



## Pacific Immigration Development Community (PIDC)

### PIDC External Auditor

#### TERMS OF REFERENCE (TOR)

The Pacific Immigration Development Community (PIDC) Secretariat seeks to engage a suitably qualified Audit firm to be the external auditor for the Secretariat for the next three years commencing July 2021. Interested applicants are invited to provide an Expression of Interest (EOI) and a Quotation for work requested by 30 April 2021 addressed to “PIDC Head of Secretariat” on [info@pidcsec.org](mailto:info@pidcsec.org).

#### PIDC BACKGROUND

2. The PIDC is a regional organisation made up of immigration agencies from 21 Pacific Island Countries and Territories (PICTs). Established in 1996, PIDC Members collectively seek to advance the Forum Leaders’ vision for a region of peace, harmony, security, social inclusion and prosperity by ensuring the secure international movement of people in the region to maintain safe and prosperous Pacific Communities. To this end, PIDC works collaboratively to:

- improve the management of international people movement;
- strengthen border management and security; and
- build capacity to deliver immigration services.

#### ACTIVITY BACKGROUND

3. The Secretariat has adopted a fund accounting system, and presents general purpose financial statements that comply with International Financial Reporting Standards (IFRS). All accounting records are maintained in Samoan Tala and in the English language. The Secretariat’s financial reporting and audit are conducted in accordance with its Financial Regulations.

4. The PIDC Audit and Risk Committee (ARC) which is an independent committee of the of PIDC Board provides oversight to the Secretariat’s audit functions. They work closely with the PIDC Board on the appointment of the external auditor as well as reviewing and approving the internal audit processes and outcomes.

#### OBJECTIVES

5. The purpose of the audit is to provide positive assurance to member governments and other stakeholders that the Secretariat’s financial statements:

- a. are free of material misstatement;

- b. comply with the Secretariat's financial regulations;
- c. comply with applicable international reporting standards; and
- d. comply with any other condition required by international assurance engagements.

6. The auditor will carry out all necessary tests and evaluations of the Secretariat's accounting policies, procedures and records to provide the above assurance.

7. The auditor will also provide advice where appropriate on possible improvements to the Secretariat's accounting systems, policies and procedures to comply with international best practice.

### **SCOPE OF WORK**

8. The auditor will conduct the audit in close consultation with the Secretariat's Financial Services team. Where required, the auditor will also consult with other functional areas of the Secretariat and independently report on request to the Audit and Risk Committee.

9. Should the auditor discover any serious irregularity such as fraud in the course of the audit, he/she shall inform Senior Management immediately and the Audit and Risk Sub-Committee.

10. The auditor shall produce an audit report to be included in the Secretariat's annual financial statements. The audit report shall contain the auditor's findings from the audit, and where applicable, the assurances noted in paragraph 5.

11. Additionally, the auditor shall produce a report that contains all statements and attestations required by the Secretariat's financial regulations.

### **METHODOLOGY AND EXPECTED TIMEFRAME OF TENDER PROCESS**

12. This audit engagement will be for three years commencing on the date of appointment. The audit will commence upon receipt by the Auditor of draft financial statements from the Secretariat. The draft financial statements are expected to be presented to the auditor by the Secretariat before the end of July each year.

13. The auditor shall complete the audit and deliver signed financial statements and audit reports to the Secretariat within one month of commencement by 31 August of each year.

### **EVALUATION CRITERIA**

Criteria	Score %
----------	---------

<b>Audit Firm Experience</b>	
• Audit experience	20
• Experience in working with International Organizations and the Not-for-profit sector	10
<b>Audit Personnel</b>	
• Audit Partner	7.5
○ Qualifications	
○ Relevant experience	7.5
• Internal Audit Manager	10
○ Qualifications	
○ Relevant experience	10
• Senior Auditor	
○ Qualifications	7.5
○ Relevant experience	7.5
<b>Proposed Methodology</b>	20
<b>Total Technical Evaluation</b>	<b>100%</b>

14. The final selection of the preferred service provider will be established by weighing technical and financial price scores on an 80/20 basis.

a) Interested audit firms are encouraged to provide written submissions including:

- capability statements for the firm;
- a copy of your curriculum vitae of key staff assigned to the task;
- confirmation that the firm and/or key staff are not aware of any conflict of interest that may exist; and
- the financial proposal in Samoan Tala

**b) EXPECTED TIMEFRAME AND TENDER PROCESS**

A breakdown of the phases is summarized as follows:

	<b>Tender Process</b>	<b>Timeline</b>	<b>Duration</b>
1	Tender Requests sent out	12 April 2021	18 days
2	Closing date of Bids Received	30 April 2021	
3	Bid Opening	03 May 2021	1 day

4	Evaluation of Bids	04 May 2021
5	Completion of Evaluation of Bids	10 May 2021
6	Negotiation with Successful Bidder	