



Consultancy Ref No: 225/TNC/26-27

**RFP FOR CONSULTANCY SERVICES**

**WWF-PAKISTAN**

**SUBJECT:**

**Consultancy Services for Project Audit**

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**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:	25 Feb 2026 to 31 March 2026
Type:	Firms/Individuals

### Background of Project & Assignment:

The Climate and Energy Program (CEP) is implementing the Third National Communication (TNC) Project, with the objective of supporting the Government in meeting its reporting obligations under the United Nations Framework Convention on Climate Change (UNFCCC). The project involves the utilization of donor funds to support technical studies, stakeholder consultations, capacity-building activities, and other related expenditures.

In accordance with donor requirements, national financial regulations, and internal financial management policies, the project is required to undergo an independent financial audit. The audit is intended to provide assurance on the proper use of project funds, the accuracy and completeness of financial reporting, and compliance with approved budgets and applicable procedures.

To fulfill this requirement, WWF-Pakistan seeks to engage an independent and qualified consultant/audit firm to conduct a financial audit of the TNC Project for the period from August 2024 to date and to produce an audit report acceptable to the relevant stakeholders, including the Ministry of Climate Change (MoCC).

## 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 objective of this consultancy is to conduct an independent audit of the TNC Project to provide reasonable assurance that project funds have been used for their intended purposes and that financial reports fairly present project expenditures in accordance with applicable standards and donor requirements.

**b. Specific Tasks:**

The auditor shall carry out a comprehensive audit covering the audit period from August 2024 to date. The scope shall include, but not be limited to, the following tasks:

- Examine and verify all disbursements reported in the annual financial reports submitted to the Ministry of Climate Change (MoCC) for the relevant financial period.
- Review and verify all direct payments processed by WWF at the request of the executing agency.
- Verify the arithmetical and mathematical accuracy of the annual financial reports.
- Reconcile expenditures reported in the annual financial reports with the related supporting documentation.
- Review and verify the completeness and accuracy of the list of direct payments processed by WWF on behalf of the Government.
- Confirm that reported expenditures are accurately recorded, correctly classified, and in compliance with the approved budget, applicable financial management procedures, and donor requirements.

### 4) DELIVERABLES

The consultant/audit firm shall submit the following deliverables:

- An independent audit report expressing an opinion on the fairness and accuracy of the project financial statements, in accordance with applicable auditing standards and donor requirements.
- Audited annual financial statements, duly signed and stamped, covering all reported disbursements and direct payments.
- Supporting schedules and annexes reconciling reported expenditures with source documentation.
- A complete final submission package provided in both electronic and hard copy formats, strictly within the agreed timelines.

### 5) PROJECT / ASSIGNMENT TIMELINE

The consultancy is expected to be carried out within the period from 05 - 18 March 2026, covering the audit period of August 2024 to date.

### 6) REQUIREMENTS

The consultant/audit firm must meet the following minimum qualifications:

- Registered audit firm with valid registration with relevant professional body (e.g., ICAP or equivalent).
- Valid NTN and relevant tax registration certificates.
- At least 10 plus years of experience in conducting financial audits of donor-funded or development projects.
- Demonstrated experience in auditing projects funded by international donors or multilateral agencies.
- Strong knowledge of:
  - International Standards on Auditing (ISA)
  - Public sector financial management systems

- Donor financial reporting requirements
- Proven experience in auditing climate, environment, or development sector projects (preferred).
- Ability to complete assignment within specified timeline.
- No conflict of interest related to WWF-Pakistan, MoCC, or the TNC Project.

## 7) 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.office.com/e/sxNStCNxPM>

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](mailto:fakhan@wwf.org.pk))

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

## 8) 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.

## 9) 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.				
2.				
3.				
4.				
<b>Grand Total Inclusive of All direct or indirect Taxes and Out of Pocket Expenses</b>				<b>USD 2286/-</b>

## 10) EVALUATION PROCESS

Proposals will be evaluated using the Quality and Cost Based Selection (QCBS) method, with a total score of 100 points allocated as follows:

Technical Proposal: 70%

Financial Proposal: 30%

Only technically qualified proposals will proceed to financial evaluation.

### A. Technical Evaluation (70 Points)

Criteria	Maximum Points
Relevant Experience of the Firm (financial audits of donor-funded/development projects)	20
Qualifications and Experience of Proposed Audit Team	20
Proposed Audit Methodology and Work Plan	20
Institutional Capacity and Required Registration Documents	10

Incomplete proposals may be disqualified.

### B. Financial Evaluation (30 Points)

The financial proposal must:

Be quoted in PKR.

Be provided as a lump sum, inclusive of all applicable taxes.

Include a clear cost breakdown.

The lowest evaluated financial proposal will receive the maximum score (30 points). Other proposals will be scored proportionally.

#### Final Selection

The contract will be awarded to the firm with the highest combined technical and financial score.

WWF-Pakistan reserves the right to accept or reject any proposal.

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked firms will be included in the comparative process

## 11) 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: USD 2286/-**