



## EXPRESSION OF INTEREST

### **To Review Selected Business Processes within SINPF**

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The Solomon Islands National Provident Fund Board is working towards a robust governance process that can aid to provide effective, efficient, optimum use of resources and value for money to accomplish the standard required customer service to members, employers and other stakeholders while at the same time explore avenues to minimize and mitigate potential risks to members' savings with the Fund.

To achieve this, the SINPF Board is seeking the services of an external consultant with wide experience and expertise in Management and Procurement to provide technical support to assist its Management team to:

1). Conduct a review on how the Fund's manages and executes the following business functions:

- (i) Travel Management and Travel Procurement;
- (ii) Human resources – Payroll and Benefits calculations;
- (iii) Human resources – Staff Safety/Development;
- (iv) Human resources – Succession planning and
- (v) Consultancy Engagement – Recruitment/Evaluation and Performance.

2). Communicate the results from (1) above by way of a report together with recommendations that can address the gaps and at the same time ensure the functions are executed efficiently, effectively and economically as expected.

#### Interested individuals or firms to:

1). Contact Assistant Manager Finance: Procurement, Solomon Islands National Provident Fund, P.O. Box 619, Honiara, Phone: (677) 21659, Email: [haratara@sinp.org.sb](mailto:haratara@sinp.org.sb) for copy of the engagement TOR, detailing scope of work, required credentials and other essential information regarding the project. Alternatively, copy of the expression of interest is also available on the SINPF website.

2). Send submissions and quote for this project, CV and other required documents via post, hand delivery or electronically before close of business at 4:30pm on Friday 15<sup>th</sup> April, 2022 to the following address:

CEO/General Manager, Mr. Mike Wate  
Solomon Islands National Provident Fund  
P.O. Box 619,  
Honiara

For electronic submissions: forward applications to: [eoi@sinp.org.sb](mailto:eoi@sinp.org.sb)  
Please quote "Outsource Internal Audit Agenda Consultancy" on the subject line.