

Request For Proposal

Auditor Service for Anakhot kong-khoi & Safe Migration Plan projects

Plan is an international humanitarian, child centered community development organization without religious, political or governmental affiliation. “Anakhot khong-khoi- My Future Phase 2” is a four-year project, which aims MBMF2 seeks to enable the realisation of SRHR for adolescents in all their diversity through the following impact and outcomes:

Impact: CAY in all their diversity have control over their bodies and futures in a healthy, safe and supportive environment.

Outcome 1: Children, adolescent and youth in all their diversity have the support and the confidence to make informed, responsible, positive and healthy choices about their SRHR and future.

Outcome 2: Children, adolescent and youth in all their diversity have improved access to quality, inclusive, gender-responsive and adolescent- and youth-friendly SRHR services and especially girls most at risk have stronger social protection.

Outcome 3: Children, adolescents and youth in all their diversity live in safe and supportive communities that transform gender roles and challenge harmful social and gender norms and stigma around SRHR.

Outcome 4: Children, adolescents and youth in all their diversity participate and benefit from a vibrant civil society that advocates for increased public investment and improved SRHR policy and promotes equality for and agency of girls.

MBMF 2 will achieve results directly with children, adolescents and young people (CAY) and their families who are living in poverty. MBMF2 will use the experience of Plan and partners to meet strategic gaps: (i) to strengthen community support for the SRHR of CAY and reduce the prevalence of practises which can harm young people, and (ii) strengthen education and health service delivery local structures to fulfil their policies. MBMF2 will have impact nationwide through contributing to knowledge products and policy development which support the development of Comprehensive Sexuality Education and Adolescent Friendly Health Services.

MBMF2 will achieve these results by working closely with Lao CSO's. Partners PFHA and GDA will play primary implementation roles to improve the adolescent and youth friendliness of health service structures, and CSE delivery in schools and communities and sensitization of village leaders and parents, respectively. LDWDC will support all partners with technical knowledge and expertise in mainstreaming rights of people with disabilities across all outputs and lead the implementation on providing vocational training opportunities for girls with disabilities. PTBUL will support all partners in developing expertise in SOGIESC. The project will support the development and legitimacy of CSOs in Laos through wider actions that build collaboration and coordination within the sector and with government on Adolescent SRHR.

I. Audit Requirement:

We would like to have 2 AUP Reports with project information and conditions as below:

1. For AUP Report #1 with Project information:

- Project name: Anakhot kong-khoi – My Future Phase 2 ref FAD LAO100109
- Donor: Ministry of Foreign Affairs (MOFA), Finland 85% and General Donation 15%
- Total budget EUR 3.225 million -revised budget mid of 2024.
- Project location: Oudomxay, Bokeo, Vientiane Capital.
- Project duration: From 1 January 2022 to 31 December 2025 (48 months)
- AUP Y3 total expenditure to be verified in Laos: EUR960K original supporting documents are available at Plan Vientiane Office, Phonsinouan Village, Sisattanak District.
- Its project has 3 partners, head office in Vientiane Capital, auditor may visit partners

2. For AUP Report #2 with Project information:

- Project name: Safe Migration Plan/contribution to My Future 2 ref FAD LAO100109 plus FAD LAO100134
- Donor: Ministry of Foreign Affairs (MOFA), Finland 85%, General Donation 15% as 100% for FAD LAO100109, Plus additional contribution from SDC.
- Total budget EUR 3.42 mil.
- Project location: Oudomxay, Bokeo, Vientiane Capital.
- Project duration: From 1 January 2022 to 31 December 2025 (48 months)
- AUP for a whole project total expenditure to be verified in Laos: EUR 3.42 mil. Majority of the original supporting documents (approx. 98%) are available at Plan Vientiane Office, Phonsinouan Village, Sisattanak District and the remaining documents are maintained at Plan International Schweiz (our National Office).
- Its project has 3 partners, head office in Vientiane Capital, and the auditor may visit partners

Additional documents requires

- Additional to general condition, we are requesting CV of auditor who will be a Team Leaders for 2 and at least 1 Team leader Need to physical leading auditor team members during field work at Plan Office and its Partners offices, Team Leaders to have CPA and hours of CDP not below than 60 hours counting from year 2022, at least 5 years Experiences in auditing iNGO projects, most prefer for experiences in project funded by MoFA Finland, Swiss Agency for Development and Cooperation (SDC) and Japan Platform.
- Request for verification of expenditures approaches and workplan plus team members Please submit official finance quotation fee, and audit approaches plus

II. Timeframe

1. Engagement sign before/by 10 December 2025
2. Final Financial report to auditor by 31 January 2026
3. Sample list by first week of February 2026
4. Audit field work start from second week of February 2026
5. First draft report by end of February 2026
6. Final report and signature Before mid of March 2026

III. Application

The Application should be submitted with the proposal and quotation no later than **13th Oct 2025** to Plan International Laos office below or send email to Laos.Procurement@plan-international with cc to Keota.khounphon@plan-international.org, including all supporting documents with subject line “Auditor Anakhot kong-khoi & Safe Migration Plan”

IV. Annexes for AUP Report #1 and #2

- Terms of Reference
 - Audit report
 - Letter of Engagement
 - General Conditions
- We strongly encourage equally qualified female candidates to apply!
 - All applications received after the time of the deadline will not be accepted without exception and only shortlisted applicants will be contacted. Shortlisted applicants may be requested to participate in an in-person or online interview process.

Plan International Laos
House no. 203, Unit 10, Phonsinuan Village, Sisatanak District, Vientiane Capital, Laos Tel: +856 (0) 21 353 409 -11 Fax: +856 (0) 21 313 512