

Association of the Pacific Island  
Public Auditors

Quality Control Peer  
Review

Request for the Expression of Interest  
to Conduct Quality Control Peer  
Reviews for the  
APIPA Member Offices

November 2013

## I. DESCRIPTION OF SERVICES

The following government audit offices who are members of the Association of the Pacific Islands Public Auditor (APIPA) will require quality control peer reviews of their audits in accordance with the Generally Accepted Government Auditing Standards (GAGAS). The peer reviews to be conducted in accordance with the schedule as attached.

The audit offices are for the following governments;

1. American Samoa, Office of the Territorial Auditor
2. Commonwealth of the Northern Mariana Islands, Office of the Public Auditor
3. National Government of the Federated States of Micronesia, Office of the Public Auditor
4. Pohnpei State, Office of the Public Auditor
5. Yap State, Office of the Public Auditor
6. Kosrae State, Office of the Public Auditor
7. Government of Guam, Office of Public Accountability
8. Republic of Palau, Office of the Public Auditor
9. Republic of the Marshall Islands, Office of the Auditor General

The peer review period to be covered for each office is three years and the last day to comply is as indicated in the attached schedule.

The peer review team will comprise of three members; a team-leader, a member and a consultant. The team leader and the member will come from different audit offices under the APIPA organization. The team leader will preferably be a Head or a very senior member of an audit office that does not have a conflict with the office to be reviewed. The team member will be from another office different from the team leader's office. A consultant will be selected by the grant administrator consistent with the decision made by the APIPA principals at their executive meeting held in Saipan in September 2013.

The next round of peer reviews will be conducted in accordance with the Peer Review Manual which will be developed for the APIPA organization to use for its next round of peer reviews.

The exact date for each office's review will be determined at a later time. However and as it has been followed in the past, the audit offices whose reviews are due around the same time and those that are located near each other will have their reviews conducted back-to-back in order to save on travel costs.

All proposals and expression of interest are to be in writing send via air mail to the attention of Mr. Haser Hainrick, National Public Auditor, P.S. 05 Palikir, Pohnpei, FM 96941 and shall be post stamped no later than November 22, 2013 and shall be received no later than December 6, 2013. Only the documents received in the sealed

envelope will be accepted and no proposal received after December 6, 2013 will be accepted.

## II. MANDATORY CRITERIA

All respondents must include the following positive affirmations in their proposals:

- a. An affirmation that the proposer meets the independence requirements of GAGAS.
- b. An affirmation that the respondent does not have any record of substandard peer review work in the past.
- c. An affirmation that the proposer is qualified to perform the peer review services as required by the GAGAS.
- d. An affirmation that the proposer does not have any criminal record and is medically fit to perform the required services.

## III. PROPOSAL CRITERIA

### 1. Qualifications of the consultant:

- a. List all professional certifications that you have
- b. For each professional certification, indicate license number, the date and year issued, and the name and full address of the issuing authority
- c. Describe in full your work experience starting with your most recent work and going backward, and list all peer review works that you have done in the past
- d. Send two sample copies of peer review reports for any peer reviews that you conducted
- e. Provide at least three (3) references including name and email address of at least three individuals who can provide independent assessment and information regarding your personal and professional character

### 2. Scope of Services:

- a. Describe in full the scope of your services for each of the entity that will be peer-reviewed.
- b. Provide full information on how long it will take to commence each peer review from start until the issuance of the final peer review report.
- c. For each phase of the required services, give full description of how the work will be carried out and where the work will be performed.
- d. Emphasize any special or extraordinary services you can provide that would distinguish you from other competitors.
- e. Include a plan, giving as much detail as is practical, explaining how the services will be provided and when the work will be done.

### 3. Fee Proposal

- a. Provide full description of your fee proposal.
- b. If you plan to have out-of-pocket reimbursement, provide full description.

- c. Your fee schedule should be itemized for each of the entity to be peer reviewed and be submitted in a separate sealed envelope along with your proposal.

#### IV. SELECTION PROCESS

Proposals will be evaluated by a Committee consisting of four members. Proposals will be opened only by the Committee and information contained in a proposal will not be disclosed to the public until after the award.

The Evaluation Committee will be comprised of the following members:

- a. The National Public Auditor
- b. The State Auditor from Pohnpei State or his designee
- c. Two senior staffs of the Office of the National Public Auditor.

The National Public Auditor reserves the right to appoint additional members to the committee or to appoint a substitute member if any of the listed members is unable to complete his duties.

The National Public Auditor reserves the right to waive any minor informality or irregularity in proposals received. The National Public Auditor shall have the prerogative to reject proposals in whole or in part if a determination is made in the interest of the APIPA organization.

The results of the evaluation will be documented and used as guidance in the selection of the consultant. The National Public Auditor will make the final determination of which proposal is the most advantageous to the APIPA organization.

All entities submitting proposals will be promptly notified of the determination of the National Public Auditor. Proposals will become the property of the APIPA Organization and will not be returned.

The final result will be announced to all APIPA member organizations and to the selected winner as soon as possible following the review of all proposals received.

#### V. ADDRESS:

All written expression of interest shall be submitted to:

Haser Hainrick  
National Public Auditor  
Office of the Public Auditor  
P.O. Box PS-05  
Palikir, Pohnpei 96941  
Federated States of Micronesia