

**TERMS OF REFERENCE**

**HIRING OF CHARTERED ACCOUNTANT & TAX EXPERT FOR**  
**FOLLOW UP CASES AND HEARING AT INLAND REVENUE**

<i>Type of contract</i>	Chartered Accountant and Tax Expert
<i>Duration of assignment</i>	1 <sup>st</sup> April 2023 to till Completion of Case

WWF-Pakistan wanted to engage Chartered Accountant and Tax Expert

The Implementation Duration of the Project(s) is from 01 April 2023 to till completion of Case.

**1. Specific Deliverables:**

- a) Filling appeal to Commissioner Inland Revenue for Review of Tax Inspector /Assistant /Deputy Commissioner decision to pay Tax for Tax Year 2016 u/s 161 Proceeding and Tax Year 2021 u/s 138 Vehicles declared in Tax Return.

**2. Requirements:**

- Chartered accountant and Tax Expert
- Prior Work Experience

**3. Guideline for submission of proposal/expression of interest**

Interested consultants should submit the following documentation to Muzzammil Ahmed ([mahmed@wwf.org.pk](mailto:mahmed@wwf.org.pk)), Maham Zahara ([mzahara@wwf.org.pk](mailto:mzahara@wwf.org.pk))

Brief introduction of consultant (attach detailed CV with references)

- Application form available at WWF website
- Understanding of the context
- Methodology
- Design Portfolio
- Work plan
- The consultant will submit the cost of assignment in lump sum including all applicable taxes of the Government of Pakistan

**4. Conditions**

- The illustrator shall ensure the digital content is aligned with WWF's branding policy
- **Copyright:** WWF- Pakistan shall have sole intellectual property ownership and copyrights of the materials developed through this consultancy, however the artist shall be credited. The artwork can

be used in any way or form by WWF-Pakistan including but not limited to social media, web use, print publications, etc.

- WWF-Pakistan reserves the right to accept any proposal or reject all proposals
- Only shortlisted consultants will be contacted for further consideration

## **5. Criteria of Evaluation**

Applicant's proposal shall be evaluated based on the Quality and Cost Based Selection (QCBS) method. Under QCBS both technical and financial proposals shall be evaluated as per following criteria against a maximum score of 100 points;

- Technical Proposal 70%
- Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

- Qualifications (maximum 30 points)
- Experience relevant to the assignment (maximum 30 points)
- Adequacy of the proposed methodology and work plan (maximum 20 points)
- Skills & Competencies for the assignment (maximum 10 points)
- Prior experience with WWF-Pakistan (maximum 10 points)