



Pacific Immigration Development Community

Request for Proposal

PIDC External Auditor

The Pacific Immigration Development Community Secretariat seeks to engage a suitable, qualified Audit firm to be the Internal auditor for the Secretariat for three years commencing July 2025. Interested applicants are invited to submit their request for proposal by 25 April 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

This request is to seek responses from interested audit firms that 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.
- The financial proposal in Samoan tala

DEADLINE

The proposal is due on 25th April 2025 at 5pm Samoa time. All submissions must be sent via email to procurement@pidcsec.org and addressed to the PIDC Head of Secretariat. Please insert the following in your email: RFP-25/02 External Auditor. 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, don't hesitate to contact Mrs Seremana Titoko, Finance & Corporate Manager, PIDC Secretariat, on +685 29107 or email seremana.titoko@pidcsec.org. All requests for clarification must be received 5 working days before the deadline.