

Terms of Reference - Preparation of the 5-year business plan for ICPAR SACCO

Background

The Institute of Certified Public Accountants of Rwanda ICPAR is a non-profit organization, with its headquarters in Kigali-Rwanda. The mission for the Institute is to build a strong and engaged professional accountancy organization that anticipates stakeholder expectations and acts in the public interest

The Institute of Certified Public Accountants of Rwanda ICPAR regulates the accountancy profession; preserves the integrity of the accounting profession; promotes the competence and the capacities of members. deliver accounting qualifications, programs and examinations and promotes compliance with professional standards

The role of the accountancy profession will be central to catalyze and drive progress in areas such as good governance, accountability, transparency, promoting investment and building a solid infrastructure.

In bid to implement strategic plan on pillar with regards to promoting investment and building a solid infrastructure, Institute of Certified Public Accountants Rwanda ICPAR has embarked on the process of creating Saving and Credit Cooperatives that would start preliminarily with the Members of the institute

This would support the GoR effort towards increasing the saving culture which is catalyst to investment reducing poverty, promoting resilient communities and creating jobs through private sector investment. The goal is to transform lives of members and community at large by proving funding and technical assistance to businesses that improve the lives of members and display potential for credible commercial viability and growth.

ICPAR. is therefore seeking an Individual Consultant to support the Institute in developing the 5 year business plan for the ICPAR SACCO as this is one of the approval requirements by regulatory authority.

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Overview of the Role

The Individual Consultant will be an expert with experience in banking, microfinance industry, training, organizational development and business development in Rwanda and or East Africa Community region. The Consultant will work closely with the Secretariat of the institute transferring knowledge and expertise for the long-term benefit of the SACCO

1.0 Scope of Work

The scope will entail:

1. Assess the current financial services land scape in Rwanda with focus on collecting data and pave a way for reliable insightful business plan of ICPAR SACCO
2. Develop the well detailed business plan that includes the primary and extended function of SACCO such as credit process, products, costs structure, internal audit processes, risk management, IT infrastructure requirements
3. Determine what are the real needs of the members and establish how the SACCO s credit processes and structures are speaking to these needs.
4. Conduct a market assessment to inform the development of products and training packages for Secretariat staff and develop a strategy related to launch such product.
5. Based on findings from market assessment, tentatively develop the SACCO products (market definition, market research, product prototype, costing and pricing, marketing and funds mobilization, lifecycle management and governance and the like) and clarify the impact of introducing new products on the SACCO (human resources, corporate culture, operations and systems, financial results, and operating results).
6. Recommend action plan of SACCO operations and products complete with the implementation road map and recommend templates, forms, manuals and comprehensive policies.

2.0 Deliverables

The consultant will provide the 5-year business plan encompassing the following:

1. A market assessment
2. Financing & funds mobilization strategy
4. Financial projection for the next five years
5. Implementation road map for the products operationalization

3.0 Duration of Service

The assignment will run for a period of 30 days from the contract signing.

4.0 Qualifications

- i. A Master's degree in Finance, Accounting or Economics;
- ii. At least 5 years of experience in financial service sector with a minimum of 3 years of experience in banking, SACCO operations and the financial industry of which a significant portion should be in Rwanda
- iii. A certified professional Banker with specific experience in Rwanda financial services industry
- iv. Must be an ICPAR member in good standing
- v. Fluency in English and French with written & presentation skills;

5.0 Proposal submission

Interested and qualified individual consultants are invited to submit their CVs describing their academic and professional qualification and experience.

6.0 Reporting.

The consultant shall submit the 5-year business plan to the ICPAR SACCO designated committee for approval