



TERMS OF REFERENCE

External Final Project Auditor for:

- ***“Vietnam- Hewlett Extractive Industries Women’s Rights Accountability Initiative” project***
- ***Project number: A-06762***
- ***Financial period: 01/06/2021 - 26/05/2023***

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. There are currently 21 member organizations working in 87 countries. We have a vision of a just and sustainable world. A world where people and the planet are at the center of our economy. Where women and girls live free from violence and discrimination. Where the climate crisis is contained. And where governance systems are inclusive and allow for those in power to be held to account.

Oxfam in Vietnam believes that a reduction in poverty, injustice, and inequality will occur through the interaction between active citizens, accountable states and responsible private sector and that it is fundamental to Vietnam’s development. Oxfam in Vietnam aims to influence the current growth-based development model to shift to a Human Economy Development Model, putting people and the planet before profits.

1. Project Background:

“The Vietnam- Hewlett Extractive Industries Women’s Rights Accountability Initiative” project has been implementing in Vietnam since June 2021.

The project’s goal: Local, regional, national, and international influencing of Extractive Industries transparency and accountability initiatives and revenue investment decision-making by women and their supporting organizations, networks, and allies results in increased government investment in programs and services that advance women’s rights and gender justice (GJ).

The project in Vietnam will contribute directly and mainly to outcome 1 and lightly touches on outcome 3 of phase 3 of the Extractive Industries Women Rights Accountability Initiative:

Outcome 1: Women’s rights and EI fiscal transparency organizations in Zambia, Vietnam, and Peru make concrete and measurable strides towards securing increased investment of EI revenues in programs and services that advance women’s rights and gender justice

Outcome 2: Women’s rights organizations, networks, and allies drive a feminist natural resource governance agenda and influence regional and global EI fiscal transparency reform agendas, policy objectives, and standards

Outcome 3: Oxfam, partners, allies, and beyond reflect on and learn from Phases 1, 2, and 3, building their capacities to engage WROs and EITAs in promoting EI fiscal transparency agendas that support women’s rights

The project is expected to complete by 26th May 2023. Accordingly, Oxfam is looking for an auditing firm to conduct final project audit

As per the agreement between Oxfam in Vietnam and Donor, an external auditing is requested to work on at the end of financing agreement ended 26th May 2023. As a result, there will be an audit for:

Name of project	Project ID	Financial period	Estimated expenditure	Expected audit sites
Vietnam- Hewlett Extractive Industries Women's Rights Accountability Initiative (Hewlett)	A-06762	01/06/2021 – 26/05/2023	USD 168,070	Oxfam office, final beneficiaries, and service providers.

2. Audit scope and expected outputs

The auditor is expected to conduct the auditing of the "Income and expenditure report" of the project A-06762 for the period mentioned above respectively.

Deliverables

- Management letter where provide any weaknesses or issues noted during the audit with practical recommendations for further actions.
- An Auditor's Report (2 original copies in English) for this project signed by the external auditor to certify the Financial reports to be prepared by Oxfam for this project during the period as detailed shown above.

The auditor and Oxfam can discuss in more details later for most convenient time and arrangement for both parties.

3. Timeframe

Sl.	Particular	Schedule
1	Meeting & collecting of primary documentation and verification.	Week 2-3 of June 2023
2	Audit of Office: Oxfam	Week 5 of June 2023
3	Analysis of findings and preparation of draft report	Week 1 of July 2023
4	Final Audit report with Management letter and sign of process	Week 2 of July 2023
5	Submission of Audited Financial report and Management letter to Oxfam in Viet Nam	Week 2 of July 2023

4. Audit fees

Audit fees will be negotiated. Only the one who meets Oxfam's requirements with satisfactory qualify and reasonable costs will be selected.

Please send your proposal to thao.phamthi@oxfam.org by 21/04/2023.

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Only those candidates selected for an interview will be contacted.

Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and committed to promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us.