



SPECIAL DRIVERS UNITED LTD

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1. Company background

Special Drivers United (SDU) Ltd is a Rwandan-owned land transportation company, structured as a limited liability company. Established in April 2019, SDU Ltd is registered with the Rwanda Development Board (RDB) and received its operational license from the Rwanda Utilities Regulatory Authority (RURA) in May 2019. SDU functions as a common billing platform for vehicle owners, enabling access to corporate clients, including government agencies and private enterprises. SDU is seeking to outsource below activities.

Scope of Work

A. Financial Review and Recommendations

The consultancy firm is expected to conduct a thorough review of SDU's financial management and provide recommendations for improvement. The specific tasks include:

- **Financial Records Assessment:**
 - Review the company's financial records (GL) and controls and provide necessary adjustments and recommendations for improvements.
 - Advise on best practices for accounting archive management.
 - Conduct an analysis of petty cash bookkeeping and suggest improvements.
- **Accruals, Depreciation, and Amortization:**
 - Review the processes for company provisions, accruals, depreciation, and amortization, and advise on adjustments.
 - Verify the reconciliation between QuickBooks and all sub-ledgers, including accounts receivable, payable, and assets.
- **Internal Controls and Compliance Review:**
 - Assess the accuracy of postings related to Property, Plant, and Equipment (PPE).
 - Evaluate the company's transfer pricing and internal payment procedures.
 - Review monthly bank and petty cash reconciliation processes and suggest improvements.
 - Verify the process for preparation and submission of monthly tax returns and suggest improvements to ensure compliance.
 - Review and verify the accuracy of accounting entries in QuickBooks.
- **Reporting and Analysis:**
 - Review monthly management accounts and provide recommendations for improvements.
 - Analyze changes in the SDU shareholders list and report findings without making adjustments.
 - Compile a comprehensive and updated list of SDU shareholders, providing verification and analysis but not making changes.

- **Bookkeeping and Reconciliation Review:**
 - Review the monthly bookkeeping process and provide recommendations for improvements.
 - Verify monthly bank and sales reconciliation procedures.
 - Ensure proper documentation of monthly reconciliations of receivables, payables, and asset depreciation.
 - Review and provide recommendations on the alignment of bookkeeping practices with International Accounting Standards (IAS) for SMEs.
 - Evaluate the risk of material misstatement in financial records and provide a report.

B. Administrative Review and Recommendations

The consultancy firm will provide advisory inputs to strengthen SDU's administrative structure. Key responsibilities include:

- **Governance:**
 - Propose a draft board charter for the Board of Directors for their consideration.
 - Evaluate the current organizational structure and provide adjustments and recommendations.
 - Describe the role of the internal auditor and his/her clearly link with the BoD and management
 - Describe the importance of the company secretary, his/her role and responsibilities
- **Documentation and Policy Development:**
 - Review the company's procedure manual and provide recommendations for improvement.
 - Suggest amendments to the company's Memorandum of Understanding (MoU) and ~~Articles of Association for management's consideration.~~
 - Review the overall company structure and provide recommendations for adjustment.
 - Advise on the segregation of duties to ensure clear roles and responsibilities within the company.

3. Required Qualifications and Experience

The selected auditing and consultancy firm must meet the following criteria:

- Must be a member of the Institute of Certified Public Accountants of Rwanda (ICPAR).
- Must be accredited and accepted by the Rwanda Revenue Authority.
- A minimum of five years of experience in auditing services for private companies.
- Demonstrated track record, with at least three certificates of successful completion of similar projects.
- Capability to deliver services within a short timeframe to meet client requirements.
- Strong legal advisory capabilities to provide recommendations on the company's legal and administrative structures.

4. Deadlines for Activities

To ensure timely completion of the tasks, the following deadlines apply:

- **A. Financial Review and Recommendations:** The review of the company's financial management and recommendations should be completed by **15 November 2024**.
- **B. Administrative Review and Recommendations:** The assessment of the company's administrative structure and submission of recommendations should be finalized by **15 November 2024**.

5. Application Procedure

Interested consultancy firms should submit their applications, which must include:

- A cover letter.
- The company's profile.
- References and proof of relevant experience.
- Documentation to verify compliance with the qualifications listed above.

All applications should be compiled into a single file and submitted to the Chairperson of SDU Ltd via email at **specialdriversunited@gmail.com** or delivered as hard copies to SDU Ltd's head office at **KG 200 St, Plot 31, Kimironko, Gasabo, Kigali**.

NB: Offer must differentiate the cost of finance and that of administration

Application Deadline: 17th October 2024

6. Contact Information

For further inquiries, please contact:

- **Chairperson:** Hatibu Rwakayikara on above addresses
- **Location:** SDU Ltd Head Office, KG 200 St, Plot 31, Kimironko, Gasabo, Kigali
- **Email:** specialdriversunited@gmail.com

Done at Kigali, 14/10/2024

H. Rwakayikara

