

Annexure-I

Terms of References (ToRs)

HIRING OF CHARTERED ACCOUNTANT & TAX EXPERT FOR FOLLOW-UP CASES AND HEARING AT OFFICE OF COMMISSIONER INLAND REVENUE(APPEALS) FOR Consultant for Filing an Appeal to CIR for Notice U/s 161 of Tax Year 2016

Background:

WWF-Pakistan wanted to engage Chartered Accountants and Tax Expert

Objective:

Filing appeal to Commissioner Inland Revenue(Appeals) against demand created by Assistant Commissioner Inland Revenue to pay tax for **tax year 2016** u/s 161 of Income Tax Ordinance 2001.

Qualification/Requirements:

- 1) Chartered accountant and Tax Expert
- 2) Prior Work Experience

Guideline For Submission of Proposal/Expression of Interest: Interested consultants should submit

the following documentation to Muzzammil Ahmed mahmed@wwf.org.pk, Maham Zahara 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 plans • The consultant will submit the cost of assignment in lump sum including all applicable taxes of the Government of Pakistan.

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

SELECTION CRITERIA: 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).