



**TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS AND
PARTICIPATING TERRITORIES**

**Circular No.: 2016/58
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Tender For Audit Services for the WCPFC

Dear All,

Please find attached tender document for Audit Services for fiscal year 2016 and 2017 for the WCPFC.

The deadline for applications is Friday November 18. We would request that you please circulate as you deem appropriate to interested parties. You may also reference this information under Opportunities section at WCPFC website www.wcpfc.int.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Feleti P Teo", is positioned above the printed name.

**Feleti P Teo, OBE
EXECUTIVE DIRECTOR**



Tender

Audit Services for the WCPFC to commence late April 2017

The Western and Central Pacific Fisheries Commission 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 which is located in Pohnpei, Federated States of Micronesia now invites applications for the consultancy. The Headquarters for the Commission is in Pohnpei, Federated States of Micronesia.

At the 12th Annual Regular Session of the WCPFC (WCPFC12) in Bali, Indonesia in December, 2015 the Secretariat was tasked to test the international market for an auditor for the 2016 and 2017 financial statements.

As per the Financial Regulation, the Auditor shall be the Auditor-General or equivalent statutory authority from a member of the Commission or an internationally recognized independent auditor with experience in the audit of international organizations. The Term of Reference (TORs) for the audit can be found at <http://www.wcpfc.int/vacancies-opportunities>.

If needed, additional information can be obtained from the Finance and Administration Manager (Aaron Nighswander) at Aaron.Nighswander@wcpfc.int.

All tenders, including fees and travel costs, shall be submitted by Friday November 18 to Aaron.Nighswander@wcpfc.int.



Audit Services for the WCPFC

TERMS OF REFERENCE

The Convention on the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean entered into force in June 2004 creating one of the first regional fisheries management organizations to be established after the adoption in 1995 of the UN Fish Stocks Agreement. The objective of the Convention is to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean in accordance with the 1982 United Nations Convention on the Law of the Sea and the 1995 UN Fish Stocks Agreement. For this purpose, the Convention establishes a Commission for the Conservation and Management of Highly Migratory Fish Stocks in the Western and Central Pacific Ocean (WCPFC). The Commission Secretariat is based in Pohnpei, Federated States of Micronesia.

The 12th Annual Regular Session of the WCPFC (WCPFC12) in Bali, Indonesia in December, 2015 to test the international market for an auditor for the 2016 and 2017 financial statements.

Guidelines

As per WCPFC's Financial Regulation 12:

12.1 The Commission shall appoint an external auditor who shall be the Auditor-General or equivalent statutory authority from a member of the Commission or an internationally recognized independent auditor with experience in the audit of international organizations. The Auditor shall be appointed for a period of two years and may be reappointed. The Commission will ensure respect for the Auditor's independence of the Commission, any subsidiary bodies established under the Convention and the Commission's staff, and shall make provision for appropriate funds to the Auditor.

12.2 The Auditor shall be completely independent and solely responsible for the conduct of the audit.

12.3 The Auditor or a person or persons authorized by him or her 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.

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12.4 The Auditor shall conduct his or her examination of the financial statements in conformity with generally accepted auditing standards and shall report on all relevant matters, including:

- (a) whether, in his or her opinion, the statements are based on proper accounts and records;
- (b) whether the statements are in agreement with the accounts and the records;
- (c) whether, in his or her opinion, 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 these Regulations; and
- (d) 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.

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

12.6 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 Executive Director shall provide to the Commission a copy of the audit report and the audited financial statements within 30 days of their receipt.

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

Funding for WCPFC

The core operations of the Commission are funded by contributions from the Members. The Commission also receives funding from a number of donors. The total budget for 2016 is around USD10 million.

Place of Performance

The work will be carried out at the WCPFC Headquarters which is located in Pohnpei, Federated States of Micronesia.

Duration of Appointment

The appointment will be for two years.

Timeframes and key tasks

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The timeframes and key tasks for the audit are as follow:

| Timeframes | Key tasks |
|-------------------|--|
| March, 2017 | Draft Financial statements are provided to the Auditor |
| June, 2017 | Auditor provides the Executive director with a report on the audit |
| March, 2018 | Draft Financial statements are provided to the Auditor |
| June, 2018 | Auditor provides the Executive director with a report on the audit |