



Research Centre for Gender – Family and Community development (GFCD)

Mail address: No. 19, Lane 20, Tran Quy Kien Street, Cau Giay District, Hanoi

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OPEN LETTER

To whom it may concern,

Dear Sir/Mdm,

The Research Center for Gender - Family and Community Development (GFCD) is a non-governmental and non-profit organization, which is licensed by Hanoi Department of Science and Technology. The Centre was established in August 2000 with an emphasis on gender equality promotion, women empowerment and labour right protection.

Mission:

- Towards gender equality promotion, protection of women's legal rights and benefits and migrant workers' rights; contributing to developing prosperous, equal, advanced and happy families for an equitable, democratic and civilized society; and
- Acting as a bridge between community, scientists and policy makers; reflecting people's voices in the policy-making process by applying participatory approach.

GFCD realizes its mission by:

- Mainstreaming and promoting gender mainstreaming into planning, decision making, implementation and monitoring of sustainable development interventions in community with involvement of women.
- Carrying out capacity building activities for women to reinforce their roles in families and society; assisting women to hold decision-making positions and women empowerment.
- Collaborating with Government agencies, socio-political organizations, localities, international organizations as well as local and international non-governmental organizations to study and provide evidences for policy advocacy in the fields of gender equality, family, domestic violence prevention, reproductive healthcare, child care, education, protection of migrant workers' rights in access to social protection, labour and employment; response to climate change and community development
- Developing a database linked with local and international individuals and organizations working on gender equality, family, domestic violence prevention, labour right and community development.

Working areas

- Carrying out research studies and projects/programmes on gender equality, family, domestic violence prevention and control, healthcare for women and children; poverty reduction, response to climate change and so on.



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- Getting involved in policy advocacy, bringing local people's voices to law and policy-making process;
- Building capacity for women in mountainous and remote areas and disadvantaged women for the goal of protecting women's rights;
- Collaborating with media agencies to conduct communication activities in community to provide legal knowledge on gender equality, family, domestic violence prevention and life skills for families, individuals and community

For the aim of protecting the rights of domestic workers in Vietnam, Oxfam has funded GFCD to implement the project entitled “*Promoting the rights of domestic workers in access to social protection, labour and employment in Vietnam*” since April 2017. The project lasts 5 years (2017 to 2021). As the signed agreement between GFCD and Oxfam, the project will be audited annually. In addition, the donor also requires GFCD to audit the entire centre's other projects or activities that are covered in the auditing period of the project to produce ***an annual account of GFCD*** to be submitted to them. Therefore, we would like to send this letter with the aim of seeking a prestigious, well-known audit company to conduct the audit for us. The audit period is from 1.1.2017 to 31.12.2017 (a year).

I. PROJECT DESCRIPTION

Project 1. Promoting the rights of domestic workers in access to social protection, labour and employment in Vietnam, year 1 (April 2017- December 31, 2017)

Donor Oxfam: 40, 811 EUR

Project Objectives:

Overall Objective: *Promoting the rights of domestic workers in access to social protection, labour and employment in Vietnam.*

Specific objective: *At least 1,500 domestic workers in the project sites exercise their rights in access to social protection, labour and employment*

Result 1: *Leaders of a DW association and 15 clubs are able to rally DWs and represent voices of DWs*

Activities:

- 1.1 Baseline survey on status of DW clubs/groups and their needs for participating in clubs and associations
- 1.2 Launch of 1 DW association and 13 domestic workers clubs
- 1.3 Capacity building training for Association leaders and club management members
- 1.4 Periodical meetings of the Association and 15 clubs



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1.5 Sharing workshops between Association leaders and clubs management members

Result 2. GFCD has improved capacity in policy advocacy and support Vietnamese domestic workers practicing rights to access social protection, labour and employment

Activities:

- 2.1 Developing training and human resource strategy; updating financial management software and updating and maintaining GFCD website Training for district, ward officers in charge of labour and employment in project sites on basic knowledge of Labour Code, Decree 27 and Circular 19 on rights and duties of employers in signing labour contracts with DWs
- 2.2 Sending GFCD staff to training held by Mnet and other organizations
- 2.3 Maintaining a journalists' group (10 pax) through engaging them in project activities
- 2.4 Periodical meetings with local partners and Oxfam (for planning and evaluation of project activities)
- 2.5 Support DW clubs and association to develop action plans to promote access to social protection, labour and employment.

Result 3. State management agencies, employers and community enhance knowledge and take action to improve the working conditions for domestic workers

Activities:

- 3.1 Training for district, ward officers in charge of labour and employment in project sites on basic knowledge of Labour Code, Decree 27 and Circular 19 on rights and duties of employers in signing labour contracts with DWs
- 3.2 Reprinting the handbook for DWs (developed in the previous project funded by Oxfam Novib)
- 3.3 News stories and reports on DWs produce and broadcast on VOV and carried on Vietnam Women Newspaper

ACTIVITIES TO BE AUDITED:

- 1.1 Baseline survey on status of DW clubs/groups and their needs for participating in clubs and associations
- 1.2 Launch of 13 domestic workers clubs
- 1.3 Capacity building training for club management members
- 1.4 Periodical meetings of 15 clubs
- 2.1 Developing organizational development strategy; updating financial management software and updating and maintaining GFCD website
- 2.2 Sending GFCD staff to training held by Mnet and other organizations
- 2.3 Maintaining a journalists' group (10 pax) through engaging them in project activities



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- 2.4 Periodical meetings with local partners and Oxfam (for planning and evaluation of project activities)
- 3.2 Reprinting the handbook for DWs (developed in the previous project funded by Oxfam Novib)
- 3.3 News stories and reports on DWs produce and broadcast on VOV and carried on Vietnam Women Newspaper

Project 2: Capacity building in leadership skills for women candidates to the People's Council at commune level in the percent of women members of People's Councils and women in leadership positions in the 2016-2021 Term in Ha Nam and Hoa Binh provinces

Donor: Rosa Luxemburg Stiftung

Jan. 1, 2017 – 30. Nov. 2017

Project objectives

Overall Objective: *Strengthen the participation of women in leadership and decision-making positions at commune level to enhance their capacity, advancing towards gender equality*

Specific objectives:

- Enhance capacity and leadership skills of women officials in project communes;
- Step by step eliminate barriers/prejudice on women's political participation in project communes; and
- A book with accounts on the "Journey to Success" to be introduced to other localities throughout the country and other countries.

Activities to be audited:

1. Two clubs of elected women deputies in two project district maintain their periodical meetings (once every 2 months, each club has 30 members)
2. Two communication campaigns in community on gender equality in political participation
3. Quiz on the Law on Organization of local Government and the Law on Gender Equality for women officials in project communes
4. Support outstanding women officials in writing their accounts of the process of their self-training and development to be compiled into a book the "Journey to Success" –Stories of changes.

Total donor amount: 17,036 EUR



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Other smaller project components:

1. Research study on Vietnamese migrant domestic workers working overseas

Duration: October – November 2017

Donor: Rosa Luxembourg - 7,182 EUR

Activities to be audited

1. Review of domestic and international literature relating overseas domestic workers under labour contract
2. Overview of Vietnamese domestic workers working overseas under labour contract

2. Mnet Project:

2.1. Research study on impacts of domestic migrants to socio-economic development in Vietnam

Duration: October 2017 – Jan. 2018

Donor: Oxfam - 23.984 EUR

Objectives:

- (i) To provide lively evidence on contribution by migrant workers to socio-economic development in origin and destination communities;
- (ii) To provide evidence for policy advocacy on social protection for migrant workers;
- (iii) Migrants feel more self-confident and proud of their occupations and contributions and be more aware of their rights toward exercising their rights.

Activities to be audited:

- + Real situation of living standards and problems faced by migrants in the informal sector, focusing on groups of street vendors; garbage collectors; domestic workers; workers in industrial parks;
- + Forming a community researchers' team to together with Mnet researchers take note of, and edit stories of change; take photos, collect photos on changes in the life and household and local economic development of migrant workers so as to assess their contribution to socio-economic development
- + Editing, designing a Photo Book on stories of change of migrant workers

2.2. Organization of annual Mnet Workshop – 2017

Time: Dec. 27, 28, 2017



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Donor: Oxfam – 7,000 EUR

Objectives: Review Mnet activities in 2017 and work plan for 2018

II. AUDITING TIME AND DATE

- From **1-14/2/2018**
- Date for the submission of the audit report: **Before Feb.28, 2018**

III. INFORMATION NEEDED ABOUT YOUR COMPANY

- As requested by Oxfam, the selection for Audit Company is a bidding process, so the selected company will be the prestigious, well-known, qualified and responsible one with reasonable, fair quotation for audit.
- We would like to receive:

(1) A letter expressing your interest;

(2) Quotation, and

(3) Company profile

from you **before Dec. 27, 2017**

We look forwards to hearing from you soon.

Yours faithfully,

Nguyen Thi Hue, M.A

Project Coordinator

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