



Pacific Immigration Development Community

Head of Secretariat Recruitment

Terms of Reference (TOR)

CONSULTANCY:	Head of Secretariat recruitment	AREA:	IMMIGRATION
REPORTS TO:	PIDC Board Members	START DATE:	27 SEPTEMBER 2022
QUOTATION SUBMISSION DATE	27 SEPTEMBER 2022	END DATE:	17 JANUARY 2023

BACKGROUND:

The Pacific Immigration Development Community (PIDC) represents the interests of 21 Member countries and territories in the Pacific region.¹ The heads of Immigration across the membership of the PIDC share a common vision for the secure international movement of people supporting safe and prosperous Pacific Communities.

PIDC as a community enables and supports Members to best develop their organisations to meet their national obligations and support regional efforts as a member of the international community by:

- (a) creating proactive, adaptive, innovative, modern and effective organisations;
- (b) developing informed, motivated, well trained and high performing staff;
- (c) strengthening coordinated and integrated national policies, processes and regulatory frameworks; and
- (d) creating strong and enduring strategic partnerships (cooperate, collaborate, integrate).

Programmes of work that the PIDC have agreed to advance include strengthening legislation, policy, training, data collection, analysis and information-sharing to name a few.

PURPOSE:

The purpose of the role is to identify an external recruitment service to support the timely recruitment and selection of the Head of Secretariat (HOS) for the Pacific Immigration Development Community Secretariat.

The service required for this engagement are to:

- Record and manage any declarations of conflict of interest by the Selection Panel
- Draft advertisement and position description for the selection panel's approval

- Advertise the vacancy and manage the application process which includes receiving the acknowledging applications
- Be a primary focal point for applicants
- Identify and encourage high quality candidates to apply
- Identify candidates who fail to meet the selection criteria and notify them
- Document each recruitment process and ensure relevant documents are provided to the panel and a copy to the PIDC Secretariat for future records.
- Record the shortlisting of the applicants by the Selection Panel.
- Provide relevant documents required for the interviews;
- Organise interviews
- Conduct in depth reference checks
- Draft Final recruitment report
- Draft Contract
- Assist in offer and contract negotiations with successful candidate.

A recommendations report will be provided to the PIDC HR Committee who will provide their recommendations to the PIDC Board for consideration.

Required Qualifications and Skills

The assigned organisation must meet the following specifications:

- Demonstrated success in recruitment of Chief Executive positions
- Demonstrated success in recruitment for Regional Organisations
- Strong communication and interpersonal skills
- Flexible, creative, detail oriented and well organised
- Ability to maintain highest standards of confidentiality and professionalism
- Sound judgement to influence senior managers and be seen as credible source of advice.

Evaluation Criteria

Content Proposal	Percentage
Proposed Recruitment Methodology	40%
Qualification & Relevant Experience of the organisation/Consultant	25%
Experience of similar work in the Pacific Region/Regional organisation	15%
Finance	20%

Methodology

The consultant will work closely and consultatively with the PIDC HR Committee, HOS recruitment panel in all the different stages of recruitment to ensure a fair and transparent selection.

Confidentiality

This is a position of trust, and you will become aware of sensitive, confidential and private information that must not be disclosed to others – either internally or externally. All information contained in this document is confidential to the PIDC Secretariat and is given on the basis that confidentiality will be strictly observed by all proposed Tenders and will not be disclosed to any other party without the prior consent of the PIDC Secretariat.

Activity	Start Date	Completion Date	Duration
Request for Proposal	27 September 2022	18 October 2022	15 days
Proposal summarised for HR Committee	19 October 2022	20 October 2022	2 days
Evaluation and approval of winning proposal	21 October 2022	27 October 2022	5 days
Contract negotiation and signing of contract	31 October 2022	04 November 2022	5 days
Performance of service	TBC		

GENERAL TERMS AND CONDITIONS

Interested individual(s)/ organisation are encouraged to provide written submissions including a copy of your curriculum vitae, covering letter and a financial proposal in Samoan Tala (WST) including a day professional fee and any other costs associated with the activity.

Bidder Ability

By submitting a response to this “**Request for Proposal**” (RFP), the bidder warrants that the bidder has the necessary skills, knowledge, experience and resources to comply with this RFP and capable of successfully completing the project.

Amendments:

Should the bidder become aware of any discrepancy, error or omission in the document submitted, and the bidder wishes to lodge a correction or provide additional information, that material must be in writing and lodged prior to the evaluation of the RFP responses.

Method of Submissions:

Tenders must be submitted via email addressed to the Acting Head of Secretariat email info@pidcsec.org by 5pm Samoa time on 18 October 2022

The electronically submitted documents should be converted to the PDF format.

Late or incomplete submissions will not be considered.

Questions and Answers

All queries or request for information can be addressed to Seremana Titoko of the PIDC Secretariat on telephone: +685 29107 or email seremana.titoko@pidcsec.org

