



Request For Proposal for External Audit Services

Date of Issue	19 September 2024
Proposal Submission Deadline	15 October 2024
Contact Information for Inquiries and Submission of Proposals	Aaron Nighswander, Finance and Administration Manager aaron.nighswander@wcpfc.int +691 320-1992

1. Introduction

The Western and Central Pacific Fisheries Commission (WCPFC) is seeking proposals from qualified independent auditors to perform an external audit of its financial statements for fiscal years 2024 and 2025. The selected auditor will be responsible for providing a thorough and objective evaluation of WCPFC's financial records in accordance with generally accepted auditing standards. The Auditor shall be completely independent and solely responsible for the conduct of the audit.

2. Background Information

The WCPFC was established to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean. The Commission's Secretariat is in Pohnpei, Federated States of Micronesia. The WCPFC manages the world's largest tuna fishery, with more than 50% of the world's global tuna supply caught in the WCPFC Convention Area. The WCPFC Convention establishes a Commission, which is supported by three subsidiary bodies: Scientific Committee, Technical and Compliance Committee, and the Northern Committee. The Finance and Administration Committee also provides advice to the Commission relating to its budget and administration of the organization.

The WCPFC membership is comprised of 26 members, seven participating territories, and seven cooperating non-members, collectively "CCMs". The Commission's annual operating budget for 2024 is USD9,308,383.¹ The Commission also manages other funds, including trust funds and a working capital fund.

3. Scope of Work²

The scope of the audit includes, but is not limited to:

¹ Approved by the Commission at its 20th Regular Annual Session in December 2023.

² Reference: [Regulation 12 of the WCPFC Financial Regulations](#), updated December 2022.

- a. Auditing the financial statements of the WCPFC for two fiscal years: (1) ending 31 December 2024, and (2) ending 31 December 2025.
- b. In conformity with generally accepted auditing standards, provision of an audit report on the financial statements to the Commission on all relevant matters, including:
 - i. an opinion on whether financial statements are based on proper accounts and records.
 - ii. an opinion on whether the statements are in agreement with the accounts and the records.
 - iii. an opinion on whether the income, expenditure, and investment of moneys and the acquisition and disposal of assets by the Commission during the year have been in accordance with WCPFC’s Financial Regulations.
 - iv. observations with respect to the efficiency and economy of the financial procedures and conduct of business, the accounting system, internal financial controls and the administration and management of the Commission.

The Auditor or authorized person(s) shall be entitled at all reasonable times to full and free access to all accounts and records of the Commission relating directly or indirectly to the receipt or payment of moneys by the Commission or to the acquisition, receipt, custody or disposal of assets by the Commission and may make copies of or take extracts from any such accounts or records.³

The Auditor shall, within 90 days of the date upon which the annual financial statements are submitted by the Executive Director, issue a report on the audit of the financial statements and relevant schedules relating to the accounts for the financial period, which shall include such information as the Auditor deems necessary with regard to matters referred to in Regulation 12.4 as appropriate.

The following are key milestones for the audit and their associated deadlines:

Key Milestones	Deadlines
Draft 2024 Financial statements are provided to the Auditor	31 March 2025
Auditor provides the Executive Director with a report on the 2024 audit	29 June 2025
Draft 2025 Financial statements are provided to the Auditor	31 March 2026
Auditor provides the Executive Director with a report on the 2025 audit	29 June 2026

³ The Executive Director shall provide the Auditor with the facilities he or she may require in the performance of the audit.

4. Place of Performance

The audit will be conducted at WCPFC Headquarters in Pohnpei, Federated States of Micronesia.

5. Duration of Appointment

The appointment of the Auditor will be for two years.

6. Deliverables

The Auditor is expected to deliver a report on the audit of the financial statements and relevant schedules relating to the accounts for the financial period, which shall include such information as the Auditor deems necessary with regard to matters referred to above in paragraph 2 of the Scope of Work, as appropriate.

The Commission may request the Auditor to perform certain specific examinations and issue separate reports on the results.

7. Proposal Requirements

Interested auditors should submit a proposal that includes:

- Firm Overview: A brief description of the auditing firm, including size, areas of expertise, and years in business.
- Audit Team: Résumés and qualifications of the individuals who will be assigned to this audit, including their experience in auditing organizations similar to WCPFC.
- Approach and Methodology: A detailed explanation of the firm's audit approach and the methodology that will be used to conduct the audit.
- Experience and References: List relevant audit experience, particularly with international organizations in the public sector, and provide at least three client references.
- Timeline: A proposed timeline for the completion of the audit.
- Fees: A detailed breakdown of audit fees, including any anticipated additional costs (e.g., travel, consultations).
- Additional Services: Any value-added services the firm can provide.

8. Submission Instructions

All proposals must be submitted electronically to aaron.nighswander@wcpfc.int by 15 October 2024.

Inquiries regarding this RFP should be directed to Aaron Nighswander at the email above.

9. Selection Process

All complete bids submitted by the RFP deadline will be compiled into a package for review by the WCPFC's 18th Regular Annual Session of the Finance and Administration Committee (FAC18), which will meet in Suva, Fiji, from 27 November to 3 December 2024.

All meeting documents for FAC18 will be publicly available on its [meeting webpage](#), including completed bids for the role of WCPFC Auditor.

Following a review of the submitted bids, FAC18 will make a recommendation to the Commission for consideration and adoption at its 21st Regular Annual Session (WCPFC21), scheduled for 28 November to 3 December 2024 in Suva, Fiji.

The successful bid will be notified in early December 2024.

10. Terms and Conditions

The WCPFC reserves the right to reject any and all proposals, and to request additional information or clarification from any and all respondents. The selected firm will be required to enter into a formal contract with the WCPFC.

We look forward to receiving your proposal.