



Pacific Immigration Development Community (PIDC)

Request for Expression of Interest

CONSULTANT FOR HEAD OF SECRETARIAT RECRUITMENT

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.

2. The Pacific Immigration Development Community Secretariat invites expression of Interest from **Consultants or Organisations** to submit a proposal to conduct the recruitment of the Head of Secretariat for the Pacific Immigration Development Community Secretariat.

3. The Scope of work, terms and conditions covering this request for proposal are contained in the **attached** Terms of Reference or else you can download the Terms of Reference under the vacancies section of the PIDC website: www.pidcsec.org

Activities	Deliverables/Action	Due Date
Request for Proposal	Submission of the request of proposal to recruitment agency	27 September
Closing date of the proposal and submission of the proposal to the HR Committee	PIDC Secretariat to work with the HR Committee to organise a time with the HR Committee to meet and go through the Submission of the proposal	20 October 2022
Contract negotiation and signing of the contract	HR Committee to finalise the selection of the winning proposal and contract	04 November 2022
Performance of Service	HR recruitment agency to work with the HR Committee to start the recruitment and Selection of the Head of Secretariat	TBC

4. Submitted proposal should include:

- a quotation in Samoan Tala for completion of the consultancy, including a daily professional fee and any overhead costs associated with the activity;
- a covering letter and full CV for relevant personnel;
- confirmation of availability for taking up the consultancy; and
- a simple work plan and timeframe for the work.

5. Interested candidates must submit their written proposal and other requested information addressed to the Acting Head of Secretariat by email info@pidcsec.org by **5pm Samoa time on Tuesday 18 October 2022**.

6. If you have any questions regarding the attached scope of work or the terms and conditions of this request for proposal, please contact Ms Seremana Titoko, Finance & Corporate Service Manager, PIDC Secretariat, on +685 29107 or email seremana.titoko@pidcsec.org