



## **INVITATION FOR PROPOSALS:**

### **DESIGN DETAILS AND IMPLEMENTATION PLAN OF THE PILOT PROGRAMME ON POST- CLEARANCE AUDIT (PCA) SERVICES FOR FORUM ISLAND COUNTRIES**

The Pacific Islands Forum Secretariat (PIFS) is seeking suitable consultant(s) to undertake work outlined in the attached Terms of Reference (TOR).

2. We are pleased to invite you to consider the attached TOR and submit to us your technical and financial proposals for the required consultancy services.
3. Your fax and/or email submission should be clearly marked as follows:

“Proposal to design details and implementation plan of the pilot project on post-clearance audit (PCA) service for Forum Island Countries”

addressed to:

The Secretary General  
Pacific Islands Forum Secretariat  
Private Mail Bag  
Suva, **Fiji Islands**  
Fax: (679) 3220 249  
Email: [info@forumsec.org.fj](mailto:info@forumsec.org.fj)

by the deadline of 4:30pm on **Monday, 29 March 2010** (Fiji time and date).

4. Your financial proposal should be:
  - expressed in Fijian dollars; and
  - broken down by professional fees, and a lump sum amount on other expenses, especially for report production and communication.
5. In assessing your technical proposal, PIFS will evaluate your understanding of the TOR and consultancy requirements, your methodology and organisation for carrying out the work, your (firm's) experience, the calibre of your relevant technical skills and other experts proposed (if necessary) for the job in realising the output.
6. The technical and financial merits of your proposal will be evaluated by allocating 70% weight to the technical proposal and 30% weight to the financial proposal.
7. Work on this study is expected to commence in early April 2010. A contract will be drafted according to the PIFS conditions for consultancy contracts.

ENDS