



# TERMS OF REFERENCE

## AUDITING SERVICE FOR CISDOMA PROJECT

### I. Background of CISDOMA in Vietnam

**Organization:** The Consultative Institute for Socio-Economic Development of Rural and Mountainous Areas (CISDOMA) is a Non – Governmental Organization (NGO), established under Decision No 25/QD-TW issued on 22/5/2000 by the President of the Southeast Asian Research Association of Vietnam (SEARAV). Through consultancy and co-operation in implementing sustainable development projects, CISDOMA’s activities are aiming at:

- Enhancing capacity, increasing income, and improving life quality of the disadvantaged groups, especially ethnic minority people, women and girls, poor farmers and other vulnerable groups;
- Strengthening capacity of local organizations in planning and implementation of programs on poverty reduction, especially in rural and mountainous areas of Vietnam; and
- Providing inputs and feedbacks on strategy and policy development processes for sustainable socio-economic development of rural and mountainous areas.

We are looking for an audit company candidate to provide project audit service for CISDOMA.

### II. Project design

#### 1. Project outline

**Project name:** Promoting gender equality and addressing gender stereotypes in Vietnam through initiatives designed and implemented by youth – Youth changed, gender equality is promoted.

**Project objectives:** Promote gender equality in Vietnam by increasing youth engagement and participation in addressing gender stereotypes.

**Location:** Hanoi, Da Nang, Ho Chi Minh City, Vietnam

#### Target populations:

- The *target groups* comprise of 1,000 youth (at least 50% are girls/women) in 20-30 university-based student groups in 5 universities including Vietnam Women’s Academy, Hanoi University, The Academy of Journalism and Communication in Hanoi City, Da Nang University in Da Nang and The University of Social Sciences and Humanities Ho Chi Minh City in Ho Chi Minh City

**Donor:** The Embassy of the Netherlands in Vietnam

**Project budget:** 49,850 EUR

**Project duration:** 18 months, from October 2021 to March 2023

**Key partners:** 5 universities including Vietnam Women’s Academy, Hanoi University, The

## 2. Project Activity Description

Organise talk-shows on gender equality among students in the five universities
Issue calls for small grant proposals for youth groups in five universities
Training for selected youth groups on community engagement, organization development and fundraising
Provide ongoing coaching for the selected youth groups to take forward their proposed actions
Organize face to face networking events among youth groups in five universities
Audit
Monitoring & Evaluation

## 4. Objective of the audit

The purpose of the audit is to express an opinion on the project financial statements, on compliance with the cooperation agreement and on the use of fund. The audit report is sent to CISDOMA and its donor – the Embassy of the Netherlands in Vietnam.

Audit report requirements:

- Include the audit firm's opinion on: i) compliance with the partnership agreement; ii) the use of funding for the right purposes of the project and in accordance with the cooperation agreement; iii) the financial statements present a true and fair view.
- State all matters leading up to the exception in the audit opinion.
- Audit report in Vietnamese and English.

## III. Scope of work

The scope of an audit includes an examination of all underlying records and access to information without limitation imposed by the office being audited. Auditor shall perform procedures required to provide donors with reasonable assurance and confirmation whether or not monies received as income to this project were used in accordance with the intended purpose, donor agreement, and applicable policies, procedures, and regulations. The professional service provider will audit financial statements of DAMREY project from December 1<sup>st</sup> 2018 to July 31<sup>st</sup> 2019. The professional service provider is expected to complete the following tasks:

- Audit accounting records and financial reports of the project with time frame **from October 2021 to March 2023**. This task will mainly be done at CISDOMA's office in Hanoi.
- Auditor qualifications:

The auditor must be a certified or chartered accountant and must be licensed to conduct the audit in

Vietnam and have knowledge and experience in auditing Vietnamese NGOs and development projects.

**IV. Application for submission**

- Deadline for application: April 10, 2023
- Please provide us with your quotation for the service including the timetable of the audit, your service fees by email to: [infor@cisdoma.org.vn](mailto:infor@cisdoma.org.vn); [ninh.dn@cisdoma.org.vn](mailto:ninh.dn@cisdoma.org.vn)