



GOVERNMENT OF KOSRAE

OFFICE OF THE PUBLIC AUDITOR

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KOSRAE, FEDERATED STATES OF MICRONESIA 96944

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REQUEST FOR PROPOSAL – AUDIT ADVISOR

The Office of the Public Auditor of the Kosrae State Government (OPA) is requesting proposals for the services of an Audit Advisor. Interested party(s) may submit proposals according the following procedures.

I. KOSRAE OPA BACKGROUND

The OPA is an independent agency and a key pillar in the Kosrae state accountability, transparency and integrity framework of the Kosrae State Government. The Kosrae OPA is headed by the Public Auditor. The OPA is mandated to conduct audits of public funds, and public programs and services to ensure efficiency, effectiveness, economy and compliance in the use of public resources and delivery of public services. The OPA is structured to include two divisions with respective functions in auditing, and compliance and investigation. The Kosrae OPA is provided with broad mandates that provide access to and authorize examination of public accounts and related documents and of programs and services.

II. THE AUDIT ADVISOR

The Audit Advisor shall be contracted on a short-term engagement and shall report directly to the Public Auditor. The Audit Advisor shall perform the following roles:

- Advises the Public Auditor and facilitates the development and execution of relevant governance policies;
- Advises the design of a system of a robust audit quality management system;
- Conducts quality assurance to ensure application and adherence to quality control standards;
- Facilitates the development and implementation of a CPE training program, including in-house training;
- Develop audit program and audit plans, with collaboration of subordinate staff;
- Conducts, with collaboration of subordinate staff, sensitive entrance/exit conference or interviews of personnel of agencies audited;
- Conduct performance review and evaluation of subordinate audit staff;
- Other related duties as may be assigned.
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III. SUBMISSION OF PROPOSAL

The OPA is accepting proposals from **June 10, 2024 to June 21, 2024**. A complete proposal include the following:

1. Letter of Interest which includes a proposed cost of service, and terms of payment [Required]
2. Resume [Required]
3. Copy of professional certifications or designations [Required]
4. Other supporting documents [Optional]

Complete proposals may be submitted through the following methods.

1. Hand-delivered to the Office of the Public Auditor in Tofol, Kosrae;
2. By mail to the provided mailing address, with post-marked date by the closing date of this announcement; and,
3. By email submission by the close of this announcement, to the provided email address.

IV. SELECTION CRITERIA

The selection of submitted proposals will be considered against the following criteria.

Category	Max Score
Certified Public Accountant (CPA) license	25
Experience in external/internal auditing	15
Satisfactory performance of prior engagements of similar nature	10
Disclosure of potential conflicts with OPA management and/or staff, and in affairs of direct relevance to the OPA	5
Reasonable fee proposal and terms of payment	5

V. OPA Contact Information

Office of the Public Auditor
P.O. Box 847
Tofol, Kosrae FM 96944

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