



## Pacific Immigration Development Community

### Request for Proposal

#### Internal Audit of the PIDC Secretariat

The Pacific Immigration Development Community Secretariat seeks to engage an Audit firm for a period of one year commencing July 2025. Interested applicants are invited to submit your request for proposal by 21 March 2025 addressed to the **PIDC Head of Secretariat**.

The scope of the work, terms and conditions covering this request for proposal are contained in the Terms of Reference (TOR) which is available via the PIDC website on [www.pidcsec.org](http://www.pidcsec.org)

The purpose of this request is to seek responses from interested audit firms who wish to provide the above stated services to the PIDC Secretariat.

#### SCOPE OF WORK

To propose and conduct the audit in close consultation with the PIDC Secretariat Financial Services as per the specifications in the Terms of Reference. (TOR)

#### HOW TO APPLY

Interested audit firms are encouraged to provide written submissions including:

- Capability statements for the firm
- a copy of the 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:
- confirmation of availability for taking up the consultancy; and
- a simple work plan and timeframe for the work.
- The financial proposal in Samoan tala

#### DEADLINE

The due date for submission of proposal is: 21st March 2025 at 5pm Samoa time. **All submissions to be submitted via email to [procurement@pidcsec.org](mailto:procurement@pidcsec.org) and addressed to PIDC Head of Secretariat by 21<sup>st</sup> March 2025. Please insert in the subject of your email: RFP-25/01 Internal Audit.** Late or incomplete submissions will not be considered.

If you have any questions regarding the attached scope of work or the terms and conditions of this request for proposal, please contact Mrs Seremana Titoko, Finance & Corporate Manager, PIDC Secretariat, on +685 29107 or email [seremana.titoko@pidcsec.org](mailto:seremana.titoko@pidcsec.org) All requests for clarification must be received 5 working days before the deadline.