

# Request for Proposals

## Request for Application for Annual Donor audit

<b>Reference No.:</b>	RQ9260
<b>Date Published:</b>	01/12/2026
<b>Due Date for Responses:</b>	01/26/2026

### Background

Techno Serve 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.

Techno Serve received funds from the Swedish International Development Agency to implement the Regenerate Project, which is being carried out with and through its partners, including DAS, BIDEC, SPENN, EXUUS, ADEPE, KLEAN, TREBUKO, RADIANT, BSF Maggot, and COPED Group.

Re Generate Rwanda is a 5 years' program funded by SIDA to sustainably increase incomes for 30,000 women, youth, and men living in poverty in Western and Southern Rwanda. Using a market systems development approach, this five-year program aims to identify, catalyze, and scale up systemic solutions to reduce poverty, advance gender equality, regenerate the environment, and increase resilience.

### Scope of Work

The objective of the audit is to:

1. Audit the financial report for the period January 1, 2025, to December 31, 2025, as submitted to SIDA.
2. Express an audit opinion in accordance with International Standards on Auditing (ISA), specifically ISA 800/ISA 805, on whether the financial report of the ReGenerate Rwanda project aligns with:
  - The Cooperation Partner's accounting records,
  - Sida's financial reporting requirements, as stipulated in the agreement and its appendices between Sida and the Cooperation Partner (the Agreement).

Extend the audit scope to include all implementing partners with contractual amounts exceeding SEK 500,000, specifically: EXUUS, KLEAN, SPENN, ADEPE, TREBUKO, DAS, BSF Maggot and RADIANT.

### Deliverables

General Deliverables:

The audit firm will take all necessary steps to ensure that the entrusted tasks are executed properly and on schedule in accordance with the scope of work. In particular, the audit firm will:

- Hold an audit planning meeting with Techno Serve senior management to discuss expectations and the audit process;
- Express an independent professional opinion as to whether the financial statements present fairly, in all material respect, the financial position of Techno Serve. The audit shall be carried out in accordance with the Standards of Audit;
- Examine in detail the accounts of Techno Serve for the stated period and determine if the financial statements have been prepared in accordance with Accounting General Accepted Standards and give a true and fair view of the financial position of the company.
- Check whether proper accounting records have been kept.
- Verify whether the company complies with the acceptable laws and regulations of the Government of Rwanda.
- Check whether payments made are adequately supported.
- Evaluate the internal control system in protecting the assets and resources of the company.
- Provide any financial and non-financial advice to the company in relation to improving internal controls and reporting standards.
- Uphold utmost confidentiality with respect to information obtained in the course of this assignment.

- Hold a close-out meeting with Techno Serve senior management to discuss the findings.
- Submit audited financial statements and other materials at the end of the assignment. The reports shall be written in English and submitted in soft and hard copies.
- Techno Serve will provide the auditor with full access to all records and documents, including books of accounts, legal subcontracts and agreements, bank records, invoices, and correspondences. Techno Serve will also provide necessary office space, internet, and normal support services during the assignment. The successful bidder may be required to sign a non-disclosure/confidentiality agreement.

## Anticipated Start Date

02/02/2026

## Performance Location

The audit will be carried out at the Technoserve office located at Kimihurura- Gasabo

## Additional Information

Eligibility Criteria:

Administrative documents mentioned below are a must to be considered and should be submitted with the proposal:

- Copy of certificate of domestic company registration issued by Rwanda Development Board.
- Copy of Tax clearance certificate.
- Copy of CIT document
- Copy of signed & stamped bank letter with bank account information
- 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 **01/26/2026**, 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+RQ9260@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.

Description	File
Annex D Sida's Standard Terms of Reference for Annual Audit of Project/Programme Support including ISRS 4400	<a href="#">Download</a>

## 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
Proposed Timeline and Deliverables	10