



Consultancy Ref No: 10/TNC/NORTH/24-25

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

Audit of TNC Project

Application Submission:

Interested consultants should submit the Proposal on the Application Form Available Online Following Link:

<https://forms.gle/eTeUtp9tg1RcTTZ87>

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	<u>25 Days</u>
Type:	Individual/ <u>Firm</u>

Background of Project & Assignment:

The Ministry of Climate Change & Environmental Coordination (MoCC & EC), Government of Pakistan, is implementing a Project for the preparation of its Third National Communications on climate change to the United Nations Framework Convention on Climate Change (UNFCCC). Under funding support of UNEP/GEF and WWF Pakistan as 'grant administrator'. The main components of the project are as follows:

- Description of National Circumstances;
- The National inventory of greenhouse gases for the years 2003-2010 utilizing the 1996 IPCC guidelines and 2000 Good Practice Guidance;
- Measures to address climate change mitigation;
- Vulnerability and adaptation (V&A) assessments of the impacts of climate change on water resources and glaciers, agriculture and livestock, energy, health, forestry and rangeland, biodiversity, and coastal areas and other fragile ecosystems, as well as vulnerable groups and their livelihoods;
- Efforts to further integrate climate change into development planning and the work programs of national institutions;
- Identification of constraints, gaps, and related financial, technical, and capacity needs;

2) GENERAL CONDITIONS

- 1) The WWF-PAKISTAN reserves the right to reject or accept any proposal. The WWF-PAKISTAN reserves the right to proceed with the implementation of any Service, in whole or in part, as described in the Proposal.
- 2) The WWF-PAKISTAN reserves the right to engage in discussions with any BIDDER to clarify responses or discuss certain issues with regards to the proposal or services requested. The WWF-PAKISTAN has no obligation to notify the other BIDDERS of the discussions, clarifications, or other information provided by a BIDDER. Any additional information required for preparation of the BID shall be distributed to all participants at the same time.
- 3) The WWF-PAKISTAN reserves the right to award the proposal based on experience, qualification, completion date, service cost and other criteria, and not necessarily the lowest cost.
- 4) Based on the RFP BID the WWF-PAKISTAN is entitled to change/replace or omit any clause/part of the preliminary defined scope of services of the proposal. The WWF-PAKISTAN shall conduct negotiations with WWF to achieve the full compliance to the requirements.
- 5) The WWF-PAKISTAN reserves the right in the event the successful CONSULTANT fails to comply with the terms and conditions as listed, to cancel this contract and award it to another CONSULTANT without penalty or action against the WWF-PAKISTAN. The RFP does not constitute an agreement or order.
- 6) The RFP is not a binding agreement between the parties, submission of a proposal or response by a proponent is voluntary.
- 7) By submitting a bid, the BIDDER is deemed to have acknowledged all of the undertakings, specifications, terms and conditions, **WWF Fraud and Corruption Prevention and Investigation Policy and WWF's Environment Social & Safeguard for consultant agreement** and to be bound by them if the BID is accepted. All expenses incurred by the Bidder in connection with the preparation of its proposal are to be borne by the RFP participant, and the WWF-PAKISTAN shall not incur any obligation whatsoever toward the Bidder

regardless of whether such bid is accepted or rejected.

3) PURPOSE

a. Audit Scope of Services:

The scope of the audit is limited to the executing agency expenditures by the MoCC & EC through WWF Pakistan as grant administrator, which includes;

1. All disbursements listed in the yearly financial reports submitted by the MoCC and the direct payments processed by WWF at the request of the executing agency.
2. The auditor is required to verify the arithmetical/mathematical accuracy of the yearly reports by ensuring that the expenditures described in the supporting documentation (the yearly financial reports, and the list of direct payments processed by WWF at the request of the government.
3. All financial reporting in the audit report shall be in US dollars.
4. Proper books of account have been maintained
5. All project expenditures are supported by vouchers and adequate documentation

4) Deliverables

The project to be audited cope of expenditure and duration

S. No	Name of the project	Duration	Scope of Expenditure
1	Pakistan's Third National Communication on Climate Change	2022 – July 31. 2024	USD 312,000 approximately

5) REQUIREMENTS

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Application Submission:

Interested consultants should submit the Proposal on the Application Form Available Online Following Link:

<https://forms.gle/eTeUtp9tg1RcTTZ87>

2. Interested consultants should submit the Proposal and can send their Queries through Email by attention to the Following:

To: Faiza khan (fakhan@wwf.org.pk)

Cc: Muzzammil Ahmed (mahmed@wwf.org.pk)

3. The RFP submission deadline mentioned on WWF-Website.

4. Any information and responses to enquiries will be made in writing and distributed by email to all proponents. Enquiries after the foregoing deadline will not receive a response.

7) FORMAT OF THE PROPOSAL

The BID submitted by the participant must be structured as per the below provided instructions:

- 1) **Application Form available at WWF-Website** - General information about the Bidder covering qualification and experience, CV and all related Information.
- 2) **Experience:**
 - a) **Description of the complete projects:** the list and general information about the complete projects, description of the role in the project, other accomplishments of the Consultant.
- 3) **Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions;
- 4) **Provide template of already complete similar type of reports-** the WWF-PAKISTAN may request additionally;
- 5) **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- 6) **Financial Proposal-** the prices shall be provided in Pak Rs, the total price shall include all costs related to service provision including applicable taxes.

Note:

Templates of all Information is provided on Application form available at WWF-Website. Any Additional Information related to the RFP can be attached along with application Form.

8) FINANCIAL PROPOSAL

The proposed prices shall be provided in PKR, the total price shall include all costs related to service provision including all Direct and Indirect taxes, Travel, Boarding & Lodging shall be based on actual receipt up to max Ceiling (If Any).

The consultant will submit the cost of the assignment in a lump sum, including all applicable taxes according to the Government of Pakistan and the Government of Punjab and Sindh

The Payment Term: shall be defined by the contract to be concluded between WWF -Pakistan and the consultant.

9) EVALUATION PROCESS

Applicant's proposal shall be evaluated based on 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.

A) Technical Proposal (70%)

- Detailed workplan
- Expression of interest (EOI)
- Company's Profile
- Detailed methodology

B) Financial Proposal (30%)

- Detailed financial proposal which should be inclusive of all applicable taxes and out of pocket expenses. The financial proposal should follow a breakdown structure i.e., specifying cost(s) to each head and subhead
- Company's registration certificate
- NTN detail(s)
- Any legal or technical certification required for the task
- Audited Accounts Report (if available) of last FY

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked firms will be included

in the comparative process

10) DOCUMENTATION AND CONFIDENTIALITY

All documents completed based on requirements of the present RFP shall be the property of the WWF-Pakistan, and shall not without the consent of the WWF-Pakistan be used, reproduced or made available to third parties beyond what is necessary in respect of the fulfilment of the Project. All documents issued and information given to the BIDDER shall be treated as confidential.

11) BUDGET

Total Budget for this activity inclusive of all taxes and Out of Pocket expenses are **USD2178**