

SCOPE OF WORK

Financial Monitoring Service Provider

For Save the Children International – Vietnam Country Office (“SCI Vietnam”)

1. Background

To enhance transparency and accountability in its operations and those of its implementing partners, Save the Children International – Vietnam Country Office (SCI Vietnam) is seeking the services of a qualified professional service provider. The selected provider will support SCI Vietnam in strengthening internal audit and financial compliance processes.

2. Objectives

The service provider will support SCI Vietnam in conducting financial monitoring visits, internal compliance reviews. The objective is to ensure financial and operational compliance across SCI's country office and partner network in Vietnam.

3. Scope of Work

Financial Monitoring and Compliance Visits

- Conduct scheduled field visits to implementing partners to assess their compliance with SCI's financial minimum standards.
- Identify any issues in financial capacity and recommend corrective actions to strengthen financial management practices.

Deliverable: Visit minutes/report, signed and approved by SCI's designated contact person, including detailed findings and actionable recommendations.

The final plan will be agreed upon between SCI Vietnam and the service provider before implementation.

4. Duration/Timeframe

02 years from signing date of the contract.

5. Location

The service provider will operate remotely with required field travel to SCI offices and partner sites across Vietnam.

6. SCI Contact Person

Mr. Cao The Tuan – Finance Manager

Email: caothe.tuan@savethechildren.org

7. Qualifications and Experience Required

The service provider (firm or organization) must demonstrate the following:

- Legally registered and authorized to operate in Vietnam.
- Proven track record of providing financial monitoring, auditing, or compliance services to INGOs or donor-funded projects.
- Assigned staff must have relevant academic qualifications (minimum Bachelor's degree in Finance, Accounting) or related certificates; senior positions and above must have at least 3 years of relevant experience.
- Strong knowledge of Vietnamese financial systems, compliance standards, and donor requirements.
- Ability to deliver high-quality reports in both English and Vietnamese.
- Proficiency in Microsoft Office (especially Excel) and accounting systems.

8. Payment Terms

Payment will be made upon submission and acceptance of deliverables by SCI Vietnam, as confirmed by the assigned SCI contact person.

Prepared by



Cao The Tuan

Verified by



Vu Tuong Anh