



TERMS OF REFERENCE FOR ANNUAL AUDIT SERVICE

Introduction

Oxfam in Viet Nam wishes to engage the services of an audit firm for the purpose of doing an auditing to a partner of the “Fair Finance Asia (FFA) project”. The audit shall be carried out in accordance with international audit standards (ISA) issued by IAASB¹. In addition, an assignment according to International Standards on Related Services (ISRS) 4400 (revised) shall be carried out. The audit and the additional assignment shall be carried out by an external, independent and qualified auditor.

1. Organization Background:

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 79 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.

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.

2. Project Background:

Project Title: Fair Finance Asia (FFA)

¹ The International Auditing and Assurance Standards Board (IAASB)



Donor Name: The Swedish International Development Cooperation Agency (**Sida**),
represented by the Embassy of Sweden in Bangkok, Thailand.

Project Number: A-06852

Grant Amount: Total projected expense by the partner Ha Noi University of Industry (HAUI) 2024 project financial year: EUR 22,803 is needed to audit under this TOR

Project financial year start date: 01-01-2024

Project financial year end date: 31-12-2024

3. Objectives and Scope of Annual Audit:

This audit will review the programme implementing and activities which manage by the partner HAUI with total estimate below:

Organisation	Project Code	Est. Spent - EUR
HaUI	A-06852-17	22,803

The audit will require to express an independent audit opinion upon review the partner's annual financial account report submitted to Oxfam in Viet Nam on 15 January 2025. With an assignment detail as below:

3.1 To audit the financial report according to ISA 800/805

The objective is to audit the financial report of HaUI for the period 1 Jan - 31 December 2024 submitted to Oxfam in Viet Nam and to express an audit opinion according to ISA 800/805 on whether the financial report of "partners" is in accordance with partner's accounting records and Sida's requirements for financial reporting as stipulated in the agreement including appendices between Oxfam in Vietnam and partners.

3.2 Agreed Upon Procedure: ISRS 4400-revised

Mandatory procedures that must be included:

1. Observe whether the financial report is structured in a way that allows for direct comparison with the latest approved budget.
2. Observe and inspect whether the financial report provides information regarding:
 - a) Financial outcome per budget line (both incomes and costs) for the reporting period and columns for cumulative information regarding earlier periods under current agreement.



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- b) When applicable, compare if the opening fund balance² for the reporting period matches with what was stated as closing fund balance in the previous reporting period.
 - c) A disclosure of exchange gains/losses. Inquire and confirm whether the disclosure includes the entire chain of currency exchange from Oxfam in Vietnam's disbursement to the handling of the project/programme within the organisation in local currency/ies, if applicable.
 - d) Explanatory notes (such as, for instance, accounting principles applied for the financial report).
 - e) Amount of funds that has been forwarded to the implementing partner (HAUI), when applicable.
3. a) Inquire and inspect with what frequency salary costs during the reporting period are debited to the project/programme.

Choose a sample of three individuals for three different months and:

- b) Inquire and inspect whether there are supporting documentation³ for debited salary costs.
 - c) Inquire and inspect whether actual time worked is documented and verified by a manager. Inquire and inspect within which frequency reconciliations between debited time and actual worked time is performed.
 - d) Inspect whether the partner comply with applicable tax legislation with regard to personal income taxes (PAYE)⁴ and social security fees.
4. Review and confirm that the Cooperation partner screens IP's and/or suppliers to ensure that such parties are not subject to the European Union's financial sanctions list of persons, groups and organisations (EU Sanctions list)

Enquire whether there has been any reported findings from the screening process and if so, report on such findings.

5. a) Inspect and confirm that the unspent fund balance (according to the financial report) at the end of the financial year is in line with information provided in the accounting system and/or bank account.

b) **Applicable the final year:** Inspect and confirm the unspent fund balance (including exchange gains) in the financial report and confirm the amount that shall be repaid to Sida.

² I.e. funds remaining from disbursements made during previous reporting period/s

³ Debited salary costs should be verified by supporting documentation such as employment contracts.

⁴ Pay As You Earn



6. . a) Obtain a list of all purchased services and goods during the reporting period. Choose three sample of different type of procurements.
- b) Inspect and confirm whether the selected transactions are complied with the procurement guidelines annexed to the agreement.
7. The auditor is required to randomly check/field visit/interview with beneficiaries/suppliers to verify the implementation of program activities and the actual allowances paid to beneficiaries.

3.3 The Reporting requirement from Auditor

The reporting shall be signed by the responsible auditor (not just the audit firm⁵) and shall include the title of the responsible auditor.

Reporting from the ISA assignment

The reporting from the auditor shall include an independent auditor's report in accordance with the format in standard ISA 800/805 and the auditor's opinion shall be clearly stated. The financial report that has been the subject of the audit shall be attached to the audit report.

The reporting shall also include a Management letter that discloses all audit findings, as well as weaknesses identified during the audit process. The auditor shall make recommendations to address the identified findings and weaknesses. The recommendations shall be presented in priority order and with a risk classification.

Measures taken by the organization to address weaknesses identified in previous audits shall also be presented in the Management Letter. If the previous audit did not have any findings or weaknesses to be followed-up on, a clarification of this must be disclosed in the audit reporting.

If the auditor assesses that no findings or weaknesses have been identified during the audit that would result in a Management Letter, an explanation of this assessment must be disclosed in the audit reporting.

Reporting from the ISRS 4400 (revised) assignment

The additional assignment according to agreed upon procedures ISRS 4400 (revised) under section II, shall be reported separately in an "Agreed-upon procedures report".

⁵ If the audit firm is obliged to sign, refer to relevant legislation. Sida still needs to know who has been responsible for the audit assignment.



Performed procedures should be described and the findings should be reported in accordance with the requirements in the International Standard on Related Services 4400(revised).

When applicable, the sample size shall be stated in the report.

4. Implementing partner Information:

4.1 Hanoi University of Industry (HaUI) is an organisation that aspires to become a multipurpose university of training and applied scientific research, developed according to the smart university model; meeting international standards in a number of key areas; becoming the first choice of students, communities and businesses.

In 2024, activities implemented by HaUI focused on:

Result 1: Financial institutions (FIs) in Vietnam increasingly adopt or improve sustainable finance policies, practices and public disclosure.

Result 5: Other actors (intermediary stakeholders) have increased awareness and take increased action to influence the sustainable finance agenda

5. Timeframe and Location:

Sl.	Particular	Schedule
1	Meeting (Program, Finance) & collecting of primary documentation and verification.	Week 15 of February 2025
2	Audit of partner office	Week 1 of March 2025
3	Analysis of findings and preparation of draft report	Week 2 of March 2025
3	Audit Closure meeting	Week 3 of March 2025
5	Draft Audit report with Management letter shared client	Week 4 of March 2025
6	Final Audit report with Management letter and sign of process	Week 2 of April 2025
7	Submission of Audited Financial report to Oxfam in Viet Nam	Week 2 of April 2025

6. Key Assignment

1. To audit the financial report for the period accordance to ISA800/805
2. According to agree upon procedures ISRS 4400(revised), review the areas in section 3.2 above

7. Expected Deliverable:

1. Audited Financial Report



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2. Management letter (If the auditor assesses that no findings or weaknesses have been identified during the audit that would result in a Management Letter, an explanation of this assessment must be disclosed in the audit reporting)
3. Report of Factual Finding

8. Application process:

Please submit your proposal to <HR.Vietnam@oxfam.org> before 17.00 PM on December 12th 2024

Application documents include:

- Technical proposal to perform tasks
- Financial proposals

Contact: Le Thi Thanh Huyen - Program Finance Officer

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