

Selection of Request for proposals for exam services to be provided to iCPAR for its new Certified Accounting Technician (CAT) qualification

Client: Institute of Certified Public Accountants of Rwanda (iCPAR)

Important

Interested organisations are required to submit their application by 17:00 Central African Time on Wednesday 14 March 2018. Late submissions will not be accepted. Applications must be submitted by email to Jean Marie Vianney Muhire, the Director of Education Development Services (jmv.muhire@icparwanda.com) and copied to ACCA (email: iCPARexamtender@accaglobal.com).

The proposal **must not exceed 40 pages in total** (typed in no. 10 point font to address the selection criteria - completion of the forms below). Any submissions that do not comply with the instructions will not be considered. **ALL TENDER BIDS SHOULD BE SUBMITTED AS PDF FILES**

Date of Request: *21 February 2018*

Date of Submission:

PROPOSAL SUBMISSION FORM

To: The Institute of Certified Public Accountants of Rwanda (iCPAR)

Attn: Jean Marie Vianney Muhire, the Director of Education Development Services

Dear Sirs:

We, the undersigned, offer to provide exam services to iCPAR for its new CAT qualification in accordance with your Request for Proposals dated February 21 2018, and we are hereby submitting our Proposal, which includes the technical approach and financial proposal.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for 60 days after the submission date.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory:

Name of organisation:

Address:

Contact information (phone and e-mail):

ORGANISATIONAL OVERVIEW

TYPE OF WORK UNDERTAKEN INCLUDING VOLUME, TIME SINCE ESTABLISHMENT, SUSTAINABILITY AND FINANCIAL SECURITY

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment

EXTERNAL REFEREES

NAME, ORGANISATION, JOB TITLE AND CONTACT DETAILS – FOR TWO REFEREES ONLY

EXPERIENCE AND EXPERTISE IN SIMILAR WORK

1. List only previous similar assignments successfully completed in the last 5 years.

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment

DESCRIPTION OF APPROACH FOR EACH COMPONENT AND DELIVERABLE

Key component	Deliverable	Delivery approach
<p>Development of exams for CAT Stage 1, including quality assurance process undertaken by tendering organisation and review by iCPAR, as well as security arrangements – full timetable and process to be provided by tendering organisation</p> <p>Stage 1 exams:</p> <ul style="list-style-type: none"> • Financial Accounting (CAT FA 1) • Management Accounting (CAT MA 1) • Work Effectively in Accounting and Finance (CAT WE1) 	Specimen CAT Stage 1 exam to be used to prepare tuition providers and students	
	Live CAT Stage 1 exams to be sat in December 2018 (first Stage 1 exam sitting)	
	Back up CAT Stage 1 exam for December 2018 (first Stage 1 exam sitting) in case live exam cannot be used due to security breach etc.	
	Live CAT Stage 1 exams to be sat in June 2019 (second Stage 1 exam sitting)	
	Back up CAT Stage 1 exam for June 2019 (second Stage 1 exam sitting) in case live exam cannot be used due to security breach etc.	
Development of exams for CAT Stage 2, including quality	Specimen CAT Stage 2 exam to be used to	

Key component	Deliverable	Delivery approach
<p>assurance process undertaken by tendering organisation and review by iCPAR, as well as security arrangements – full timetable and process to be provided by tendering organisation</p> <p>Stage 2 exams:</p> <p>Financial Accounting (CAT FA 2)</p> <p>Management Accounting (CAT MA 2)</p> <p>Professional Ethics in Accounting and Finance (CAT PE 2)</p>	<p>prepare tuition providers and students</p>	
	<p>Live CAT Stage 2 exams to be sat in June 2019 (first Stage 2 exam sitting)</p>	
	<p>Back up CAT Stage 2 exam for June 2019 (first Stage 2 exam sitting) in case live exam cannot be used due to security breach etc.</p>	
	<p>Question bank for future exam sittings for CAT Stage 1 and 2 – sufficient to cover 2 further exam sittings for each of Stage 1 and 2</p>	
<p>Marking of exams for CAT Stage 1 – including marking, standardisation, appeals and provision of marks to iCPAR in order for iCPAR to distribute results to students - full timetable and process to be provided by tendering organisation</p>	<p>CAT Stage 1 exams marked and results delivered to iCPAR (December 2018 exam sitting)</p> <p>Appeals considered and concluded in consultation with iCPAR</p>	
	<p>CAT Stage 1 exams marked and results delivered to iCPAR (June 2019 exam sitting)</p> <p>Appeals considered and</p>	

Key component	Deliverable	Delivery approach
	concluded in consultation with iCPAR	
Marking of exams for CAT Stage 2 – including marking, standardisation, appeals and provision of marks to iCPAR in order for iCPAR to distribute results to students - full timetable and process to be provided by tendering organisation	CAT Stage 2 exams marked and results delivered to iCPAR (June 2019 exam sitting) Appeals considered and concluded and results delivered to iCPAR	
Capacity building for iCPAR exams team (internal and external) to enable it to fully take over responsibility for exam development and marking; this is anticipated to be in place from the December 2019 sitting. Full proposal for capacity building programme, including timetable to be provided by tendering organisation		
iCPAR will introduce a tailored entry to CAT membership for tax advisors and SACCO auditors through one integrated exam testing competency across the CAT syllabus; this exam will focus on practical application of skills.	Specimen integrated CAT exam to be used to prepare tuition providers and students	August 2018
	Live integrated CAT exam exam to be sat in December 2018 (first integrated CAT exam sitting)	August 2018
	Back up integrated CAT exam for December 2018 (first integrated CAT exam sitting) in case live exam cannot be used due to security breach etc.	August 2018
	Live integrated CAT exam exam to be sat in June 2019 (second integrated CAT exam sitting)	Feb 2019
	Back up integrated CAT	Feb 2019

Key component	Deliverable	Delivery approach
	exam for June 2019 (second integrated CAT exam sitting) in case live exam cannot be used due to security breach etc.	

ENSURING ICPAR'S LONG-TERM SUSTAINABILITY

EXPLANATION OF THE APPROACH TO ENSURING ICPAR'S LONG-TERM SUSTAINABILITY, THROUGH THE CAPACITY BUILDING SERVICES, AND MORE BROADLY IF APPLICABLE.

SECURITY ARRANGEMENTS

AN OUTLINE OF SECURITY ARRANGEMENTS TO ENSURE THE INTEGRITY AND CONFIDENTIALITY OF EXAMS

COMPLIANCE WITH RELEVANT IFAC INTERNATIONAL EDUCATION STANDARDS

EXPLANATION OF HOW THE PROPOSAL COMPLIES WITH RELEVANT IFAC INTERNATIONAL EDUCATION STANDARDS.

WORK PLAN AND STAFFING

Key component	Deliverable	Key steps	Indicate start and finish dates (dd/mm/yyyy)	Staffing (name individuals/teams per key step)	Where (Home/Field (i.e. in Rwanda))
<p>Development of exams for CAT Stage 1, including quality assurance process undertaken by tendering organisation and review by iCPAR, as well as security arrangements – full timetable and process to be provided by tendering organisation</p> <p>Stage 1 exams:</p> <ul style="list-style-type: none"> • Financial Accounting • Management Accounting • Work Effectively in Accounting and Finance 	Specimen CAT Stage 1 exam to be used to prepare tuition providers and students				
	Live CAT Stage 1 exams to be sat in December 2018 (first Stage 1 exam sitting)				
	Back up CAT Stage 1 exam for December 2018 (first Stage 1 exam sitting) in case live exam cannot be used due				

Key component	Deliverable	Key steps	Indicate start and finish dates (dd/mm/yyyy)	Staffing (name individuals/teams per key step)	Where (Home/Field (i.e. in Rwanda))
	to security breach etc.				
	Live CAT Stage 1 exams to be sat in June 2019 (second Stage 1 exam sitting)				
	Back up CAT Stage 1 exam for June 2019 (second Stage 1 exam sitting) in case live exam cannot be used due to security breach etc.				
Development of exams for CAT Stage 2, including quality assurance process undertaken by tendering organisation and review by iCPAR, as well as security arrangements – full timetable and process to be provided by tendering organisation Stage 2 exams: Financial Accounting (CAT FA 2) Management Accounting (CAT MA 2) Professional Ethics in Accounting and Finance (CAT PE 2)	Specimen CAT Stage 2 exam to be used to prepare tuition providers and students				
	Live CAT Stage 2				

Key component	Deliverable	Key steps	Indicate start and finish dates (dd/mm/yyyy)	Staffing (name individuals/teams per key step)	Where (Home/Field (i.e. in Rwanda))
	exams to be sat in June 2019 (first Stage 2 exam sitting)				
	Back up CAT Stage 2 exam for June 2019 (first Stage 2 exam sitting) in case live exam cannot be used due to security breach etc.				
	Question bank for future exam sittings for CAT Stage 1 and 2 – sufficient to cover 2 further exam sittings for each of Stage 1 and 2				
Marking of exams for CAT Stage 1 – including marking, standardisation, appeals and provision of marks to iCPAR in order for iCPAR to distribute results to students - full timetable and process to be provided by tendering organisation	CAT Stage 1 exams marked and results delivered to iCPAR (December 2018 exam sitting) Appeals considered and concluded in consultation with iCPAR				
	CAT Stage 1 exams				

Key component	Deliverable	Key steps	Indicate start and finish dates (dd/mm/yyyy)	Staffing (name individuals/teams per key step)	Where (Home/ Field (i.e. in Rwanda))
	<p>marked and results delivered to iCPAR (June 2019 exam sitting)</p> <p>Appeals considered and concluded in consultation with iCPAR</p>				
Marking of exams for CAT Stage 2 – including marking, standardisation, appeals and provision of marks to iCPAR in order for iCPAR to distribute results to students - full timetable and process to be provided by tendering organisation	<p>CAT Stage 2 exams marked and results delivered to iCPAR (June 2019 exam sitting)</p> <p>Appeals considered and concluded and results delivered to iCPAR</p>				
<p>Capacity building for iCPAR exams team (internal and external) to enable it to fully take over responsibility for exam development and marking; this is anticipated to be in place from the December 2019 sitting.</p> <p>Full proposal for capacity building programme, including timetable to be provided by tendering organisation</p>					
iCPAR will introduce a tailored entry to CAT membership for tax advisors and SACCO	Specimen integrated CAT exam to be used to				

Key component	Deliverable	Key steps	Indicate start and finish dates (dd/mm/yyyy)	Staffing (name individuals/teams per key step)	Where (Home/Field (i.e. in Rwanda))
auditors through one integrated exam testing competency across the CAT syllabus; this exam will focus on practical application of skills.	prepare tuition providers and students				
	Live integrated CAT exam exam to be sat in December 2018 (first integrated CAT exam sitting)				
	Back up integrated CAT exam for December 2018 (first integrated CAT exam sitting) in case live exam cannot be used due to security breach etc.				
	Live integrated CAT exam exam to be sat in June 2019 (second integrated CAT exam sitting)				
	Back up integrated CAT exam for June 2019 (second integrated CAT exam				

Key component	Deliverable	Key steps	Indicate start and finish dates (dd/mm/yyyy)	Staffing (name individuals/teams per key step)	Where (Home/Field (i.e. in Rwanda))
	sitting) in case live exam cannot be used due to security breach etc.				

CVS

NAMES, JOB ROLES, PROJECT ROLES, QUALIFICATIONS AND EXPERIENCE OF KEY STAFF/CONSULTANTS

CURRICULUM VITAE (CV)

Position Title and No.	
Name of Expert:	
Date of Birth:	
Country of Citizenship/Residence	

Education (dates, qualification, awarding institution):

Employment record relevant to the assignment:

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Adequacy for the Assignment:

Detailed key steps Assigned	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks

Expert's contact information : e-mail;
phone:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.

Name of Expert

Signature

Date

Name of authorized
Representative of the Consultant (the same who signs the Proposal)

Signature

Date

COST ESTIMATE OF SERVICES

Costs should be exclusive of VAT. Please state whether VAT is applicable to each component.

Key component	Deliverable	Estimated cost (£UK sterling) exclusive of VAT	Estimated payment due date
Development of exams for CAT Stage 1, including quality assurance process undertaken by tendering organisation and review by iCPAR, as well as security arrangements – full timetable and process to be provided by tendering organisation Stage 1 exams: <ul style="list-style-type: none"> • Financial Accounting • Management Accounting • Work Effectively in Accounting and Finance 	Specimen CAT Stage 1 exam to be used to prepare tuition providers and students		
	Live CAT Stage 1 exams to be sat in December 2018 (first Stage 1 exam sitting)		
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	Live CAT Stage 1 exams to be sat in June 2019 (second Stage 1 exam sitting)		
	Back up CAT Stage 1 exam for June 2019 (second Stage 1 exam sitting)		

Key component	Deliverable	Estimated cost (£UK sterling) exclusive of VAT	Estimated payment due date
	sitting) in case live exam cannot be used due to security breach etc.		
<p>Development of exams for CAT Stage 2, including quality assurance process undertaken by tendering organisation and review by iCPAR, as well as security arrangements – full timetable and process to be provided by tendering organisation</p> <p>Stage 2 exams:</p> <p>Financial Accounting (CAT FA 2)</p> <p>Management Accounting (CAT MA 2)</p> <p>Professional Ethics in Accounting and Finance (CAT PE 2)</p>	Specimen CAT Stage 2 exam to be used to prepare tuition providers and students		
	Live CAT Stage 2 exams to be sat in June 2019 (first Stage 2 exam sitting)		
	Back up CAT Stage 2 exam for June 2019 (first Stage 2 exam sitting) in case live exam cannot be used due to security breach etc.		
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Key component	Deliverable	Estimated cost (£UK sterling) exclusive of VAT	Estimated payment due date
timetable and process to be provided by tendering organisation	concluded in consultation with iCPAR		
	CAT Stage 1 exams marked and results delivered to iCPAR (June 2019 exam sitting) Appeals considered and concluded in consultation with iCPAR		
Marking of exams for CAT Stage 2 – including marking, standardisation, appeals and provision of marks to iCPAR in order for iCPAR to distribute results to students - full timetable and process to be provided by tendering organisation	CAT Stage 2 exams marked and results delivered to iCPAR (June 2019 exam sitting) Appeals considered and concluded and results delivered to iCPAR		
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iCPAR will introduce a tailored entry to CAT membership for tax advisors and SACCO auditors through one integrated exam testing competency across the CAT syllabus; this exam will focus on practical application of skills.	Specimen integrated CAT exam to be used to prepare tuition providers and students		
	Live integrated CAT exam to be sat in December 2018 (first integrated CAT exam sitting)		

Key component	Deliverable	Estimated cost (£UK sterling) exclusive of VAT	Estimated payment due date
	Back up integrated CAT exam for December 2018 (first integrated CAT exam sitting) in case live exam cannot be used due to security breach etc.		
	Live integrated CAT exam exam to be sat in June 2019 (second integrated CAT exam sitting)		
	Back up integrated CAT exam for June 2019 (second integrated CAT exam sitting) in case live exam cannot be used due to security breach etc.		

OPTIONS FOR COST SAVINGS AND EFFICIENCIES

RISKS AND MITIGATIONS

RISK	MITIGATION

ASSUMPTIONS AND DEPENDENCIES

EXPLANATION OF ANY ASSUMPTIONS AND DEPENDENCIES YOU HAVE IDENTIFIED AS PART OF YOUR PROPOSAL.