

## **TERMS OF REFERENCE**

### ***Review of Procurement Policies and Finance Policies of ActionAid Vietnam***

#### **1. INTRODUCTION**

Founded in the United Kingdom in 1972, ActionAid is an international organization dedicated to creating a world free from poverty and injustice. With operations in 71 countries and territories, ActionAid works with over 25 million people worldwide.

ActionAid International's representative office in Vietnam (ActionAid Vietnam or AAV) is a leading international NGO that has been active in the country since 1989. Currently operating in 12 provinces and cities, ActionAid Vietnam serves more than 4 million people nationwide. The organization focuses on empowering the poorest and most marginalized communities, including women and children, ethnic minorities, migrants, and landless individuals, to actively participate in the development process.

Recently, new regulations related to financial management, accounting, and procurement for NGOs have been implemented in Vietnam. To ensure compliance with these regulations and to strengthen ActionAid Vietnam's financial integrity and legitimacy, this Terms of Reference (TOR) is developed to request a review of the organization's Procurement Policies, Finance Policies, and Vendor/Supplier/Consultant Contract templates ("the Policies").

#### **2. OBJECTIVES**

- 2.1 Conduct a review and comparison of the Policies against ActionAid International's standards, Vietnam's current regulations, and best practices applicable to NGOs operating in Vietnam to identify any gaps.
- 2.2 Provide relevant recommendations based on the identified gaps.
- 2.3 Develop procurement guidance and related forms to address the gaps.

#### **3. SCOPE OF WORKS**

The consulting firm shall perform but not be limited to the following tasks:

- 3.1 Conduct a thorough review of the Policies, including procurement policies, vendor contract templates, and financial policies, as well as those specific to partners such as Local Rights Programs (LRPs) and national partners, along with any related documents issued during operations.
- 3.2 Compare the Policies against ActionAid International's standards, Vietnam's current regulations, and best practices applicable to international NGOs operating in Vietnam to identify any gaps.
- 3.3 Develop a gap analysis based on the above tasks.
- 3.4 Discuss and agree with AAV a plan to address any gaps identified, including appropriate solutions.
- 3.5 Develop a comprehensive Procurement and Financial Guideline, including associated templates and forms to ensure compliance comply with AAI's and Vietnam's and to enhance the AAV's financial health and legitimacy.
- 3.6 Organize training sessions to update AAV staff and partners on the new Procurement and Financial Policies.

#### **4. EXPECTED OUTPUTS AND DELIVERABLES**

- Update and revise the current policies, including financial policies (for AAV and for partners), procurement policies, vendor/supplier/consultant contracts templates, supported by associated forms and guidelines, as outlined in Article 3. Scope of work. The final deliverables should be submitted in both English and Vietnamese, with one copy in each language.
- Organize training to update new Procurement and Financial Policies (1 training session for AAV staff at AAV Hanoi Office, and 1 online training session for AAV partners).

## **5. TENTATIVE SERVICE IMPLEMENTATION PLAN**

5.1 The selected consulting firm and AAV shall plan the service as follows:

- Hold a kick-off meeting to finalize the work plan, outline responsibilities for both parties, and designate coordinators from AAV and the consulting firm who will oversee the service implementation. This meeting will also establish communication channels and mechanisms for addressing each task described in Section 3.
- Conduct at least one meeting to discuss the gap analysis outlined in Task 3.4 and agree on the way forward.

5.2 The service should be completed within 01 (one) month from the contract date.

## **6. OTHER**

- The consulting firm will provide support and clarification as needed, should ActionAid Vietnam request additional information regarding the consulting services.
- The firm will also provide relevant documents, correspondence, and any other materials deemed necessary for the service.
- The location for the consulting service will be in ActionAid Vietnam Hanoi office.

## **7. SELECTION OF THE CONSULTING FIRMS**

The proposal must incorporate the following information:

- The consulting firm profile especially having experience in financial and procurement auditing, auditing with INGO and projects using ODA funds in Vietnam;
- Understanding of the TORs;
- Service delivery approach;
- Plan as specified in this TORs,
- Financial proposal (Fee should be quoted in VND including out-of-pocket expenses).

A quotation written in English for this engagement should be submitted to ActionAid Vietnam in English as soon as possible but no later than COB of 6<sup>th</sup> September 2024. The quotation should be submitted to: [jobs.aav@actionaid.org](mailto:jobs.aav@actionaid.org).

Ref.: QUOTATION FOR REVIEW OF PROCUREMENT POLICIES AND FINANCE POLICIES