

**Term of Reference (ToRs)**

**Audit of WWF-Pakistan's Provident Funds & Gratuity Funds**

**Provident Funds**

The World Wide Fund for Nature Pakistan has setup an Employees Contributory Provident Funds for the benefits of the employees of the organization. This fund was incorporated on 01 July, 1994 and is registered under the Provident Funds act 1925 in Pakistan. The accumulated funds balance standing against each employee is payable when employee leaves the organization.

**Gratuity Funds**

The Gratuity Funds was established by WWF-Pakistan with effect from January 31, 2002. The fund is recognized by the Commissioner Inland Revenue. The organization makes contributions to the fund on annual basis in accordance with the recommendations made by the appointed Actuary. Benefits are paid to the employees who are leaving the service after at least five years of continuous service.

**Preparation of Financial Statements**

The financial statements are required to prepare as per international accounting standards as applicable in Pakistan and requirement of the organization.

These financial statements include:

- a. Independent Auditor's Opinion/Report for the Trustees
- b. Balance Sheet
- c. Income & Expenditures Accounts
- d. Statements of Changes in Fund
- e. Statement of Cash Flow

**Requirements:**

Qualified Chartered Accountant from ICAP.

**Application Submission:**

Interested consultants should submit the Proposal on Application Form Available Online or can access through following Link: <https://forms.office.com/e/sxNSStCNxPM>

**If Any Queries may send through Email by attention to the Following:**

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

Cc: Assadullah ([assadullah@wwf.org.pk](mailto:assadullah@wwf.org.pk))