



## TERMS OF REFERENCE

### External Final Project Auditor for Gender Action Learning Project

- *Project name: Vietnam Gender Action Learning*
- *Project number: A-06762*
- *Financial period: 01/06/2023- 31/08/2024*

#### 1. Introduction:

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Oxfam confederation currently has 21 member organizations working in 80 countries. We share 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 contributes to a shift from the current growth-based development model to a Human Economy that cares about People and the Planet.

All our work is led by three core values: Empowerment, Accountability, Inclusiveness. To read more about our values please click [here](#).

#### 2. Project Background:

**The Gender Action Learning (GAL) project** has been implementing in Vietnam since June 2021, aims strengthen capacity of Oxfam and its partners staff on gender equality. Project's phase 4 is from June 1<sup>st</sup>, 2023, and expected to be completed by August 31<sup>st</sup>, 2024.

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 31<sup>st</sup> August 2024. Accordingly, Oxfam is looking for an auditing firm to conduct final project audit.

As a result, there will be an audit for:

Name of project	Project ID	Financial period	Estimated expenditure	Expected audit sites
<b>Vietnam Gender Action Learning</b>	A-06762	01/06/2023 – 31/08/2024	USD 81,616	Oxfam office, final beneficiaries, and service providers.



### 3. 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.*

### 4. Timeframe

No.	Activity	Schedule
1	Meeting & collecting of primary documentation and verification.	Week 3 of August 2024
2	Audit of Office: Oxfam	Week 2 of September 2024
3	Analysis of findings and preparation of draft report	Week 1 of October 2024
4	Final Audit report with Management letter and sign of process	Week 2 of October 2024
5	Submission of Audited Financial report and Management letter to Oxfam in Viet Nam	Week 2 of October 2024

### 5. Audit fees

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

### 6. Required competence

Requirements on the qualification of auditing firm are as follows:

- Be a legal entity in the field of audit with a business license granted by the competent authority with minimum experience of at least 7 years.
- The auditing firms must be competent to perform the audit in accordance with International and Vietnam Standards on auditing.
- The auditing firm must have experience in auditing donor-funded projects in Vietnam and must have finished at least 5 foreign aid projects and understanding of international accounting standards (IAS, IFRS, US.GAAP...)



- The auditing firm must undertake to perform the services in observing the highest professional and ethical standards and ensuring reliability. The auditing firm must timely replace any participating staff if deemed non-satisfactory by the project
- Auditors and audit assistants (referred to as Auditors) shall hold relevant professional qualifications:
  - Auditors: relevant master's degree with at least 10 years of experience in conducting audits of financial statements.
  - Auditing assistant: relevant bachelor's degree with at least 3 years of experience.

## 7. Application process

Audit firms interested in applying for this work should submit their proposals to [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org) AND [tra.tranthu@oxfam.org](mailto:tra.tranthu@oxfam.org) before **05:00 p.m. on 16/08/2024**.

The proposal must include:

- A technical proposal for the work, compassing the components as described in the Scope of work, a profile of the auditing firm with CVs of auditors and audit assistants.
- A financial proposal for the work, compassing consultancy rate, travel expenses, and other costs/fees to complete the task, including Personal Income Tax or VAT

For more information, please contact  
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Oxfam is committed to preventing any type of unwanted behaviour 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.

We regret that only short-listed applicants will be contacted for an interview.