

Aus4Skills Request for Proposals (AM11797): Financial Review of the Australian Alumni Grants Fund

Dear prospective service provider,

Tetra Tech International Development Pty Ltd (Tetra Tech International Development), as the managing contractor of the Aus4Skills Program in Vietnam on behalf of Australia's Department of Foreign Affairs and Trade, is seeking a local consultant (the "Consultant") to conduct a **financial review of the Australian Alumni Grants Fund (AAGF)** (the "Activity").

The Terms of Reference for the Activity are attached at Annex 1.

Proposals and supporting documentation must be submitted by email to the following contact officer by **13 September 2024, 17:00 (Hanoi time)**:

Name: Andrea Wilson
Title: Contracts and Services Director
Tel: + 84 024 3939 3991
Email: procurement@aus4skills.org

It is your responsibility to ensure that your proposal reaches the email address above on or before the deadline. Proposals that are received by Aus4Skills after the deadline indicated above will not be considered for evaluation.

Proposals will be deemed valid for 90 days from the date of submission. At any time during this period, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factor will be considered by Aus4Skills.

Thank you and we look forward to receiving your proposal.

Aus4Skills

ANNEX 1: TERMS OF REFERENCE

1 BACKGROUND

Aus4Skills Program

The Aus4Skills Program supports Vietnam to access and use high level professional and technical knowledge, skills and competencies, to contribute to the country's sustainable economic and inclusive development. The Program also aims to deepen Vietnamese and Australian people-to-people and institutional links and therefore strengthen the partnership between the two countries.

Aus4Skills seeks to achieve the following three whole-of-program outcomes:

- Inclusive alumni use new skills and knowledge to make positive contributions to targeted areas of Vietnam's development.
- Selected Vietnamese Government, private sector, civil organisations and other partners demonstrate organisational change through improved policies, practices or performance standards in targeted areas.
- Australia and Vietnam have stronger sustainable links and partnerships in selected agencies.

Australian Alumni Grants Fund

The AAGF, implemented under the Aus4Skills Program, funds proposals from Vietnamese alumni of Australian education institutions to: (i) consolidate their professional knowledge and skills gained in Australia; (ii) contribute to organisational and institutional change in selected Vietnamese government, private sector, civil society and other partner organisations; and (iii) strengthen linkages between Australia and Vietnam.

Since 2016, six AAGF rounds valued at a total of approximately AUD 2,680,000, have been administered by Aus4Skills. Funded projects have involved a wide variety of professional, community development and capacity building activities, public awareness and advocacy activities, and organisational and institutional change activities in priority sectors. Visit [Alumni Engagement - Aus4Skills](#) for further regarding the AAGF.

Review Details

The Consultant will conduct a desk review of relevant documents, consult with relevant stakeholders, and prepare a report of no more than four pages on findings and recommendations for the financial management of future AAGF rounds as further described below. The proposed period of the Activity will be two months, from September to October 2024.

2 REVIEW REQUIREMENTS

Activity Name	Australian Alumni Grants Fund Financial Review
Activity Overview	<p>The purpose of this Activity to conduct an independent financial review of the AAGF to:</p> <ul style="list-style-type: none"> (i) assess the financial management practices of the AAGF (focussing on Round 5 and 6); (ii) identify key lessons learnt; and (iii) provide recommendations to Aus4Skills and DFAT on the financial management of future AAGF rounds.
Expected Inputs	<p>The Provider will deliver the following:</p> <ul style="list-style-type: none"> (i) Conduct a desk review of key documents as recommended by Aus4Skills (i.e. AAGF Guidelines for Applicants, online application form and individual financial reports); (ii) Consult with the Aus4Skills Alumni Engagement team, the Aus4Skills Finance Manager and select grantees to seek their views on the effectiveness and robustness of current AAGF financial management practices; (iii) Draft a comprehensive and concise report (no longer than four pages not including annexes) which includes: <ul style="list-style-type: none"> • an assessment of AAGF financial management practices (i.e. in meeting Aus4Skills obligations to the Australian Government Department of Foreign Affairs and Trade’s Fraud Policy and Fraud Control Toolkit for funding recipients (dfat.gov.au) and relevant accounting standards, tax law and other prevailing regulations) • an assessment of the efficiency of AAGF financial administration, including value for money considerations • recommendations on the financial management of future AAGF rounds, including possible changes to the AAGF Guidelines for Applicants, online application form and grantee acquittal process taking into consideration the value of the expense claims and risk tolerance.
Location	Hanoi, Vietnam / or online
Indicative Timeframes	<ul style="list-style-type: none"> • Briefing with Aus4Skills, desk review of key Aus4Skills documents and consultations - (up to 6 days) – September 2024 • Draft the report and submit to Aus4Skills/DFAT for review (up to 3 days) – by 25 October 2024 • Incorporate feedback and finalise report (1 day) – by 31 October 2024

3 REQUIRED INPUTS

3.1 Consultant input

The Activity will be implemented by the Consultant under the direction of the Aus4Skills Alumni Engagement Manager and Finance Manager. The Consultant will provide up to **10 days of intermittent inputs** from September to October 2024.

Local consultants will be remunerated in accordance with the National Consultants Rates, UN-EU Guidelines for Financing of Local Costs in Development Co-operation with Vietnam Version 2017 available at: [2022 UN-EU Cost Norms 9 MAR 2022 English.pdf \(europa.eu\)](#).

The Consultant will work online and from his/her own office in completing the review.

3.2 Key Competencies and Experience

The Consultant must demonstrate the following:

- at least 5 years of substantial fraud control and financial management experience
- knowledge of the administration of grants funds through Official Development Assistance highly desirable, with experience in working with both private sector and governmental agencies in Vietnam
- excellent written and spoken English skills
- experience in compiling good practice documents on fraud control and financial management.

4 SUBMISSIONS

The Consultant's submission in response to this Request for Proposals must include the following:

- (i) CV outlining relevant experience
- (ii) proposed daily rates.