



REQUEST FOR PROPOSAL

INTERNAL AUDITOR

I. Introduction

1. PEMSEA is inviting eligible Audit firms and individuals to submit proposal to carry out an Internal Audit Services for a period of twelve (12) months with the possibility of extension upon satisfactory performance.

II. Scope of Engagement

2. Periodically provide information on the status and results of the annual audit plan, the unit's **Balanced Scorecard** commitments (including **QEHS** functional objectives) and the sufficiency of department resources;

3. Provide annual assessment of the adequacy and effectiveness of PEMSEA's processes for controlling its activities and managing risks;

4. Report significant issues related to the processes for controlling the activities of PEMSEA, including potential improvements to those processes, and provide information concerning such issues through resolutions;

5. Periodically review the Internal Audit charter and Policy Manual for updates on effectiveness and applicability of the provisions; and

6. Coordinate with and provide oversight of other control and monitoring functions (risk management, compliance, governance)

III. Competence Requirements

7. Competent in the professional practice of internal auditing

8. The team must have at least one Certified Audit Professional, e.g. CIA or CISA who possesses current knowledge of the Standards

9. Knowledgeable on the QEHS functional objectives and strategic planning and management systems

10. Have at least five (5) years of recent experience in the practice of internal auditing



IV. Contents of the Proposal

11. Introduction and Statement of Understanding: An Overall introduction to the proposal response including a statement of the applicant's understanding of the proposal.
12. General Qualifications: The applicant shall provide a detailed profile of the firm/individual. The applicant shall give a brief summary outlining their ability to perform this assignment including qualifications and experience of the key partners/staffs and team members that will be assigned to this audit service.
13. Details of at least five (5) similar relevant projects undertaken in the past five (5) years supported by a reference list of previous clients.
14. Detailed scope of approach, methodology and work plan in carrying out this assignment.
15. Proposed Schedule: An estimate of the timeliness that the applicant would realistically be able to meet in completing the engagement.
16. Engagement Fee
17. Payment Terms

V. Selection Criteria

18. Qualifications and experience of the key partners/staff assigned to this audit service
19. Experience and Track Record in dealing with international organizations and business transactions in conducting external audit.
20. Duration the firm has been in the business of providing audit services.
21. Engagement Fee
22. Payment Terms
23. Quality and thoroughness of the proposal



VI. Submission of Proposal

24. Interested Parties must submit their proposals on or before 23 May 2014. The proposal should be addressed and submitted to the below address:

Mr. Stephen Adrian Ross

Executive Director

PEMSEA Resource Facility

PEMSEA Office Building

Department of Environment and Natural Resources Compound

Visayas Ave., Quezon City, M.M., Philippines

Fax: 426-3849

Email: info@pemsea.org

For further information, please contact:

Ms. Mary Ann R. dela Pena

Finance Specialist

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