Dear Madam/Sir,

Plan is an international humanitarian, child cantered community development organization without
religious, political or governmental affiliation. We are currently seeking for audit firm to conduct following assignment:

Audit Requirement:

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

1. First AUP Report with Project information:

- Project name: **My Body My Future 2**, FAD LAO100138
- Donor: Ministry of Foreign Affairs (MOFA), Finland 85% and General Donation 15%
- Total budget EUR 90,115
- Project location: Oudomxay, Bokeo, Vientiane Capital.
- Project duration: From 1 January 2026 to 31 December 2026 (Extension Period)
- AUP for extension period, the total expenditure to be verified in Laos: EUR 90,115. The original supporting documents are available at Plan Vientiane Office, Phonsinouan Village, Sisattanak District.

1. Second AUP Report with Project information:

- Project name: **My Body My future 3,** FAD LAO100138
- Donor: Ministry of Foreign Affairs (MOFA), Finland 80%, General Donation 10%
- Total Project budget EUR 675,000.
- Project location: Oudomxay, Bokeo, Vientiane Capital.
- Project duration: From 1 January 2026 to 31 December 2027 (24 months)
- **AUP for a first year's expenditure, project expenditure to be verified is approx. EUR 250,000**. The 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

Fixed Timeframe, TBD for exact date

1. Engagement sign before/by 10 December 2026
2. Final Financial report to auditor by 31 January 2027
3. Sample list by first week of February 2027
4. Audit field work start from second week of February 2027

5. First draft report by end of February 2027
6. Final report and signature Before mid of March 2027

Annexes for AUP Report

- Term of Reference
- Audit report
- Letter of Engagement
- General Conditions

Important notes

1. 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, at least 5 years Experiences in auditing iNGO projects, most prefer for experiences in project funded by MoFA Finland.
2. Request for verification of expenditures approaches and workplan plus team members

Please submit official finance quotation fee, and audit approaches plus workplan include team members and CVs of Team Leaders

Please send your application to laos.procurement@plan-international.org with cc to Somkhith.Vilasak@plan-international.org, referencing **"My Body My Future2 FAD LAO100138"** in the subject line and kindly include support documents as outlined. **Application deadline is 28 Oct 2026 (5PM, Vientiane time).**

Any questions regarding the details for the assignment and ToR should be directed to Sounisa Ounalom, Sounisa.Ounalom@plan-international.org

Applications will be assessed on demonstrated experience of the applicants with respect to the selection criteria, and budget proposal.

Please submit only one financial proposal for these 2 AUP Reports

Request for more clarification via Teams meeting is available