



Consultancy Ref No: 128/WRAP/North/24-25

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT:

Financial Audit of WRAP Project April 2024 to March 2025

Application Submission:

Interested consultants should submit the Proposal on Application Form Available Online or can access it through following Link:

<https://forms.gle/zPZQxQb8xNNtyLWV8>

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	1Month (July 2025- August 2025)
Type:	Firm/individual(both)

Background of Project & Assignment:

For the Appointment of Auditor for Project Water Resource Accountability in Pakistan (WRAP): Scaling up Nature Based Solutions for Improving Integrated Water Resources Management and Enhanced Water Security in Pakistan funded by Foreign, Commonwealth and Development Office through WWF UK.

The following are the terms of reference ('ToR') on which the WRAP, WWF-Pakistan agrees to engage an audit firm (hereinafter referred to as 'Auditor') to perform a financial audit and to report in connection with a Grant Agreement with the WWF UK and Foreign, Commonwealth and Development Office (FCDO).

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.

8)

3) PURPOSE

1. Responsibilities of Consultant:

- WRAP WWF-Pakistan shall be responsible for preparing the Financial Statements relevant to the Grant and for ensuring that these Financial Statements can be properly reconciled with WRAP WWF-Pakistan records and accounts in respect of the concerned services.
- WRAP WWF-Pakistan accepts that the ability of the Auditor to perform the procedures required by this engagement effectively depends upon WRAP WWF-Pakistan providing full and free access to its staff, records and accounts.
- WRAP WWF-Pakistan shall provide the auditors with all the necessary documentation to perform the assignment properly; in particular, the following information shall be provided to the auditors before the beginning of the assignment:

Grant Agreement;

- Progress Reports from April 1, 2024 to March 31, 2025.
- List of transactions reported to WWF UK and FCDO;
- WRAP WWF-Pakistan's Financial Manuals;
- Organizational charts along with names and titles of senior managers;
- Names of officers responsible for financial management, accounting and internal audit.

The Auditor shall provide:

- A separate opinion on Project Financial Statements (PFS). The minimum content of the PFS:
- Cumulative statements of expenditure and disbursement of funds from WWF UK and FCDO;
- Reconciliation between the amounts shown as received by the project and those shown as being disbursed by WWF UK and FCDO should be attached as an annexure to the PFS. As part of that reconciliation, the auditor will indicate the procedure used for disbursement (Advance Request Form or direct payment) and indicate whether the expenditure is fully documented or uses the Summary of Expenditures format.
- Notes accompanying the financial statements
- A statement of comparison between the actual expenditures and the budget estimates.
- will provide a funds reconciliation statement at the closure of the reporting period.

The Auditor is requested to:

- a) Verify whether the expenditures incurred are in accordance with the contractual obligations, with due attention to economy and efficiency¹, and only for the purposes for which the funds were provided
Comment on legal and financial obligations and commitments of the project and the extent of compliance or non-compliance thereof;

Auditors shall certify:

- Whether the PFS are drawn up in conformity with internationally accepted accounting standards Applicable in Pakistan on NPO's
- Whether the PFS are accurate and are drawn up from the books of accounts maintained by the Project.
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- Whether the provisions of the Project Agreement are adhered to

- Whether Procurement has been undertaken by the Project in accordance with the Grant contract
- Whether the project has an effective system of financial supervision or internal audit at all levels.
- Validate the accuracy of project expenditures incurred, recorded, reported and supported by adequate documentation.
- Verify that expenditures were adequately authorized in accordance with the organization's authorization levels/hierarchy.
- Review of Assets procured out of funds provided by FCDO. Verify that an up-to-date record of inventory and assets is maintained and carry out physical verification of assets purchased/donated under the project.
- Ensure no funding from one source of income has been recorded and accounted for more than once.
- Verify that the staff salaries/allowances and consultants' fees charged to the project and reported are in line with the signed agreement/contracts
- Validate/ensure that the procedures on conflict of interest and segregation of duties are in place and are effective.
- Validate the accuracy of cash and bank book and that bank balances are reconciled to monthly bank statements
- **Verify the financial flow in reference to the CDEL and RDEL.**
-) For expenditures incurred by the WWF UK, the auditors will rely on the certificate of expenditures submitted by the Finance Department of WWF UK and for WWF-Pakistan's contribution they will rely on the Approved Time Sheet provided by the concerned employees at the advisory group.
- Whether the expenditure claimed through Summary of Expenditures (SOEs) is properly approved, WRAP WWF-Pakistan certified and supported by adequate documentation.
- o) The Auditor is a member of the International Federation of Accountants (IFAC).

1. Subject of the Engagement

2. The subject of this engagement is to report on the financial statements of the period from April 1, 2024 to 31st March, 2025 for the WWF UK and FCDO's grant. The information, both financial and non-financial, which is subject to verification by the Auditor, is all information which makes it.
3. **Economy:** This refers to ensuring the lowest cost procurement of goods and services within project design, and focuses on making sure that the unit costs are benchmarked against market norms.
4. **Efficiency:** This refers to ensuring that the choice of goods and services procured results in the envisaged outputs. The input-to-output ratio is the key consideration.
5. **Responsible:** To verify that the expenditures claimed by the WRAP WWF-Pakistan in Financial statements have occurred, and are accurate and eligible.

Reason for the Engagement

To obtain Independent Auditor Opinion in relation to fund utilized by WRAP WWF-Pakistan and report this to the WWF UK .

Engagement Type and Objective

This constitutes an engagement to perform specific agreed-upon procedures following the ISA Guidelines on Project Audits provided to the Auditors of these TOR. The objective of this audit is for the Auditor to verify that the expenditures claimed by the WRAP WWF-Pakistan in the financial statements for the services covered by the Agreement have occurred ('reality'), are accurate ('exact') and eligible and to submit to the WRAP WWF-Pakistan a report of factual findings with regard to the agreed-upon procedures performed.

Eligibility means that expenditures have been incurred in accordance with the terms and conditions of the Agreement.

Scope of Work

- The Auditor shall undertake this engagement in accordance with these Terms of Reference and
- In accordance with the International Standard on Audit (ISA) to perform Agreed-upon Procedures regarding Financial Information as promulgated by the IFAC;
- In compliance with the Code of Ethics for Professional Accountants issued by the IFAC. Although ISRS 4400 provides that independence is not a requirement for agreed-upon procedure engagements, the Contracting Authority requires that the auditor also complies with the independence requirements of the Code of Ethics for Professional Accountants.
- The Terms and Conditions of the Agreement. The Auditor is required to verify that the funds provided under the Agreement were spent in accordance with the terms and conditions of the Agreement.
- Planning, procedures, documentation and evidence The Auditor should plan the work so that an effective audit can be performed. For this purpose, Auditor is required to perform the procedures to obtain sufficient evidence to form an overall opinion as the basis for the report of factual findings. The Auditor should document matters which are important in providing evidence to support the report of factual findings, and evidence that the work was carried out in accordance with ISA and these ToRs.

Reporting

The report on this Engagement should describe the purpose and the agreed-upon procedures of the engagement in sufficient detail in order to enable the WRAP WWF-Pakistan to understand the nature and extent of the procedures performed by the Auditor. The use of financial and audit reporting is compulsory. The first draft report of factual findings will be issued on **August 4th 2025** and the Final report will be issued by the end of **August 18th 2025** after receiving response from Donor.

Periods covered:

The reports on this audit should cover the period from April 1, 2024 to March 31, 2025.

Start of Work

The audit will start on July 10th to July 25th, 2025 that will cover scrutinizing the expenses for the previously submitted period from 1st April 2024 to 31st March 2025 after that audit will cover WRAP WWF-Pakistan

5) REQUIREMENTS

- Must be registered as an audit firm with the ICAP.
- Must hold a “Satisfactory” QCR Rating issued by ICAP.
 - (1) Must be Top ten ranking in Pakistan. Must be an active tax payer of National Tax (NTN) and General Sales Tax (GST).

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Application Submission:

Application Submission: Interested consultants should submit the Proposal on the Application Form Available Online or can access through the following Link:

<https://forms.gle/zPZQxQb8xNNtyLWV8>

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)

The RFP submission deadline mentioned on WWF-Website.

3. 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 KP

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

Financial Proposal				
Description	Units	Quantity	Rate	Total Amount
1. Remuneration: • Field • Office	Man Days [MD] / Man Months [MM]			
2. Air Travel	N/A	N/A	N/A	0
3. Road Travel	Road travel cost for trainer and trainees will be paid by WWF on actual basis.			
4. Boarding/Lodging	Boarding and lodging cost for trainer and trainees will be paid by WWF on actual basis.			
5. Others (Please specify) Training Material, Printing, Photocopies, Colour printing, practical demonstration equipments e.g candlering				
Grand Total Inclusive of All direct or indirect Taxes and Out of Pocket Expenses				

Note:

- If there is not Air, Road Travel/Boarding and Lodging and others then simply Write Not applicable.
- In case Road travel cost for trainer and trainees will be paid on actual basis.
- In case Boarding and lodging cost for trainer and trainees will be paid on actual basis

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 (lodging& boarding) are 850,000/PKR.