



Consultancy Ref No:150/F&M/25-26

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

Engaging an Audit Firm for the Financial External Audit of Projects

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

<https://forms.gle/Mr6EeFsPHYtky9F9>

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	01-07-2025 to 30-11-2025
Type:	Firm/Company

Background of Project & Assignment:

WWF-Pakistan's Food & Agriculture Programme (F&A) endeavors to empower and build capacity of the marginalized and resource poor farmers' communities. This is being done through innovation and dissemination of economically efficient and environmentally friendly farming solutions and technologies, linkage development for agricultural commodities, supply chain improvement, and promotion of Decent Work at farm level.

WWF-Pakistan is implementing some Regen and climate projects in the selected areas of the Sindh and Punjab provinces.

In Compliance of the signed project agreements with the project donor, WWF-Pakistan Intends to engage an Audit firm or for the audit of financial report of this project for the period July-2023 to August-2025.

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. Objective of the Consultancy:

- The auditors shall audit the financial reports of the below highlighted projects which comprise the income/receipts statements and the expenditure/payment statement for the period from 1-Jul-2023 to 31-August-2025, including a summary of material accounting policies at that date.

b. Specific Tasks:

- Prepare and submission of audit reports of the below mentioned projects.

4) Deliverables

- Audit of the financial reports in accordance with the signed project agreements.
- Submission of audit report within the due dates mentioned below table;

Sr#	Project Name	Approx. Expenses to be Audited (in Millions)	Audit Period	Due Date for Submission of Audit Reports	Location (Place of Audit Conducted)
1	Pakistan Regenerative Production Landscape Collaborative (RPLC)	PKR: 70 million	Jul-24 to Jun-25	31-Aug-25	WWF-Pakistan, Multan Regional Office
2	Carbon Smart Crop Production System (IKEA-CSPS)	PKR: 97 million	Jul-23 to Aug-25	15-Nov-25	WWF-Pakistan, Multan Regional Office
3	Cotton Value Chain Development (IKEA-CVC)	PKR: 43 million	Jul-23 to Aug-25	15-Nov-25	WWF-Pakistan, Multan Regional Office
4	Agroforestry, biodiversity & Livelihood (IKEA-AFB)	PKR: 61 million	Jul-23 to Aug-25	15-Nov-25	WWF-Pakistan, Multan Regional Office
5	A Natural Solution to Pakistan's Climate Change, Food Security, and Water Scarcity Challenges (RASTA)	PKR: 50 million	Aug-24 to Aug-25	15-Nov-25	WWF-Pakistan, Multan Regional Office

Note: Audit Instructions are attached for the serial numbers 2 to 5 projects as **Annexure-A**

5) REQUIREMENTS

Qualification/Eligibility/Experience

- A qualified, independent audit firm, maintaining adequate enforcement mechanisms for conducting credible, systematic, objective, and high-quality financial audits in compliance with international audit standards issued by International Auditing and Assurance Standards Board (IAASB).
- The firm should have sufficient resources and technical capabilities to perform a thorough and timely audit.
- The Firm must have a valid satisfactory QCR Rating issued by ICAP.
- The audit firm should have a sound reputation, including independence, integrity, and professional conduct.
- The firm should have experience in conducting financial audits of similar projects in the NPOs where its clients received funds/grants from an international organization.
- The firm should be capable and willing to work exactly according to the templates and defined requirements (audit instructions) of the project donor.
- The auditor is capable and willing to provide all audit documents in English.
- In good cooperation with the client, the firm can meet the deadline and deliver the audit documents on time

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Application Submission: Interested consultants should submit the Proposal on the Application Form Available Online or can access through the following Link:
<https://forms.gle/Mr6EeFsPHYtKy9F9>

2. If Any **Queries** may send 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 3,150,000/-, 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 respective provincial Governments

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.

Budget: PKR 3,150,000/- Inclusive of tax and out of pocket expenses.



WWF Sweden's standard terms of reference for Annual Audit of Project/Programme support

Brief presentation of WWF Pakistan:

WWF Pakistan wishes to engage the services of an audit firm for auditing the project “CarbonSmart production system for GHG emission reduction, water stewardship and sustainable land use management to improve socio-economic and environmental resilience of Cotton farming communities of Pakistan” as stipulated in the agreement between cooperation partner and WWF Sweden. The audit shall be carried out in accordance with international audit standards issued by IAASB¹. The audit shall be carried out by an external, independent and qualified auditor. In addition to the audit of the financial report the assignment also includes an Engagement to perform Agreed Upon Procedures in accordance with the terms in Section II.

The objective is to audit the financial report as submitted to WWF Sweden and to express an audit opinion according to ISA 800/805 on whether the financial report of project “CarbonSmart production system for GHG emission reduction, water stewardship and sustainable land use management to improve socio-economic and environmental resilience of Cotton farming communities of Pakistan” is in accordance with WWF Sweden’s instruction for financial reporting as stipulated in the agreement including appendices between WWF Sweden and cooperation partner.

The objective of the first audit is to audit the financial report for the period of 01 September 2020 to 30 June 2023 as submitted to WWF Sweden, due date for the first audit report is 31 August 2023. The objective for the second audit is to audit the financial report for the period of 01 July 2023 to 31 August 2025 as submitted to WWF-Sweden, due date for the second audit report is 30 November 2025.

WWF Sweden wants to emphasise the importance that the Auditor, as a part of the assignment, reviews whether the cooperation partner has complied with the rules in the agreement regarding payments to subsequent partners. The auditor shall, regardless of the materiality chosen; disclose in the auditors’ report all discovered and, by the cooperation partner, not corrected deviations regarding

funds classified as pay-outs to subsequent partners.

- Follow up whether salary costs debited to the project/programme are recorded throughout the duration of the year in a systemized way and examine whether the salary costs can be verified by sufficient supporting documentation.²
 - Examine whether the financial report includes a comparison, for every budget item, between the actual costs/expenditures of activities and the budgeted costs/expenditures as approved by WWF Sweden for the period.
 - Based on materiality and risk, the auditor shall examine whether there is documentation supporting all incurred costs.
 - The examination includes reviewing whether WWF Pakistan has implemented the action points as described in WWF Pakistan management response that has been submitted to WWF Sweden.
 - Check whether the WWF Pakistan complies with the applicable tax legislation in regard to taxes and social security fees.
 - Follow up whether WWF Pakistan has adhered to the procurement guidelines.
 - Review if closing balance for previous period is the same as starting balance for the current period.
 - If WWF Pakistan applies modified cash basis as accounting principle, the auditor shall motivate whether the applied accounting principle is acceptable for the type of financial report.
 - Verify the closing balance in the end of the financial year.
 - Examine whether foreign exchange gains and losses are disclosed in accordance with what is stipulated in the agreement including appendixes.
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- Verify that the cooperation partner has signed agreements with its subsequent partner organisations.
 - Verify that the audit requirements in the agreements with subsequent partner organisations are in accordance with the audit requirements as stipulated in cooperation partners agreement with WWF Sweden.
 - Verify if the same requirements for reporting exchange rate gains/exchange rate losses as stipulated in the agreement between WWF Pakistan and WWF Sweden, are included in the agreements between WWF Pakistan and its subsequent partner organisations.

III. The reporting

The reporting shall be signed by the responsible auditor (not just the audit firm) and include title.

The reporting from the auditor shall include an **independent auditor's report** in accordance with the format in standard ISA 800/805 where the auditor's opinion shall be clearly stated. The

independent Auditors report shall clearly state that the audit has been conducted in accordance with ISA 800/805.

The reporting shall also include a **Management letter** where all audit findings and weaknesses identified during the audit process shall be presented. Both significant and other weaknesses shall be included in the management letter. The auditor shall also make recommendations to address the weaknesses identified and the recommendations shall be presented in priority order. The financial report that has been the focus of the audit should be attached to the auditors reporting. If the auditor assesses that no findings or weaknesses have been identified during the audit that would result in a Management Letter, an explanation of this assessment must be disclosed in the audit reporting.

Measures taken by the organisation to address weaknesses identified in previous audits shall also be presented in the Management Letter.