Request for Proposals (RFP) – External Audit Services for the Year 2026
Leadership Lab Yetu

RFP Issuance Date: July 14, 2026
RFP Closing Date: July 21, 2026

INTRODUCTION

Leadership Lab Yetu invites qualified, certified accountants and accounting firms to submit applications to provide audit and certification services for its financial statements for the 2026 financial year.

The main objective of the audit is to enable Auditors to express a professional opinion on the organization's financial statements for the financial period 1st January – 31st December 2026. The audit should also enable the Auditors to give an opinion on compliance with the requirements of the Rwanda Revenue Authority (RRA) Income Tax Law, the Rwanda Governance Board (RGB) regulations and all other applicable laws and regulatory requirements.

NOTE: Leadership Lab Yetu reserves the right to accept or reject any or all applications, to cancel or reissue this RFP at any time without assigning any reason, and to select any, all or none of the bidders. Only shortlisted applications will be contacted.

SCOPE OF WORK

The auditor's responsibilities shall include the following:

- Conducting independent audit of the Leadership Lab Yetu's financial statements for the financial year ending 31 December 2026 in accordance with the International Standards on Auditing (ISA) and applicable International Financial Reporting Standards (FRS).
- Expressing an independent professional opinion on whether the financial statements are prepared, in all material respects, in accordance with the applicable financial reporting standards and frameworks, whether Leadership Lab Yetu has maintained proper books of accounts, and whether the financial statements present a true and fair view of its financial position and financial performance.
- Prepare the auditor's report, management letter, and any other reports required under the applicable auditing standards, identifying any significant findings, internal control weaknesses, and recommendations for improvement.
- Support the preparation of harmonized financial reporting formats and consolidated financial statements, where required by the Rwanda Revenue Authority (RRA) or other relevant regulatory authorities.

- Provide technical assistance, as required, to facilitate the submission of the audited financial statements and related reports to the Rwanda Revenue Authority (RRA) and other statutory bodies.

DELIVERABLES

The Auditor shall provide the following deliverables:

a) Audited financial statements for the financial year ending 31 December 2026, prepared in the format required for submission to the Government of Rwanda and other relevant regulatory authorities.
b) An independent audit report on the FY2026 financial statements, prepared in accordance with the International Standards on Auditing (ISA).
c) Technical support to facilitate the filing of the FY2026 financial statements and statutory returns with the relevant authorities by 15 March 2027.
   A management letter highlighting any significant internal control deficiencies, weaknesses identified during the audit, and recommendations for corrective action.

ELIGIBILITY CRITERIA

Bidding firms must meet the following minimum eligibility requirements:

- Be approved by the Rwanda Revenue Authority as an authorized audit firm as listed between January to March 2027.
- Have appeared on the on the Rwanda Revenue Authority's list of approved auditors for at least the previous five (5) consecutive years.
- Be duly registered with the Institute of Certified Public Accountants of Rwanda (iCPAR), and ensure that all engagement partners assigned to the audit hold valid practicing certificates.
- Be in good standing with iCPAR. Neither the firm nor any of its engagement partners should not been subject any disciplinary action by iCPAR or any other relevant professional or regulatory body.
- Maintain an effective system of quality control for the provision of audit and assurance services in accordance with applicable professional standards.
- Demonstrate the technical capacity, qualified personnel and relevant experience to complete the audit within required timelines.
- Demonstrate experience in auditing International Non-Governmental Organizations (INGOs) or other comparable donor-funded organizations.

TENDER SUBMISSION

Firms meeting the above eligibility criteria are invited to submit separate Technical and Financial Proposals in documents clearly marked as "Technical Proposal" and "Financial Proposal."

a) Technical Proposal

The Technical Proposal should include:

- A statement confirming the firm's understanding of the Terms of Reference (TOR) and demonstrating its capacity and capability to successfully undertake the assignment.
- A detailed audit methodology and approach, including the proposed work plan, implementation schedule, timelines, and deliverables.
- Evidence of relevant experience, including references for similar assignments demonstrating compliance with the experience requirements set out in the TOR.
- Curriculum vitae (CVs) of the key personnel proposed for the assignment, highlighting their qualifications, professional certifications, and relevant experience.

b) Financial Proposal

The Financial Proposal should include:

- A detailed breakdown of the proposed professional fees and any reimbursable expenses associated with the assignment.
- The total cost of the assignment, quoted Rwandan Francs and inclusive of all applicable taxes, where relevant.

Proposals shall be submitted by email with the subject line **“REQUEST FOR PROPOSALS: PROVISION OF EXTERNAL AUDIT SERVICES FOR FISCAL YEAR 2026”** on or before July 21, 2026, to: info@labyetu.org

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Technical quality of the proposal, including the proposed audit methodology, work plan, and implementation timeline.
- Relevant experience and demonstrated capability of the firm in providing external audit services, particularly for non-governmental organizations and donor-funded entities.
- Qualifications, professional competence, and experience of the proposed engagement partner and key audit personnel.
- Financial proposal, including the reasonableness and competitiveness of the proposed fees.