



Southern Province

Huye District

Ngoma Sector

www.biocoor.org.rw

Terms of Reference for Organization Audit

I. Introduction

Biodiversity Conservation Organization (BIOCOOR) has been created mainly by young people dedicated to act and to advocate for biodiversity conservation, ecotourism promotion, Community health, environmental management, and climate change mitigation and adaptation.

The BIOCOOR headquarters is in Huye district of the Southern Province of Rwanda and Field Office located around Nyungwe National Park in Nyamagabe District, Kitabi Sector. The Organization's geographical focus is five districts near the Nyungwe National Park. It integrates Conservation projects and sustainable economic development for the communities surrounding Nyungwe National Park. The organization has started in 2012 as a social enterprise called BIOCOOP and from June 2020 has shifted to a local NGO current BIOCOOR but keeping the same focus.

II. Scope of work

The audit will cover the period from 01/01/2024 to 31/12/2024 for BIOCOOR's overall operations. The scope of services includes:

- Financial review
- Internal processes assessment
- Compliance with relevant regulations
- Identification of areas for improvement
- Assessment of compliance with relevant laws and regulations
- Enhancement of operational efficiency
- Provide the audit report in 15 days after audit completion

III. Methodology and Timeline:

We request that you provide a detailed outline of your proposed methodology and timeline for the audit. The audit is scheduled to commence on 24th March, 2025, and we expect it to be completed within a reasonable timeframe to ensure minimal disruption to our operations.

IV. Team Composition:

Please provide information about the team members who will be involved in the audit, along with their qualifications and relevant experience in financial auditing and compliance assessments.

V. Requirements:

Kindly specify any requirements from our side that would facilitate the audit process, such as access to financial records, personnel availability for interviews, etc.

VI. Cost Estimate:

Please provide an estimated cost for conducting the audit, broken down by the scope of work outlined above.

VII. PROPOSAL SUBMISSION:

Interested contractors should submit their proposals outlining their approach, methodology, timeline, qualifications, and cost breakdown to **BIOCOOR Head Office at Huye-Karubanda** or send their Quotations to determinedyouthbiocoor@gmail.com, not later than 14th March, 2025.

VIII. CONTACT INFORMATION:

For inquiries and submission of proposals, please contact: The Finance and Administration Manager Jean Marie Vianney NZAYISENGA on 0788822442/0728822442, Irene DUHUZUKULI, the Programs Manager on 0788334621 and Dr Ange IMANISHIMWE, the Country Executive Director on 0788840755

IX. CONFIDENTIALITY:

All information shared during the proposal submission process will be treated as confidential by BIOCOOR.

X. NOTE

BIOCOOR reserves the right to accept or reject any proposal and to cancel the procurement process at any time without incurring any liability.

Done at Huye the 7th March, 2025



Dr Ange IMANISHIMWE, PhD

Country Executive Director of BIOCOOR