

TERMS OF REFERENCE

OVERVIEW	
Title and brief description of the assignment	Service contract for delivery of accounting service to PWG grantees call 1 Period From December 2025 to end of August 2027
Assignment location	Lao Cai, Hue, Da Nang, Ca Mau, Thai Nguyen, Ha Noi, Quang Tri, Phu Tho, Ho Chi Minh, Can Tho
Contract start date	01 May, 2026
How to apply	Interested applicants are requested to submit the Proposal via email with subject mentioning "Supplier name – PWG grantees call 1" To: HR.Vietnam@oxfam.org <i>See section '5. Application Process' for further details</i>
Application deadline	17 April 2026 5:00 pm (Hanoi time)

1. BACKGROUND AND CONTEXT

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.

All our work is led by our core [values](#): Empowerment, Accountability, Inclusiveness, Courage, Solidarity and Equality.

The Project on Supporting Women-led Green Initiatives (PWG) is part of the programme 'Women-led Green Partnership Programme' funded by the European Union and implemented by Oxfam in Viet Nam from October 2024 to Mar 2029. The project aims to strengthen women's participation and improve access to sustainable employment and green economic opportunities for women from different groups.

Through this project, Oxfam provides grants to Vietnamese organizations to implement local initiatives. To ensure transparency, accountability and compliance with donor requirements, Oxfam intends to recruit a professional accounting service provider to support financial monitoring and review of project partners.

Currently, there are 18 grantees at 1st call. The working areas and project timeline of grantees as following:

- **Projects timeline:** From December 2025 to end of August 2027.
- **Working areas (see information in table below):**

No.	Grantee	Approved projects 1 st grant call	Project office address	Project activities' area
1.	Institute of Scientific Research and Application - Hanoi Pedagogical University 2	Enhancing Green Livelihoods and the Role of Ethnic Minority Women in Mountainous Areas through Cultivation, Processing, and Commercialization of Indigenous Tangerine (<i>Citrus reticulata</i>)	38A Kim Dong Street, Xuan Hoa Ward, Phu Tho Province	Muong Khuong and Pha Long Communes, Lao Cai Province

No.	Grantee	Approved projects 1 st grant call	Project office address	Project activities' area
		in Muong Khuong and Pha Long Communes, Lao Cai Province		
2.	Lao Cai Provincial Farmers' Union	Enhancing the Capacity of the Red Dao Women Community in Ta Ngao Hamlet, Bat Xat Commune, Lao Cai Province to Preserve and Develop Indigenous Knowledge Linked to the Value Chain of Medicinal Plant Products for Sustainable Development, Contributing to Biodiversity Conservation, Climate Change Adaptation, and Greenhouse Gas Emission Reduction	Au Co Street, Thanh Hung Hamlet, Van Phu Ward, Lao Cai Province	Ta Ngao Hamlet, Bat Xat Commune, Lao Cai Province
3	Lao Cai Cooperative Alliance	Indigenous herbal tea - Greening livelihoods for Khanh Yen women	No. 14 Phan Dang Luu Street, Van Phu Ward, Lao Cai Province	Khanh Yen Commune, Lao Cai Province
4.	Center for Eco-Community Development (ECODE)	Lam Thuong - Revitalizing Heritage, Connecting Green Livelihoods	No.1607, F-home building, Lane 28 Xuan La, Xuan Dinh ward, Hanoi, Vietnam	Lam Thuong Commune, Lao Cai Province.
5.	The Consultative Institute for Socio-Economic Development of Rural and Mountainous Areas. (CISDOMA)	Ecological Agriculture Transition to Improve Livelihoods of Ethnic Minorities in Vietnam's Northern Uplands: A Pilot Model for EM Households Participating in the Cinnamon Value Chain in Lao Cai Province	No. 118, Alley 95/8 Chua Boc Street, Kim Lien Ward, Hanoi	Bao Nhai Commune and Coc Lau Commune, Lao Cai Province
6	Thai Nguyen University	A Digital Knowledge Ecosystem Integrated with E-Commerce to Support the Sustainable Development and Consumption of OCOP Products	Bắc Sơn Street, Phan Đình Phùng Ward, Thái Nguyên Province	Sín Chéng Commune, Mường Hum Commune, and Hạnh Phúc Commune (Lào Cai Province)
7.	Center for Research on Crops for Adaptation to Climate Change, University of Agriculture and Forestry – Thai Nguyen University	Circular Economy from Indigenous Banana Trees – Empowering Lao Cai Women	Group 10, Quyet Thang Ward, Thai Nguyen Province	Xuan Ai Commune, Lam Giang Commune, Tan Hop Commune, Lao Cai Province
8	HUE CITY FISHING ASSOCIATION	Green Fisheries – Circular Economy initiated by women fishermen in Hue City	148 Bui Thi Xuan, Thuan Hoa Ward, Hue City	Phong Quang Ward, Thuan An Ward, Phu Vinh Commune and Vinh Loc Commune - Hue City Hue

No.	Grantee	Approved projects 1 st grant call	Project office address	Project activities' area
9	Center for Knowledge Co-creation and Development Research (CKC)	Women-Led Development of Eco-Friendly Handicraft Supply Chains for Tourism and Services in Phong Dinh Ward, Hue City	20 Ton That Duong Ky, An Cuu Ward, Hue City	Phong Dinh Ward, Hue City
10.	Center for Social Research and Development (CSRĐ)	Promoting Women-Led Green Transition in the Southwestern Mountainous Communes of Hue City: Transforming Traditional Farming into Market-Linked Organic Aquaculture and Medicinal Plant Cultivation	2/33 Nguyễn Trường Tộ Street, Thuận Hóa Ward, Hue City	A Lưới 2 Commune and A Lưới 1 Commune, Hue City
11.	Centre of Research and Inclusive Development Action (IDEA)	Enhancing Sustainable Livelihoods for Women with Disabilities through Recycled Products Production	No. 2, Alley 228, Au Co Street, Hong Ha Ward, Hanoi	Hope Vocational Training Center for People with Disabilities (HOPE) – 69 Thach Han Street, Phu Xuan Ward, Hue City
12.	Center for Rural Communities Research and Development - CCRD	Improving the livelihoods of ethnic minority women through inclusive, climate-resilient medicinal value chains in the communes of A Luoi 2 and A Luoi 4, Hue City, Vietnam	Floor 13 – City Palace of Intelligentsia, No. 01, Ton That Thuyet street, Cau Giay ward, Hanoi City, Vietnam.	Communes of A Luoi 2 và A Luoi 4, Hue City
13.	Center For Highland Natural Resource Governance Research (CEGORN)	Promoting green livelihoods for women – particularly women with disabilities through developing value chains for recycled handicraft products in Hue city	No. 26, Le Loi, Dong Le commune, Quang Binh province	Thuan Hoa Ward, Thanh Thuy Ward, Hue City
14.	FTU Innovation and Incubation Center (FIIS)	Enhancing Financial Access Capacity for Micro, Small, and Medium Enterprises (MSMEs), Cooperatives, and Business Support Organizations (BSOs) to Promote Green Transition, Job Creation, and Strengthen Women's Roles in Developing and Implementing Climate Change Response Policies in Hue and Da Nang	No. 91 Chua Lang Street, Lang Ward, Hanoi City	Hue City and Da Nang City
15.	GreenViet Biodiversity Conservation Centre (GreenViet)	Empowering women in mountainous areas through the sustainable Chè dây (Ampelopsis cantoniensis) green value chain in Song Vang, Da Nang	60 Thanh Vinh 2, Son Tra Ward, Da Nang City	Song Vang Commune, Da Nang City

No.	Grantee	Approved projects 1 st grant call	Project office address	Project activities' area
16.	The University of Danang, University of Science and Education	Women Leading Green Livelihoods from Water Lilies Linked to Ecological Conservation in the Buffer Zone of the Cham Islands – Hoi An World Biosphere Reserve	459 Ton Duc Thang Street, Hoa Khanh Ward, Da Nang City	Phuoc Trung Hamlet, Hoi An Ward, Da Nang City
17.	Can Tho University	Women-led green livelihood transformation in the acid sulphate soils area of the Mekong Delta – Ninh Quoi commune, Ca Mau Province	Campus II, 3/2 Street, Ninh Kieu Ward, Can Tho City	Ninh Quoi Commune, Ca Mau Province
18	Institute for Circular Economy Development (ICED)	Advancing the Shrimp-Rice Livelihoods of Ca Mau: A Women-Led Initiative for Green and Digital Transformation through the Circular Economy	No. 1 Marie Curie Street, National University Campus, Linh Xuan Ward, Ho Chi Minh City, Vietnam	Hong Dan, Ninh Quoi, Vinh Loc, and Ninh Thanh Loi, in the current Ca Mau province

2. SCOPE OF WORK AND OUTPUTS

Oxfam will be responsible for overview financial management of the basket fund, consolidating financial reports to donor, providing financial assessments and capacity development for all grantees, developing a financial management and accounting manual, and ensuring that grant management is in line with all local and international financial policies and accounting standards.

In order to perform strong financial management of grants and Oxfam, **we are looking for accounting /auditing firms that are expertise in finance, accounting and auditing to:**

- (1) Work with the grantee's accountants to provide Oxfam quarterly and annual financial reports for each grantee mentioned in the above table.
- (2) Carry out desk review of project expenditures as well as other supporting documents of each grantee on quarterly basis before submitting partner financial report to Oxfam.
- (3) Carry out field monitoring trips to grantees sites twice per year in order to:
 - Check systems and controls as well as accounting records of each grantee related to project's expenditures.
 - Cross check with beneficiaries, suppliers, other related parties that they are involved in the project.
 - Follow-up prior recommendations & issues until the issues/problems are solved and report the results to Oxfam's finance in charge.
- (4) Issues verification report after each field monitoring trip to grantee which include:
 - Comments and observations on the accounting records, systems and controls that have been examined.
 - Identify specific deficiencies and areas of weaknesses in systems and controls that have come to their attention and make recommendations for improvement.
 - Report on the degree of compliance to the financing arrangements/guidelines and give comments, if any, on internal and external matters affecting such compliance.

3. DELIVERABLES AND TIMELINE SCHEDULE

The assignment will commence from the date of contract signing, expected on 1 May 2026 and will run until 31 August 2027, and subject to change depend on grant call 1 extension if any, with a detailed schedule to be discussed with project team and partners.

The supplier is expected to deliver the following products:

Type of report	Deadline	Expenditure reviewing period
Quarterly financial reports	7 working days from date of receiving all supporting documents from grantee	From December 2025 to August 2027 (possible extension)
Quarterly management letters	7 working days from date of receiving all supporting documents from grantee	
6-month verification reports	2 weeks after site visit	
Final verification report	2 weeks after site visit	

4. PROFILE REQUIREMENTS

The service provider should meet the following requirements:

- Proven professional qualifications and experience in accounting, auditing, and financial management, preferably in donor-funded projects.
- Demonstrated experience working with international NGOs (INGOs), development partners, social organizations, and community-based organizations.
- Strong knowledge of Vietnamese accounting standards and regulations, as well as familiarity with international donor compliance requirements (e.g. EU-funded projects).
- Experience in development projects, conducting financial reviews, verification, and internal control assessments.
- Ability to apply systematic and risk-based approaches in reviewing financial documents and supporting grantees.
- Experience working with multiple stakeholders across different locations and sectors.
- Strong analytical, reporting, and communication skills, with the ability to present findings and recommendations clearly.
- High level of professionalism, integrity, and commitment to meeting deadlines and ensuring quality deliverables.
- Commitment to upholding Oxfam’s principles and values, including accountability, inclusiveness, and transparency.
- Good understanding of Vietnam’s socio-economic and cultural context, especially in relation to community-based and development projects.

5. APPLICATION PROCESS

5.1 Submission deadline

Applications must reach Oxfam no later than 17 April 2026 5:00 pm (Hanoi time). Applications being submitted after the deadline will not be considered.

5.2 Submission instructions

Interested applicants are requested to submit the **Proposal** via email.

The subject of the mail should be: **[Supplier name – PWG grantees call 1]**

To: HR.Vietnam@oxfam.org

5.3 Clarifications

Any questions, remarks or requests for clarification can be sent up to 7 days before the submission deadline in writing. The (anonymised) questions will be answered to all applicants.

5.4 Administrative compliance (list of documents to be submitted)

Applications must be submitted and prepared in English and received by the deadline.

To be shortlisted for evaluation against award criteria, the following documents must be included in the application:

No.	Administrative Criteria	Importance
1	Proof of registration in Viet Nam: <i>The bidders also must include a copy of their registration and / or document showing self-employed tax registration.</i>	Mandatory
2	A copy of the audited financial statements for the last two years (balance sheet and income statement)	Mandatory
3	An organizational (human resources) chart	Preferred
4	Name(s) and CVs or a brief summary of professional background of key personnel to be involved in the implementation of the Contract	Mandatory
5	Three satisfactory references of customers for whom the same type of services were provided; Oxfam reserves the right to contact these references, without notifying the Supplier.	Mandatory
6	List of customers in the last 18 months. Ideally NGOs and of a similar size to Oxfam.	Preferred
7	Technical proposal	Mandatory
8	Price proposal	Mandatory

5.5 Technical proposal

A technical offer describing the way in which the supplier intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principles and values of Oxfam.

The supplier technical offer should include:

- ❖ A technical bid consisting of a detailed description of the services offered.
- ❖ Methodology of the consultancy
- ❖ Summary of working model: team involved in the service.
- ❖ Experience in similar jobs.

5.6 Price proposal

- ❖ Breakdown of costs related to services including out-of-pocket expenses should be presented clearly in the proposal.
- ❖ Costs are clearly quoted per each grantee as well as presenting total amount of the whole package for 18 grantees.
- ❖ By providing this price list, the supplier agrees to abide by it and its accompanying conditions in carrying out the contract.
- ❖ Additional services that the service provider would be willing to provide Oxfam at no cost.
- ❖ Date and validity of quote must be included.

Note: All prices shall be expressed in VND including VAT, and other tariffs if there are.

Evaluation and award criteria

Supplier responses will be evaluated against Administrative Criteria, Technical Criteria, and Financial Criteria.

Award decisions will be based on *best value for money criteria covering both technical quality and price*. Applications must be prepared and submitted in English. Only applications that meet all mandatory eligibility requirements and administrative compliance will be considered for technical and financial evaluation.




Oxfam withholds the right to conduct interviews with one or more potential suppliers before an award decision is made. The purpose of the interview is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential suppliers and their teams.

6. MISCONDUCT REPORTING AND WHISTLEBLOWING



Oxfam's reporting and whistleblowing mechanisms are available for Service Providers as well Oxfam employees, to ensure that Oxfam continues to operate under the highest ethical standards and principles.

You can use these reporting channels confidentially, anonymously, and in your own language to report any concerns involving fraud, corruption, waste, abuse or safeguarding concerns.

Speak up			
	Oxfam GB	Oxfam Novib	Oxfam Intermón
Email: 	SpeakUp@oxfam.org.uk	integrity@oxfamnovib.nl	buzon.etico@oxfam.org
Online: 	Oxfam Misconduct Reporting Webform (including possibility for anonymous reporting) https://oxfam.clue-webforms.co.uk/webform/misconduct/		
Phone: 	Global phone number: +44 1249 661808 Check https://speakup.oxfamnovib.nl for local numbers (you can request interpretation)		

Note: We regret that only shortlisted applications will be contacted.

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.