



Consultancy Ref No: 220/RP/26-27

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT: Conduct a financial audit for the period January 1, 2025 to December 31st, 2025 of all relevant GCF, The Coca-Cola Foundation, and WWF Pakistan in-kind expenses under the GCF project *Recharge Pakistan: Building Pakistan's resilience to climate change through Ecosystem-based Adaptation (EbA) and Green Infrastructure for integrated flood risk management* with generally accepted auditing standards (GAAS). The audit shall include tests of the accounting records as deemed necessary.

Application Submission:

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

<https://forms.office.com/e/sxNStCNxPM>

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	<u>20 Days</u>
Type:	<u>Firm</u>

Background of Project & Assignment:

The GCF project Recharge Pakistan is a cornerstone of the Government of Pakistan's vision to leverage natural systems to enhance Pakistan's resilience to climate change with the goal of reducing flood and drought risk across the Indus Basin. The project will catalyze transformational change in Pakistan by investing in EbA and green infrastructure interventions at four project sites in the Indus Basin to reduce the impacts of increasingly severe floods and droughts on vulnerable communities and ecosystems. It is a 7-year project that began implementation in July 2024.

The project is executed by WWF-Pakistan as the Executing Entity. WWF Pakistan is responsible for the execution of project activities, managing all procured parties and their activities, reporting to the Accredited Entity within WWF US, and ensuring optimal alignment of the project with the Government of Pakistan's policies and ministerial contributions to achieve the Project Outcomes and Fund-level impacts, as described in the Funding Proposal. WWF-Pakistan will enter into grant agreements with each grantee, consulting agreements with private sector service providers, and cooperative agreements with each recipient of goods or services, such as technical assistance for the project activities, retaining responsibility for any delegated authority over financial management and procurement. There are four funding sources to the project – Green Climate Fund (\$66M), The Coca-Cola Foundation (\$5M), and WWF Pakistan in-kind (\$1.8M).

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:

WWF Pakistan is acquiring the services of a recognized Auditing Firm (XXX) to perform the external audit of the GCF project “Recharge Pakistan: Building Pakistan’s resilience to climate change through Ecosystem-based Adaptation (EbA) and Green Infrastructure for integrated flood risk management”. The work will be performed under the guidance of [WWF Pakistan Project Finance or Audit lead]

The audit firm will be required to perform the following tasks:

1. General Tasks:

- 1.1 Become familiar with the Recharge Pakistan GCF project and audit requirements.
- 1.2 Prepare and express an opinion on the financial statements provided by WWF Pakistan regarding the different funding sources including GCF, TCCF, and WWF Pakistan in-kind. It will indicate whether the financial statements present a true and fair view, in all material respects, of project revenues received, of costs incurred and of commodities/technical assistance procured for the period in accordance with the terms of the Grant Agreements with WWF US (FW19593 and FW20661), the Funded Activity Agreement between the GCF and the WWF US Accredited Entity, and in conformity with generally accepted accounting principles.
- 1.3 Evaluate WWF Pakistan’s adherence to its internal control procedures related to the project for GCF and other donor funds received through Agreements FW19593 and FW20661 to assess control risk, and identify reportable conditions, including material internal control weaknesses.
- 1.4 Perform tests to determine whether WWF Pakistan complied, in all material respects, with the various agreement terms and conditions, applicable laws and regulations related to the Project. All material instances of non-compliance and all indications of illegal acts should be identified.

2 Specific Tasks:

- 2.1 Review and become familiar with the donor agreements pertaining to the operations and program, the Recharge Pakistan Implementation Manual, and the approved 2025 Annual Workplan and Budget.
- 2.2 Examine all cash receipts of the audit period and trace them into the bank statements.
- 2.3 Examine the Grant Agreements and Third-Party Contracts issued by WWF Pakistan during the audit period for compliance with the terms and conditions of the Donor Agreements and respective budget.
- 2.4 Examine at least 90% of the expense population related to the Project incurred during the period to ensure that the expenses:
 - a. were supported by proper documentation.
 - b. amounts were accurate.
 - c. were properly classified.
 - d. were properly authorized.
 - e. were incurred during the respective agreements period.
 - f. were incurred according to the terms of the various agreements and the approved budgets during the period.
 - g. were not for disallowed purposes.

2.5 Fixed Asset Register: If there were purchases of or transfers of equipment in excess of USD \$1,000 in conjunction with the agreements, a list of equipment purchased including, at a minimum, information regarding asset type, book value, and acquisition date should be prepared and the equipment should be observed for physical existence.

2.6 Prepare a schedule of "Revenues Received, Expenses Incurred, the title should include the name of the Recharge Pakistan project, and the audit period covered. The schedule should contain three sections: revenue, expenses, net amount (surplus or deficit).

- The revenue section should include all funds received by the project for the audit period;
- The expense section should contain the agreement budget and actual amount for each of the expense categories listed per agreements; and
- The net amount should equal (1)-(2).
- Total TCCF costs disbursed and reported by WWF Pakistan as cost-share to the project.
- Total WWF Pakistan in-kind reported by WWF Pakistan as cost-share to the project.

All deviations, questions on the above procedures or potential findings should be discussed with the [WWF Pakistan Project Finance or Audit lead].

4) Deliverables

The Preliminary audit work will commence in Islamabad, D I Khan, Dadu and Usta Muhammad and auditor will submit a Management Letter within 4 weeks after commencement of preliminary audit.

The Audit Firm will submit draft audit report by 20 days to the [WWF Pakistan Project Finance or Audit lead] for comments. This draft report will include:

- 1) An opinion (or disclaimer of opinion) as to whether the financial statements of the project are presented fairly in all material respects in conformity with the stated accounting policies.
- 2) A report on internal control related to the Project, which shall describe the scope of testing of internal control and the results of the tests.
- 3) A report on compliance which includes an opinion (or disclaimer of opinion) as to whether the auditee complied with laws, regulations, and the provisions of donor agreements which could have a direct and material effect on the Project; and
- 4) A schedule of findings and questioned costs for the Project that includes a summary of the auditor's results relative to the donor program.

All working papers shall be in the English language. Financial information will be presented in such a manner as to reflect the amounts in USD.

The Audit Firm will submit to the [WWF Pakistan Project Finance or Audit lead] by Audit firm two printed copies of the final audit report with original signatures. The final report will include the management comments, as appropriate in addition to all the above (draft report).

5) REQUIREMENTS

Qualification & Eligibility

1. Be a member of the internationally recognized Audit firms
2. Be experienced in auditing GAA (Government Aided Agency) projects and programs

3. Legal Certified status in Pakistan
4. Reasonable timeframe and cost on the audit

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Application Submission:

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

<https://forms.office.com/e/sxNStCNxPM>

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

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

Cc: Assadullah (assadullah@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.

9) EVALUATION PROCESS

Applicants' 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.