB serves the right to accept or reject any or all applications and to cancel the application process without incurring any liability. The University of Technology and Arts of Byumba (UTAB) looks forward to receiving the applications and working with the competent external auditor qualifying all mentioned requirements and who shares our commitment to quality service delivery and sustainable development.

Done at Byumba on 4th April 2024

Fr. Dr. MUNANA Gilbert, OP

Vice Chancellor of UTAB

