

Call for Expressions of Interest to support the FES Rwanda preparing the financial statements of the FY 2021 for submission to RRA

The Friedrich-Ebert-Stiftung (FES) is a non-profit German foundation funded by the Government of the Federal Republic of Germany, and headquartered in Bonn and Berlin. It was founded in 1925 and is named after Germany's first democratically elected President, Friedrich Ebert. FES is committed to the advancement of both socio-political and economic development in the spirit of social democracy, through civic education, research, and international cooperation. Friedrich-Ebert-Stiftung is the oldest political foundation in Germany.

The government of Rwanda represented by the Ministry of Local Government (MINALOC) and the Friedrich-Ebert-Stiftung (FES) signed an agreement of cooperation in February 2017, to formalize the cooperation. Our activities have begun in April 2018.

As a registered INGO in Rwanda we have consistently sought to fulfill all of our legal and moral responsibilities of stewardship and accountability.

In the context of the requirements from the Government of Rwanda for INGO's like ours to comply with the "Corporate Income Tax is Governed by the law n° 016/2018 of 13/04/2018 establishing taxes on income" which stipulate that each institution such as our should submit the Financial statements latest on 31st March of each year. In this context, we are now calling for expressions of interest from qualified and locally registered consultant/firm to undertake this process.

Scope of work:

- ✓ To create/prepare the financial statement of the FY of 2021.
- ✓ To prepare all annexes to upload in the system (RRA) as required.
- ✓ To submit to RRA the financial statement with all the annexes.
- ✓ To fulfill all requirements of the RRA regarding the submission of the financial statement.
- ✓ To respect the deadline of submission to RRA.

Volume of Operations

The expenditure for fiscal year ending 31 December 2021. During the period, 1 Donor grant were being implemented during the year 2021 (less than 1200 Vouchers)

Time Period

Time period for this assignment will be agreed between the consultant and FES Rwanda based on the assessment. The consultant will be provided all information and document to conduct this assignment. The consultant will be required to do a weekly progress update meeting with FES Rwanda Management.

Staff

The firm or consultant can work in a team. If this is the case, the team may not comprise of more than one junior staff (having experience of less than 2 years with financial statements preparation).

Applicable law

This engagement shall be governed by and construed in accordance with Rwanda's law. The courts of Rwanda shall have exclusive jurisdiction in relation to any claim, dispute or difference with FES RWANDA in the engagement and any matter arising from it.

Further required documents:

- Expressions of interest including details of your firm's experience in Rwanda;
- Your overall and specific experience in such assignment;
- Nature of the services provided;
- Profile of the team assigned to the assignment (CVs);
- Period of time for carrying out this assignment;
- Technical and financial offers.
- Proof of the qualifications and professional experience.

Other Term & Conditions

Please, send all the required documents (technical and financial offer) to info@fes-rwanda.org.

The subject must be clearly marked as "**Quotation for 2021 FY financial statements assignment**".

Deadline for tender note is: **Deadline is Friday, 10th of December 2021, 4pm.**

The expected working period will be December 2021 - January 2022.

Only completed offers would be taken into consideration.

Only shortlisted candidates will be contacted.