



## Terms of Reference for Final External Audit

### Project: Emergency Relief to Typhoon Survivors in Northern Vietnam

Oxfam in Viet Nam wishes to engage the services of an audit firm for the purpose of auditing the project “**Emergency Relief to Typhoon Survivors in Northern Vietnam**”, funded by Disaster Relief Fund Advisory Committee of the Government of Hong Kong Special Administrative Region (“DRF”) and led by Oxfam in Viet Nam. The audit shall be carried out in accordance with international audit standards (ISA) and The Hong Kong Standard on Auditing 700 issued by the Hong Kong Institute of Certified Public Accountants (HKICPA). 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.

#### 2. Project Background:

On 7 September 2024, super typhoon Yagi struck Viet Nam as the strongest storm in the region in decades. The powerful storm also resulted in accumulated heavy rains, affecting millions of women, men, and children across 26 Northern provinces with large-scale flooding, devastating landslides, and critical flash floods. These events appear to be

increasing in number and severity adding complexities to climate vulnerability and overwhelming local capacities to respond. Hoa Binh, Lao Cai and Yen Bai provinces are among the hardest hit provinces and declared a state of emergency due to natural disaster on 9th Sept 2024. The Ministry of Agriculture and Rural Development appealed to the international community to support relief and recovery efforts, with UN agencies, national and international NGOs. Oxfam was contacted on 9th September for emergency assistance as the situation exceeded national response capacity.

Oxfam' response is implemented with local partners – the provincial chapters of the Red Cross in Lao Cai province, and provincial Women Union partner in Hoa Binh province to effectively respond to unmet humanitarian needs and gaps that are excluded in the government's immediate assistance packages. Both projects received essential government approval on 26 March 2025 (for Hoa Binh) and on 8 May 2025 (for Lao Cai) to enable the project execution in the target locations.

This TOR forms part of the audit engagement letter between Oxfam Novib and the audit firm for below project audit.

Project name:	Emergency Relief to Typhoon Survivors in Northern Vietnam ("Project")
Project period:	9 Jan 2025 to 12 June 2025
Back-Donor ref. no.:	DRFAC 26/24 (AW-150-020-010-135)
Back-Donor:	Disaster Relief Fund Advisory Committee of the Government of Hong Kong Special Administrative Region ("DRF")
Partner Affiliate:	Oxfam Hong Kong ("OHK")
Executing Affiliate:	Oxfam Novib ("Executing Affiliate")
Country Team:	Oxfam in Vietnam ("Country Team")
Budget amount:	HKD 2,327,000
Estimated expense amount:	HKD 1,786,000

### 3. Scope of Work

The audit will be conducted in accordance with: -

- The International Standards on Auditing
- The Hong Kong Standard on Auditing 700 issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") or equivalent for the form and content of the auditor's report.

- The requirements set forth in the grant letter issued by DRF
- The requirements set forth in the Oxfam Project Agreement (“OPA”) between OHK and Executing Affiliate

The Engaged Auditor is expected to conduct an audit and obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes audit opinion.

#### **Additional Information when preparing audited financial statements**

- The financial statements are presented in Vietnam Dong (“VND”), the Country team’s functional currency, and in Hong Kong Dollars (“HKD”), the Project’s presentation currency.
- The financial statements in VND shall translate to HKD based on the actual exchange rate when funds received by the Executing Affiliate from OHK.
- The amount to be refunded to DRF is indicated.
- A note is included in the financial statements to the effect that all payments of grant from DRF comply with the conditions of grant., and the form and content of the auditor’s report is in line with Hong Kong Standards on Auditing 700 (HKSA700) issued by HKICPA
- A detailed breakdown of the items of related overheads or itemised administrative costs has been provided in the financial statements.
- The administrative cost is up to 5% of the grant or up to 5% of the total costs incurred in the relief programme (i.e. relief items and related transportation costs ÷ 95% x 5%), whichever is less.

## **4. Deliverable and Timeline**

Date of commencement of the audit: 1 Aug 2025

Draft report: 15 Aug 2025

Final report: 29 Aug 2025

Two (2) copies of signed audited accounts are to be submitted to the Executing Affiliate.

#### **Intended use of report**

The report is intended solely for the contracting parties involved in the Project and DRF and should not be used by any other parties or for any other purpose.

## Report and Accounts Template

The report and accounts shall prepare with reference to the template provided to the Engaged Auditor.

## 5. Deadline

Deadline to submit proposal: 27/06/2025

Please submit your proposal by email to: [minh.phamthi@oxfam.org](mailto:minh.phamthi@oxfam.org), copied to: [HR.Vietnam@oxfam.org](mailto:HR.Vietnam@oxfam.org)

Contact: Pham Thi Minh - Program Finance Officer

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### Our commitment to safeguarding

*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.*

Only shortlisted candidates will be contacted.