
REQUEST FOR EXPRESSION OF INTEREST

The Botswana Institute of Chartered Accountants intends to engage services of reputable Botswana Qualifications Authority (BQA) accredited facilitators and organisations for its Continuing Professional Development Workshops. The Workshops are as follows:

- International Standards on Auditing and Quality Control
- Internal Auditing
- Company Secretarial
- Professional Code of Ethics for Accountants
- International Financial Reporting Standards (IFRS)
- Financial Modelling in Excel
- Botswana GAAP
- IT Audit
- Business Continuity Strategy
- Financial transaction & Fraud Schemes Investigation
- Public Sector Accounting Standards
- Computerised Accounting (Pastel)
- Financial Strategy
- Entrepreneurship
- Basics of Kaizen
- Financial Intelligence Act
- Taxation
- Corporate Governance
- Fraud and Risk Management
- International Financial Reporting Standards for SME's
- Excel (Introduction, Intermediate and Advanced)
- Financial Intelligence
- Business Impact Analysis
- Information Security Awareness
- Advanced Forensics Investigation
- Financial Management for Non Finance Executives
- Business Fundamentals
- Adapting to Workplace – Team
- New Venture Creation
- Business Leadership

• Any other subjects that may be of interest to BICA members

The services include facilitating/training members of BICA, drafting quality material for the above subjects and administering tests after workshops.

BICA now invites eligible consultants to indicate their interest in providing the courses. Interested facilitators and Organisations must provide information indicating that they are **qualified** and **accredited** to perform the courses with experience in similar conditions.

For Individuals

A submission which sets out:

- A description of why the project is of Interest to the Individual
- A professional CV
- BQA Accreditation Certificate
- Draft Material for training on the preferred subjects

For Organisations:

1. Organisation History (1 page maximum)

- Mission Statement
- A brief history of the Organisation including years of operation
- Describe the organisation's current programs and services
- Provide information on any awards, successes and relevant impact statistic

2. Statement of Interest and Experience (2 pages maximum)

- Why is the organization interested in the project?
- What is the organisation's experience working on a similar project?
- How is the organization service(s) or practice(s) relevant to the project?

3. Attachments

- BQA Accreditation
- Courses the Organisation is accredited for
- List of Resource Person Accredited by BQA and their accreditation certificates

Interested individuals and organisations may obtain further information at the address below from 0800 to 1630 during weekdays. The expression of interest must be submitted in person at the Institute offices (2nd floor reception) providing 3 copies and an original. Expression of interest must be delivered to the address below by **12th February 2016**.

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Fairgrounds Financial Centre
Gaborone Botswana
Private Bag 0021 Gaborone
Tel: +267 3972992
Email – bica@cpd.org.bw

Contact persons: Tshepang Monare or Joseph Gontse

Note that this is an invitation to express interest only and BICA is not bound by any expression of interest received.

