



Term of Reference

CONDUCT A REVIEW OF THE LEGAL, STRUCTURAL AND OPERATIONAL ELEMENTS RELATED TO THE SAFETY FUND

STRENGTHENING THE PEOPLE'S CREDIT FUNDS NETWORK (STEP)

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LIST OF ABBREVIATIONS

CBV	:	Cooperative Bank of Vietnam (Co-opBank)
DID	:	Développement international Desjardins
GAC	:	Global Affairs Canada
EU	:	European Unions
PCF	:	People's Credit Fund
STEP	:	Strengthening the People's Credit Funds network

1. SUMMARY OF ASSIGNMENT

Objective(s):	Conduct a review of the legal, structural and operational elements related to the Safety Fund
Start Date:	01 February 2023
End Date:	20 February 2023
Type of contract:	Agreed-upon procedure engagement service contract
Location(s):	Ha Noi

2. CONTEXT

Développement International Desjardins (DID) is a non-government-organization which belongs to Desjardins Group in Canada. It was established with a mission to support the cooperative credit model in the world in general and in Vietnam in particular. It has implemented several projects in Vietnam since 1993 to assist the People's Credit Fund network in its establishment and development.

DID has operated in Vietnam since 2016 in collaboration with the Cooperative Bank of Vietnam to implement a project to support strengthening the People's Credit Fund network (STEP) in Vietnam. The STEP was funded mainly by the Global Affairs Canada (GAC).

To provide technical assistance and support to Co-opBank to strengthen the PCF safety fund mechanism, STEP intends during the next period to mobilize a consultant to carry out a preliminary analysis based on an inventory of its legal, structural, financial, and operational elements.

The preliminary key findings and information collected during this activity will then allow the project to carry out, if necessary, more in-depth analysis and to introduce some recommendations based on Desjardins's experiences.

3. OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to provide DID with a factual-finding based evaluation report on:

1. The compliance, sufficiency, and validity of the organizational structure, policies, and procedures regarding the management of the Safety fund.
2. The compliance and completeness of regulatory reports and internal reports.
3. The completeness and validity of internal controls over the Safety fund's financial and operational elements.
4. The fair presentation of the Safety fund operation in both external and internal reports.

DID STEP project team therefore would like to select an experienced and capable consulting firm to perform the following work with the lowest cost and guaranteed quality standards and complete the contract on or before the deadline.

4. SCOPE OF WORK

The consulting firm shall:

- Conduct an inventory and review of the legal framework and regulations regarding the Safety fund.

- Examine and illustrate the organizational structure, operational processes and workflows from preparing, validating/review to approve and issue the Co-opBank's internal policies and procedures regarding the safety fund management and operations.
- Investigate the policies, procedures, and controls that govern the collection of the Safety fund, including measures for management and settlement of the PCFs' undue and insufficient payments.
- Investigate the policies, procedures, and controls that govern the use of the Safety fund.
- Verify the presentation of the Safety fund operations in both external and internal reports

5. DELIVERABLES

All deliverables shall be provided in both English and Vietnamese languages.

- Detailed work plan before the working onsite
- Detailed weekly timesheet on the progress of the work/
- Detailed report with all the factual findings and exceptions resulting from the inventory, review and validation of policies, procedures, and numerical information.

6. QUALIFICATIONS

- Local and independent consulting firm with business operation registration and consulting license in Vietnam.
- Neither in the process of dissolution nor in bankruptcy nor insolvency in accordance with the law.
- At least 01 consultant is able to communicate in English and Vietnamese.
- At least 3 projects successfully conducted with similar scope in a similar environment.

7. REPORTING REQUIREMENTS


- Contact and feedback to STEP Banking and Finance Advisors, Finance and HR Manager and the Field Project Director, in particular immediate information in case obstacles occur.
- Written report as per the list of expected deliverables, at the satisfaction of DID.

8. HOW TO APPLY

Interested consultants should submit their Proposal clearly stating proposed methodology and compliance with requested minimum qualifications for this assignment. The Proposal should be supported by CVs of auditor(s) submitted by email to info@did-step.com and huong.tran-thi-thanh@did-step.com, clearly indicating email subject of reference "Proposal DID2022 – Safety Fund Review Service". We will select an audit firm that provides the Proposal with the most competitive quotation.

Please kindly note that each email submission may not exceed 20MB in size.

The deadline for submission is on Wednesday, 04 January 2023, Hanoi time.



Développement international Desjardins (DID) is a world leader in the deployment and strengthening of the inclusive finance sector in developing and emerging countries.

Our expertise is based on over one hundred years of experience accumulated by the Desjardins Group, the leading cooperative financial group in Canada and sixth largest in the world.

We draw on the best practices tested in collaboration with our numerous partners to support the setup, growth and strengthening of financial institutions as well as the development of individual and collective wealth.

Consulting expert, investor and operator of financial institutions, DID provides its specialized expertise in the following fields:

- Mobilization of savings
- Agricultural Finance
- Technological Solutions
- Financing for entrepreneurs
- Investments
- Social Performance
- Training
- Surveillance
- Gender Equality
- Governance
- Green Finance

Focused on the future, DID makes use of all its resources in order to increase access to financial services for communities in developing and emerging countries. Together, we create the future. It is the ultimate reason for our existence.

www.did.qc.ca/en