

Call for Bid

Dear Sir/Madam,

World Wide Fund for Nature (WWF) is one of the leading International Organizations working on environment in the world. We are implementing project "Avoidance of maladaptation through climate smart agriculture and restoration of Lang Sen wetlands in Vietnam" with funding from BMZ.

We would like to invite you to provide your professional service in auditing this project. You are kindly requested to send a proposal with quotation following required information and instruction below:

Project Name	Avoidance of maladaptation through climate smart agriculture and restoration of Lang Sen wetlands in Vietnam (Project code VN202600)
Project Location	Provinces: Mekong Delta (Vietnam)
Project Duration	01/2014-12/2017
Project Budget	EUR 682,053
Deadline for receiving proposal	20/11/2017 With attention to: Ms. Cao Quynh Lien Finance Officer-Finance Department WWF-Viet Nam D13, International Village -Cau Giay- Ha Noi lien.caoquynh@wwfgreatermekong.org
Audit requirements	Based on Donor template (project Voucher List)
Audit Deliverables	FS and ML
Expected time needed for the audit	01th Feb 2018 - 10th Feb 2018
Expected time to receive final audit report	First draft 21st Feb 2018 Final draft: 09th Mar 2014 Final report: 17th Mar 2018



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The proposal to be submitted in English and shall include but not limited to the below information:

A - TECHNICAL PROPOSAL

- The audit firm is familiar with International Auditing Standards (ISA 800)
- Experience in auditing ODA projects in the least 3 years
- Experience in auditing INGO in Viet Nam
- Understanding of the audit requirement
- Approach and methodology to be used
- Initiatives (if any) for improving audit implementation plan
- Implementation plan (starting time and total time needed)
- Human resources arrangement (meet requirements and fit with the implementing plan): Team leader and Team member hold CPA, or ACCA, CFA or MBA qualification and experience with audit of ODA funded project
- Team members (number of direct staff working on the ground, qualification and experience working with audit of ODA funded projects)

B - FINANCIAL PROPOSAL

Financial proposal are prepared based on the technical proposal in accordance with the requirements and provisions in the request for proposal, including summary of cost and out of pocket expenses.

Financial proposal should be in VND.

C – TERM OF REFERENCE

Introduction of the Project:

Project title

Avoidance of maladaptation through climate smart agriculture and restoration of Lang Sen wetlands in Vietnam

Country

Vietnam

Region/Place

Lang Sen Wetlands / Mekongdelta

Duration

from: 01.01.14 to 31.12.17

Target group



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Direct target group includes 150 small-scale farming households and 30 fishermen households with about

720 people in total from seven villages in three communes around the Lang Sen Wetlands. These families live

mainly on rice farming and fishing, of which about 40% are classified as poor households. Furthermore the

project also targets a total of 800 pupils and 35 teachers in the three target communes, 38 employees of the

Nature Reserve and 120 employees of government institutions at the provincial and district level. **The indirect target group** is approximately 9,800 residents who live in the surroundings of the wetlands and benefit from protection of environmental services and dissemination of new agricultural cultivation models.

Brief description - Targets and planned measures

The Project will support biodiversity conservation, protection of environmental services and improved adaptability to climate change in seven villages of Lang Sen Wetlands. The supported activities aim to create the technical and financial resources needed in order to respond to impacts from climate change through sitespecific, climate-sensitive and sustainable agriculture as well as sustainable management of the Lang Sen

Wetlands. The improved protection and restoration of the wetland areas will help to restore a nature-oriented hydrological regime that provides positive effects on the quantity and quality of available surface water. The Project will promote the development of appropriate interventions and adaptation strategies to effectively prevent climate change-induced food insecurity and loss of income, and ensure the integrity of the ecosystem services of the Lang Sen Wetlands in the long term.

Proposed financing of the Project: Share financing 73%

Year	Share of the private donors	Share of the project executing agency, the target groups and/or others	Other contribution of the third party	Applied /proposed contribution of BMZ	Total Cost
2014	6,749	-	-	125,000	131,749
2015	90,581	15,000	-	125,000	230,581
2016	13,423	15,000	-	125,000	153,423
2017	26,300	15,000	-	125,000	166,300
TOTAL	137,053	45,000	-	500,000	682,053

D. DELIVERABLES

1. **Audit Certificate:** Requiring an auditor's signature and using the template in below. The certificate shall cover project activities during the whole period. And include verification of the



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financial report and the use of the funds as compared to the approved budget (Annex 1 as template in below)

2. Reports

The **audit report** (Financial Statement and Management Letter) will follow international standards



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Annex 1: TEMPLATE OF AUDIT CERTIFICATE

Audit certificate for organization:_____

Project: (*Identification No and name*)_____

Period: _____ - _____

I hereby confirm that the actual financial statement, dated _____

and with the actual balance of _____

corresponds to the accounts and the balances in the books.

Place and date:_____

Signed by: _____

(Elected/approved/certified auditor)