



## 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 one year 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](http://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 the consultancy and
- a simple work plan and timeframe.
- The financial proposal in Samoan tala

#### DEADLINE

The due date for proposal submission is 25<sup>th</sup> April 2025 at 5 pm Samoa time. **All submissions must be emailed to [procurement@pidcsec.org](mailto:procurement@pidcsec.org) and addressed to the PIDC Head of Secretariat. Please insert the following in 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, don't hesitate to contact Mrs. Seremana Titoko, Finance & Corporate Manager, PIDC Secretariat, at +685 29107 or email [seremana.titoko@pidcsec.org](mailto:seremana.titoko@pidcsec.org) All requests for clarification must be received five working days before the deadline.