

## TERMS OF REFERENCE

### Service contract for delivery of accounting service to Jiff grantees call 4 Period: 15.06.2023-31.05.2024

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. Summary and Programme Background

The Justice Initiatives Facilitation Fund of the EU Legal and Judicial Empowerment Programme in Viet Nam (EU JULE JIFF, or hereafter JIFF) is being implemented by Oxfam for a 79-month period beginning on November 1st 2017 to May 31st 2024. The overall objective of JIFF is to strengthen the rule of law in Vietnam through a more reliable, trust-worthy and better-accessed justice system. The specific objective is to increase vulnerable groups' access to justice, in particular women, children, ethnic minorities and poor people. The action has four key results: 1) Increased public awareness and understanding of legal rights and how to invoke these rights; 2) Increased access to legal advice, assistance and representation in administrative, civil, and criminal matters; 3) Improved enabling environment and regulatory framework for legal empowerment and access to justice; and 4) Enhanced integrity, transparency and accountability in the justice sector.

The four JIFF results will be achieved through a combination of grant-making to civil society organisations (CSOs), targeted pre- and post-grant capacity development, research, networking and policy advocacy. Four grants calls over the programme period will each concentrate on multiple thematic areas related to the results, with an average of 16 grants made in each grant call. Each grant will be valued between €50,000 - €75,000.

Currently, there are 17 grantees at 4th call. The working areas and project timeline of 17 grantees as following:

- **Project timeline:** 15 Jun 2023 – 31 May 2024.
- **Working areas:**

No.	Grantee	Approved projects in the 4th grant call	Project office address	Project activities' area
1.	Hoa Binh Women's Union (HBWU)	Empowering women through accessing and understanding to the Law on Cybersecurity and the Law on Marriage	Hoa Binh	Yen Thuy and Lac Son

		and Family		district
2.	Mai Chau district Women's Union, Hoa Binh Province (MCWU)	Strengthen legal knowledge for women, children, ethnic minorities in crime, society's vices and gender-based violence prevention in Mai Chau district, Hoa Binh province	Hoa Binh district, Hoa Binh province	02 communes in Mai Chau district
3	Center for Applied Research and Development of Social Work (CARDSW)	Raising legal awareness and understanding on the rights to access education and participate safety and security of inland waterways for children of ethnic minorities and their parents who go to school by boat, in Hoa Binh province	Ha Noi	Hoa Binh province
4.	The Legal Consultancy for Poor People and Community Development Center (LACVN)	Raising awareness, providing legal aids and its consultancy on cybersecurity and transaction security for women, children, poor people and ethnic minorities in Ba Vi and Phuc Tho district, and Hanoi.	Hanoi	Ba Vi and Phuc Tho district, Ha Noi
5.	Institute of Water Resources Science (WRI)	Enhancing the level of understanding on water resources, its value and water-use saving and reusing water in daily life for the pupils in Hanoi	Hanoi	Ha Noi
6	Hanoi Association of People with Disabilities (DPHN)	Raising awareness and educate about the Law on people with disabilities for children	Hanoi	Ha Noi
7.	Center for Consulting on Legal and Policy on Health and HIV/AIDS (CCLPHH)	Digital transformation in legal communication, legal consultancy, legal aid on healthcare, education, employment and other administrative procedures at Public Services for informal workers, especially people living with HIV and people at high risk of HIV infection, women and children who are their relatives, piloted in 5 communes in Que Phong district, Nghe An province	Ha Noi	Que Phong district, Nghe An
8	Center for Legal Advice - Vinh University (VU)	Strengthening access to legislation and judiciary on sexual abuse prevention for ethnic children in Thanh Chuong district and children in some communes in Do Luong district, Nghe An province	Nghe An	Thanh Chuong and Do Luong district, Nghe An
9	National Fund for Vietnamese Children Nghe An province (CPF Nghe An)	Promoting the enforcement of children's rights, ensuring children's access to support resources, health care services and education for children with autism spectrum disorder in Nghe An province	Vinh city, Nghe An	Anh sơn, Diên Châu, Quỳnh Lưu, Nghi Lộc, Đô Lương

				District, Nghệ An
10.	Institute for Population, Family and Children Studies (IPFCS)	24HOUR TEENYEEU Model promoting children's right to participate in developing codes of conduct at educational institutions using gender lense, enhancing communication capacity and contributing suggestions to develop legislation on gender equality and sexual abuse prevention	Hanoi	schools of Ha Noi, Quang Binh, HCM
11.	Vietnam Association for Protection of Children's Rights (VACR)	Raise awareness and understanding, provide legal aid and representative defense at court for community, contribute suggestions to draft legal documents related to disadvantaged and vulnerable groups, especially women and children in accordance with the Constitution (2013) and related legal documents.	Hanoi	Ha Noi and Hoa Binh
12.	Rural Development and Poverty Reduction Fund (RDPR)	Increasing access to the law and ensuring the rights to participation in the process of local socio-economic development by promoting the implementation of Law on Implementation of Grassroots-level Democracy for women, poor people and ethnic minorities in Quang Binh province	Dong Hoi city, Quang Binh	Quang Ninh district, Quang Binh province
13.	Quang Binh Community Development Center (CDC QB)	Promoting public's right to access information the Law on Implementing Democracy at Grassroot for people living in rural, coastal and mountainous areas of Le Thuy district, Quang Binh province	Dong Hoi city, Quang Binh	Le Thuy district, Quang Binh
14	Centre for Highland Natural Resource Governance Research (CEGORN)	Raising awareness about Law on Prevention and Control of Harmful Effects of Alcoholic Beverages to children and ethnic minorities in Quang Binh province	Tuyên Hoá district - Quảng Bình province	Tuyên Hóa and Minh Hóa districts
15.	University of Economics and Law - Vietnam National University, Ho Chi Minh City (UEL)	Strengthening capacity to access environmental justice for disadvantaged and people whose livelihood relying on forest resources in Ho Chi Minh city	HCMC	Cần Giờ, Bình Chánh, Củ Chi district, HCM
16.	Center for Research and Education of the deaf and hard of hearing (CED)	Let's listen to the voices of people with hearing disabilities	HCMC	HCM city

17.	Lawyers Association of Hong Ngu city (HNGLA)	Increasing access to Children and Cybersecurity Laws with the aim of declining rates of violence, sexual abuse and accidents at school amongst children at two bordering communes in Hong Ngu city, Dong Thap province	Dong Thap	Bình Thạnh and Tân Hội communes – Hồng Ngự city
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## 2. Requirements

Oxfam will be responsible for overview financial management of the basket fund, consolidating financial reports to donor, providing financial assessments and capacity development for all grantees, developing a financial management and accounting manual, and ensuring that grant management is in line with all local and international financial policies and accounting standards. In order to perform strong financial management of grants and Oxfam, **we are looking for accounting /auditing firms that are expertise in finance, accounting and auditing to:**

- (1) Work with the grantee's accountants to provide Oxfam quarterly and annual financial reports for each grantee mentioned in the above table.
- (2) Carry out desk review of project expenditures as well as other supporting documents of each grantee on quarterly basic before submitting partner financial report to Oxfam.
- (3) Carry out field monitoring trips to grantees sites twice per year in order to:
  - +Check systems and controls as well as accounting records of each grantee related to project's expenditures.
  - +Cross check with beneficiaries, suppliers, other related parties that they are involved in the project.
  - +Follow-up prior recommendations & issues until the issues/problems are solved and report the results to Oxfam's finance in charge.
- (4) Issues verification report after each field monitoring trip to grantee which include:
  - + Comments and observations on the accounting records, systems and controls that have been examined.
  - + Identify specific deficiencies and areas of weaknesses in systems and controls that have come to their attention and make recommendations for improvement.
  - + Report on the degree of compliance to the financing arrangements/guidelines and give comments, if any, on internal and external matters affecting such compliance.

## 3. Supplier Application

Selection criteria for administrative compliance:

This part concerns the information given in the supplier questionnaire, each tenderer can also include any other document he wishes, to assist us in judging their suitability according to the below criteria:

- Proof of Company Registration in Viet Nam.
- A copy of the audited financial statements for the last two years (balance sheet and income statement).
- An organizational (human resources) chart
- Name(s) and CVs or a brief summary of professional background of key personnel to be involved in the implementation of the Contract

- Three satisfactory references of customers for whom the same type of services was provided; Oxfam reserves the right to contact these references, without notifying the Applicant.
- List of customers in the last 18 months. Ideally NGOs and of a similar size to Oxfam.

Supplier are invited to submit their best proposal in English to Oxfam which contains:

(1) **Supplier Technical offer**

A technical offer describing the way in which the supplier intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principles and values of Oxfam.

The supplier technical offer should include:

- ❖ A technical bid consisting of a detailed description of the services offered.
- ❖ Methodology of the consultancy
- ❖ Summary of working model: team involved in the service.
- ❖ Experience in similar jobs.

(2) **Price proposal**

- ❖ Breakdown of costs related to services including out-of-pocket expenses should be presented clearly in the proposal.
- ❖ Costs are clearly quoted per each grantee as well as presenting total amount of the whole package for estimated 17 grantees.
- ❖ By providing this price list, the supplier agrees to abide by it and its accompanying conditions in carrying out the contract.
- ❖ Additional services that the service provider would be willing to provide Oxfam at no cost.

Note: All prices shall be expressed in VND including VAT, and other tariffs if there are.

#### 4. How to apply

The Proposal should be submitted by email with subject mentioning “**Supplier name- Accounting service for grantees call 4-JIFF**”

To: [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org)

cc: [Thang.phamviet@oxfam.org](mailto:Thang.phamviet@oxfam.org)

cc: [thao.phamthi@oxfam.org](mailto:thao.phamthi@oxfam.org)

The closing date for application: **17<sup>th</sup> September 2023**.

We regret that only those applicants selected for the next round 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.*