

## ANNEX A

# TERMS OF REFERENCE

### 1 . Specification and Scope of Requirement

**Plan International Moldova** wishes to engage the services of an audit firm for the purpose of auditing the **FAD/INC100582, Sida Space to Act (part of Space to Lead) Project, with a project period for 2 years** as stipulated in the agreement between Plan International Moldova and **Plan International Sweden**. **Plan International Moldova** has for the audit period obtained a grant of **7 070 749 SEK** from Plan International Sweden/Sida. The audit shall be carried out in accordance with the international audit standards (ISA) issued by IAASB<sup>1</sup>. In addition, an assignment according to International Standards on Related Services (ISRS) 4400 (Revised) shall be carried out, in accordance with the terms and review areas listed in section II.

The audit and the additional engagement shall be carried out by an external, independent and qualified auditor. The auditor shall be registered and have a license with the ACAP RM (Association of Professional Accountants and Auditors of the Republic of Moldova). Plan International Sweden shall approve the selection of auditor before the audit begins and a copy of the license shall be shared with Plan International Sweden. When contracting an audit Plan International Moldova shall fill in a template that shall be shared with SNO, see Appendix 1 to this document. The signing auditor shall not be contracted for the assignment for more than a seven-year period. The same audit firm can however be contracted for longer than seven years. It is possible to procure an audit firm for the entire project period. The same auditor may conduct the audit in all subsequent links, but each link may also use different auditors. The audit shall be reported in accordance with the templates provided in Appendix 2 - 3 or 4 - 5 of this document.

#### I. Objectives and scope of the audit

The objective is to audit the financial report for the period **1 January 2026 – 31 December 2027, divided in 3(three) audit periods as following:**

Period 1- 1 January 2026 – 30 June 2026

Period 2 – 1 July 2026 – 30 June 2027

Period 3 – 1 July 2027 – 31 December 2027

as submitted to Plan International Sweden and to express an audit opinion according to ISA, applying ISA 800/805<sup>2</sup>, on whether the financial report of FAD/INC100582, Sida Space to Act (part of Space to Lead) Project is in accordance with Plan International Moldova and its subsequent partner organisation ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) accounting records and Plan International Sweden's and Sida's requirements for financial reporting as stipulated in the agreement **including appendices**, between Plan International Sweden and Plan International Moldova and its

---

<sup>1</sup> The International Auditing and Assurance Standards Board (IAASB).

<sup>2</sup> Both ISA 800/805 should be referred to together and, where appropriate, throughout the entire audit report.

subsequent partner organisation ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă).

Plan International Sweden wants to emphasise the importance of the Auditor, as a part of the assignment, reviewing whether the subsequent partner organisations follow the requirements from Sida, see Appendix 6 "Plan International Sweden's Audit instructions for Sida funded projects".

II. Additional assignment; according to agreed upon procedures ISRS 4400 (Revised), review the following areas in accordance with the Terms of Reference below

Mandatory procedures that must be included:

1. Observe whether the financial report is structured in a way that allows for direct comparison with the latest approved budget<sup>3</sup>.
2. Observe and inspect whether the financial report provides information regarding:
  - a) Financial outcome per budget line (both incomes and costs) for the reporting period and columns for cumulative information regarding earlier periods under current agreement.
  - b) When applicable, compare if the opening fund balance<sup>4</sup> for the reporting period matches with what was stated as closing fund balance in the previous reporting period.
  - c) A disclosure of exchange gains/losses. Inquire and confirm whether the disclosure includes the entire chain of currency exchange from Plan International Sweden's disbursement to the handling of the project/programme within the organisation in local currency/ies, if applicable.
  - d) Explanatory notes (such as, for instance, accounting principles applied for the financial report).
  - e) Amount of funds that has been forwarded to implementing partners, when applicable.
3. a) Inquire and inspect with what frequency salary costs during the reporting period are debited to the project/programme.

*Choose a sample of three individuals for three different months and:*

- b) Inquire and inspect whether there are supporting documentation<sup>5</sup> for debited salary costs.
- c) Inquire and inspect whether actual time worked is documented and verified by a manager. Inquire and inspect within which frequency reconciliations between debited time and actual worked time is performed.
- d) Inspect whether Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) comply with applicable tax legislation with regard to personal income taxes (PAYE)<sup>6</sup> and social security fees.

---

<sup>3</sup> The budget is attached to the agreement with Plan International Sweden as an annex and any updates should be supported by a written approval by Plan International Sweden.

<sup>4</sup> I.e. funds remaining from disbursements made during previous reporting period/s

<sup>5</sup> Debited salary costs should be verified by supporting documentation such as employment contracts.

<sup>6</sup> Pay As You Earn.

4. Review and confirm that the Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) screens implementing partners and/or suppliers to ensure that such parties are not subject to the European Union's financial sanctions list of persons, groups and organisations (EU Sanctions list).

Enquire whether there have been any reported findings from the screening process and if so, report on such findings.

5. a) Inspect and confirm that the unspent fund balance (according to the financial report) at the end of the financial year is in line with information provided in the accounting system and/or bank account.

b) **Applicable the final year:** Inspect and confirm the unspent fund balance (including exchange gains) in the financial report and confirm the amount that shall be repaid to Plan International Sweden.

### **Follow up of funds that are channelled to implementing partners**

Mandatory assignments that must be included if Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) forward funds to implementing partners (IP's):

Choose a sample of a minimum of 10 % of the total of disbursed funds as well as 10 % of the number of IP's or a maximum of 10 IP's.

6. Inspect and confirm Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) has signed agreements with the selected IP's and include/refer to the Sida general and specific agreement conditions.

7. Inspect and confirm whether Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) in all agreements entered with IP's, included the requirement to carry out annual audits. The requirement shall specify that these audits shall be carried out with application of ISA (reporting according to ISA 800/805), and a separate assignment according to ISRS 4400 should be included for project/programme support. If agreements regarding core support are entered into with IP's, the audit shall be conducted in accordance with ISA 700 or National standards on auditing.

8. Inquire and inspect Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) has received financial reports and auditor reports from all IP's included in the selected sample:

a) Inquire and inspect whether Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) has verified if reports from IP's are in line with the requirements in the Agreement.

b) Inquire and inspect whether Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) has documented its assessment of the submitted financial reports and reporting from auditors including management responses and action plans from selected IP's.

c) Inquire and inspect whether Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) has

documented its follow-up actions based on the information provided in the financial reports and the reporting from the auditor of the selected IP's.

d) Inquire and inspect whether Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) has reported substantial observations<sup>7</sup> from selected IP's audit reports in its communication with Plan International Sweden. List observations<sup>8</sup> from IP's audit reports which have been part of this sample.

### III. The Reporting

The reporting shall be signed by the responsible auditor (not just the audit firm<sup>9</sup>) and shall include the title of the responsible auditor.

#### *Reporting from the ISA assignment*

The reporting from the auditor shall include an **Independent Auditor's Report** in accordance with the format in standard ISA 800/805 and the auditor's opinion shall be clearly stated. The financial report that has been the subject of the audit shall be attached to the Independent Auditor's Report.

The reporting from the auditor shall also include a **Management letter** that discloses all audit findings, as well as weaknesses identified during the audit process. The auditor shall regardless of materiality, quantify the amount for costs lacking sufficient supporting documentation. The auditor shall make recommendations to address the identified findings and weaknesses. The recommendations shall be presented in priority order and with a risk classification.

Measures taken by the Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) to address weaknesses identified in previous audits shall also be presented in the Management Letter. If the previous audit did not have any findings or weaknesses to be followed-up on, a clarification of this must be disclosed in the audit reporting.

If the auditor assesses that no findings or weaknesses have been identified during the audit that would result in a Management letter, an explanation of this assessment must be disclosed in the audit reporting.

#### *Reporting from the ISRS 4400 (Revised) assignment*

The additional assignment according to agreed-upon procedures ISRS 4400 (Revised) under paragraph II, shall be reported separately in an "**Agreed-upon procedures report**". Performed procedures should be described and the findings should be reported in accordance with the requirements in the International Standard on Related Services 4400 (Revised).

When applicable, the sample size shall be stated in the report.

Plan International Moldova and its subsequent partner organisations ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) is responsible for providing a

---

<sup>7</sup> Deemed substantial by the Plan International.

<sup>8</sup> Observations included in Management Letters and if applicable, modified audit reports.

<sup>9</sup> If the audit firm is obliged to sign, refer to relevant legislation. Sida still needs to know who has been responsible for the audit assignment.

**Management Response** for all audits. The management response shall respond to all auditors' recommendations which shall include a time-bound action plan and the responsible person within the organisation. The Management Response can be included directly in the audit report or follow as an annex and shall be signed by management.

**Audit requirements for subsequent partner organisations**, where applicable, are outlined in Appendix 6, "Plan International Sweden's Audit Instructions for Sida Funded Projects." All financial reports, including those covering transfers of funds to subsequent links, must be audited. This audit must encompass all documentation related to the grant from all grantees and is required regardless of the size of the grant.

The audits at Plan International Moldova and ANIMA, MOLDOX and PNTP (Platforma Națională a Tinerilor pentru Participare Activă) may be conducted by separate auditors or by the same auditor. The reporting when using the same auditor can either be presented in separate audit reports (please see Appendix 4 - 5) or a consolidated audit report (please see Appendix 2 - 3). The following conditions need to be respected if the consolidated version is used:

- 1 – The audit report shall state which subsequent partner organisations are included in the report and what activities they are responsible for.
- 2 – It must be clear that a full audit, ISAs and ISRS 4400, have been carried out in full for all organisations and that the reports correspond with the main agreement between Plan and Sida.
- 3 – The report needs to contain signed financial reporting for all organisations.
- 4 – The report only contains few notes and does not reduce the overview.
- 5 – The Audit opinion needs to have an unqualified opinion for all organisations.

### **Audit Report Submission Report Deadlines**

- **Audit Company to Plan International Moldova**

The **draft audit reports including management letter** are to be written in English in one copy and submitted from Audit Company to Plan International Moldova for review no later than:

Period 1 - 21 September 2026

Period 2 - 20 September 2027

Period 3 – 6 April 2028

- **Plan International Moldova to Plan International Sweden**

The **draft audit reports including management response** are to be written in English in one copy and submitted digitally in word format from Plan International Moldova to Plan International Sweden for review no later than:

Period 1 - 30 September 2026

Period 2 - 30 September 2027

Period 3 – 6 April 2028

The **final signed audit reports including management response** are to be submitted digitally in pdf format from Plan International Moldova to Plan International Sweden no later than:

- Period 1 - 14 October 2026
- Period 2 - 15 October 2027
- Period 3 - 30 April 2028

**Summary of reporting**

<b>Reporting Stage</b>	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>
<b>Draft Audit Report (including Management Letter)</b>  Audit Company → Plan International Moldova	21 September 2026	20 September 2027	6 April 2028
<b>Draft Audit Report (including Management Response)</b>  Plan International Moldova → Plan International Sweden	30 September 2026	30 September 2027	6 April 2028
<b>Final Signed Audit Report (including Management Response)</b>  Plan International Moldova → Plan International Sweden	14 October 2026	15 October 2027	30 April 2028