



Pacific Immigration Development Community

TERMS OF REFERENCE (TOR)

INTERNAL AUDIT OF THE PIDC SECRETARIAT

The Pacific Immigration Development Community (PIDC) represents the interests of 21 member countries in the Pacific region. The heads of Immigration across the PIDC membership share a common vision for the secure international movement of people supporting safe and prosperous Pacific Communities.

OBJECTIVES:

2. The purpose of this audit is to assess whether the system of internal control within the PIDC is appropriate and support the PIDC in meeting applicable legal and compliance obligations and achieving its performance objectives. This includes providing an overview of the Secretariat's internal controls, and identifying and addressing any weaknesses in the internal control environment.

SCOPE OF WORK:

3. The scope of this audit is to cover:
- a. Compliance with laws and obligation – advise the board whether they can have confidence that the PIDC is operating in compliance with policies and procedures, laws, regulations, standards, contracts and agreements and achieving value for money for the community it serves;
 - b. Information and Technology Controls – advise the board whether the internal controls of the automated information systems are robust enough to achieve resilience, security, and accuracy and integrity of data and information.
4. It is also expected that the selected provider will liaise with external auditors and other reviewers about findings from internal audit exercises and make recommendations to support the Secretariat in addressing any weaknesses and to update policies and procedures.

METHODOLOGY AND EXPECTED TIMEFRAME OF TENDER PROCESS

5. This audit will cover the period 1 July 2024 to 30 June 2025 and will deliver its reports by 30 September 2025
6. The broad methodology for conducting the audit should include:
- a. Reviewing reliability and integrity of information, systems, processes, policies, procedures and operations and appraising the adequacy of controls;
 - b. Assessing the extent of compliance of operations, policies, procedures, community obligations and legal frameworks;

- c. Assessing the effectiveness and integrity of governance processes and identifying and reporting significant governance issues;
- d. Monitoring and evaluating the effectiveness of corporate risk management processes and reporting on significant risk exposures and control issues;
- e. Recommending improvements to governance, systems, processes, policies and procedures and risk exposure reduction.

TIMING & LOCATION

Activity	Start Date	Completion Date	Duration
Request for proposal	21 February	21 March 2025	20 working days
Opening of proposal	24 March 2025	26 March 2025	2 working days
Evaluation and approval of winning proposal	27 March 2025	28 March 2025	2 working days
Contract negotiation and signing of contract	01 April 2025	04 April 2025	4 working days
Performance of service	01 August 2025	30 September 2025	2 months

EXPECTED ACTIVITIES, DELIVERABLES AND TIMING

Milestone	Activities	Deliverable	Date
1.	Undertake review of the organisation workplan and processes	Submission of a draft workplan	07 April 2025
2.	Interview and research work	Gathering information and analysing data.	01 August 2025
3.	Drafting of the report	Submission of the first draft Drafting of Report and Audit review	30 th August 2025
4.	Final submission of the report	Submission of the final report	30 th September 2025
6.	Submission of the reports to Board and HOS for feedback	Full draft reports of the findings and recommendations	10 January 2026

EVALUATION CRITERIA

Criteria	Score %
Audit Firm Experience <ul style="list-style-type: none"> ● Internal Audit experience ● Experience in working with International Organizations and the Not-for-profit sector 	<p style="text-align: center;">20</p> <p style="text-align: center;">10</p>
Audit Personnel <ul style="list-style-type: none"> ● Audit Partner <ul style="list-style-type: none"> ○ Qualifications ○ Relevant experience ● Internal Audit Manager <ul style="list-style-type: none"> ○ Qualifications ○ Relevant experience ● Senior Auditor <ul style="list-style-type: none"> ○ Qualifications ○ Relevant experience 	<p style="text-align: center;">7.5</p> <p style="text-align: center;">7.5</p> <p style="text-align: center;">10</p> <p style="text-align: center;">10</p> <p style="text-align: center;">7.5</p> <p style="text-align: center;">7.5</p>
Proposed Methodology	20
Total Technical Evaluation	100%

GENERAL TERMS AND CONDITIONS

Interested individual(s) are encouraged to provide

- written submissions including a copy of your curriculum vitae
- covering letter and
- a financial proposal in Samoan Tala (WST) including professional fee and all taxes.

Bidder Ability

By submitting a response to this “Request for Service” (RFS), the bidder warrants that the bidder has the necessary skills, knowledge, experience and resources to comply with this RFS and capable of successfully completing the project.

Amendments:

Should the bidder become aware of any discrepancy, error or omission in the document submitted, and the bidder wishes to lodge a correction or provide additional information, that material must be in writing and lodged prior to the evaluation of the RFS responses.

Method of Submissions:

Tenders must be submitted via email addressed to the Head of Secretariat, email via procurement@pidcsec.org . All submissions are due on **Friday, 21 March 2025 by 5pm Samoa time.**

The electronically submitted documents should be converted to PDF format.

LATE OR INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.

All queries or request for information can be addressed to the Finance & Corporate Manager, Seremana Titoko of the PIDC Secretariat on telephone: +685 **29107** or email seremana.titoko@pidcsec.org