

TERMS OF REFERENCE

External Project Audit for:

Central Viet Nam Flooding Emergency – A-06544-OXF3206.03

Financial period: 1/11/2020 – 30/04/2021 (Final project audit).

I. Background

Since 6 October 2020, the Central region of Viet Nam has been experiencing prolonged heavy rainfall as a result of a combination of numerous weather systems; Tropical Storm LINFA, Tropical Storm NANGKA, and the Inter Tropical Convergence Zone combined with cold air. As a result of these consecutive storms, widespread flooding and landslides have been reported in the provinces of Ha Tinh, Quang Binh, Quang Tri, Thua Thien Hue, Da Nang, Quang Nam, Quang Ngai and Binh Dinh.

Soon after the unprecedented disaster situation in Ha Tinh province, Oxfam and our local humanitarian response partner namely Ha Tinh Centre for Community Development (HCCD) partner conducted a rapid needs assessment and selected 6 worst-hit communes in Cam Xuyen district and Thach Ha district of in Ha Tinh province to launch a 6-month emergency relief and recovery project with funding support from the Canadian Humanitarian Affairs Fund (CHAF, from 1st November 2020 until 30th April 2021). We aimed to assist the most affected and vulnerable people through provision of unconditional multi-purpose cash, women dignity hygiene kits, as well as helping locals recover livelihood activities through in-depth livelihoods and market assessment and improving water, sanitation and hygiene conditions for disaster affected people in the two above targeted districts. In addition, WASH-Covid risk communication will contribute to enhance local readiness and resilience to Covid-WASH related health risks. Oxfam and partners will conduct post-distribution monitoring of at least 5% sampling of the cash use to ensure the proper usage of CHAF humanitarian support for intended purposes.

Cash and non-cash assistance will consider gender dynamics and protection considerations such as organizing cash distribution during day-time at sites that guarantee ease of access by women and girls, as well as by most vulnerable groups, and respect Covid distancing rules.

The Project is expected to complete by the end of April 2021. Accordingly, Oxfam is looking for an auditing firm to conduct final project audit

Name of Project	Project ID	Financial period	Estimated expenditure	Expected Audit sites
Central Viet Nam Flooding Emergency	A-06544-OXF3206.03	1/11/2020 – 30/04/2021 (Final project	CAD 350,000/or EUR 225,102	Oxfam, Ha Tinh HCCD.

		audit)		
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II. Audit scope and expected outputs

1. The auditor is expected to conduct an audit of the “income and expenditure report” of the project A-06544 for the period mentioned above respectively.
2. The auditor will carry out further investigation by interviewing and checking with beneficiaries/suppliers or other third parties to find out if there is any suspicion of fraud, misused of money in project sites.
3. Preparing audit report together with management letter (3 original copy in English and 3 original copy in Vietnamese)
4. The auditor and Oxfam can discuss more details for most convenient time and arrangement for both parties.

Expected time to receive proposal is by 15 April 2021

Expected time for audit work is in May 2021.

III. Audit fees

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

IV. Contact point:

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