

Terms of Reference (TOR)
External Audit Services
Fiscal Year Ending 31 December 2025

Assignment Title:	Independent Audit service for year-end 31 Dec 2025
Organization name	Hagar International in Vietnam
Contract Type:	Service Contract
Duty Station:	In Ha Noi
Contract Duration:	February and March 2026

1. Background

Hagar is an international non-governmental organization on a mission to restore life and dignity for survivors of human trafficking, slavery and abuse. Our global programs are led by skilled local teams and implementing partners in the Asia-Pacific region.

Hagar International in Vietnam (HVN) established its representative office in Hanoi in 2009. We provide a range of support services for individuals affected by human trafficking, violence, and abuse, tailored to their needs and grounded in a trauma-sensitive approach to healing and recovery. In addition to offering comprehensive support to individuals, Hagar implements community projects to replicate its support model, strengthen the capacity of local authorities and related organizations, and prevent the risks of trauma caused by violence, abuse, and human trafficking.

To maintain the highest standards of financial accountability, HVN is seeking a qualified, independent audit firm to conduct an external audit of our financial statements and operations for the fiscal year ending **31 December 2025**.

In 2025 HVN and its partner agencies are implementing projects to support:

- **The Whole Journey, Case Management:** Supporting victims of domestic violence, human trafficking, and sexual abuse (funded through Hagar Support Offices in Australia, New Zealand, Singapore, and the USA, along with multiple other donors).
- **Decrease Gender-Based Violence in Lao Cai (Yen Bai cũ) Province:** Funded by the Department of Foreign Affairs (DFAT) through Hagar Australia.
- **Animal bank: Providing Animals for Vulnerable Women in Yen Bai:** Funded by DoTERRA through Hagar Australia.

- **Capacity Building for Duty Bearers and Stakeholders:** Addressing GBV/HT and providing livelihood support for vulnerable women and girls in Northern Vietnam, specifically in Yen Bai and Nghe An (funded by Hagar New Zealand and the Ministry of Foreign Affairs and Trade)

Operational and project expenses for 2025, totaling approximately USD 530,000, were funded through the Hagar network, as well as from various independent donors, family foundations, and private foundations.

2. Objective of the Audit

The purpose of the audit is to enable the auditor to express an independent opinion on whether:

- The financial statements present fairly, in all material respects, the financial position of HVN in accordance with Vietnamese Accounting Standards (VAS) and International Financial Reporting Standards (IFRS), Hagar International's financial regulation, where applicable.
- The funds provided by donors have been used for their intended purposes and in compliance with donor agreements.
- HVN's internal control systems are adequate and functioning effectively.

The auditor is also expected to issue a **Management Letter** identifying any weaknesses in financial management, internal controls, and compliance, along with recommendations for improvement.

The auditor will also contribute to Hagar International's group audit report.

3. Scope of Work

The audit will cover:

- HVN's organizational financial statements for the year 1 January – 31 December 2025.
- Project-specific financial statements as required by donors.
- Review of compliance with:
 - Vietnamese laws and regulations.
 - Donor agreements and reporting requirements.
 - HVN's internal policies and procedures.
- Examination of:
 - All income and expenditure records.
 - Bank accounts and reconciliations.
 - Fixed asset registers.
 - Payroll and statutory deductions.
 - Procurement processes and supporting documentation.
- Provide audit working papers and other supporting information to Hagar International's group auditor and respond to any additional inquiries for the consolidated Hagar International audit report. This will include attending virtual meetings with the Hagar International group auditors to share the audit methodology, testing and findings and compliance with group auditor instructions.

4. Standards and Guidelines

The audit shall be carried out in accordance with:

- International Standards on Auditing (ISA).
- Vietnamese Standards on Auditing (VSA).
- Donor-specific audit requirements.

5. Auditor's Responsibilities

The selected audit firm will:

- Develop an audit plan and submit it to HVN for review prior to fieldwork.
- Conduct the audit at HVN's office in Hanoi, Vietnam.
- Liaise with HVN's Finance & HR Manager and relevant project staff.
- Maintain strict confidentiality of all financial and operational information.
- Deliver all reports by the agreed deadline.

6. Deliverables Submission

- Audited financial statements for HVN for the year ending 31 December 2025.
- Project-specific audited financial reports as required by donors.
- Management Letter highlighting internal control weaknesses and recommendations.
- HVN Management Response (facilitated by the auditor) to the findings in the Management Letter.
- Audit working papers to be submitted to the Hagar International group auditors

All reports must be in both **English** and **Vietnamese** (unless otherwise agreed).

7. Timeline

Activity		Date	Est.Time	Comments/Notes
1	List of required documents	By 20th Feb 2026		
2	Audit the accounting of HVN Country Office (Hanoi) and projects at Hanoi office	Between 24th- 28th Feb 2026	3- 4 days	
3	Draft Audit reports of HVN	By 10th March 2026		Outlines of the Statements are provided by HVN. Submitted to HVN for review and management response
4	Revise Audit Report (including Financial Statement and Auditor's report and Management Letter)	Between 10th- 16th March 2026		After receiving comments from HVN and Hagar International

	based on the HVN comments and management response			
5	Submit Finalized Audit Report to HVN	By 20th March 2026		HVN will submit final documents to Hagar International
6	Complete global auditors questionnaire and provide any other input to HI global auditors.	In March 2026	Total about 2 days	As request from HI, Auditor will contribute information and justification to HI's auditor (if any)

8. Auditor Qualifications

The selected firm must:

- Be a legally registered and licensed audit firm in Vietnam.
- Have at least 5 years of experience auditing NGOs and donor-funded projects.
- Demonstrate knowledge of VAS, ISA, and donor compliance requirements.
- Strong understanding of Vietnamese tax and accounting laws.
- Have qualified, experienced audit staff fluent in English and Vietnamese.

9. Proposal Submission Requirements

Interested firms should submit:

- Company profile and relevant experience.
- Proposed audit methodology and work plan.
- Detailed fee proposal, including all costs.
- Names and qualifications of proposed audit team members.
- References from at least two recent NGO audits.

10. Submission Details

- Deadline: 12 November 2025.
- Submission to: vietnam@hagarinternational.org
- Subject line: "Proposal – External Audit Services 2025 – Hagar Vietnam"

Hagar International in Vietnam reserves the right to accept or reject any proposal without assigning reasons, and to negotiate with the selected firm on the final terms of the engagement.

Approved by HVN's Country Director on 22 October 2025