

# REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

## **HIRING OF CHARTERED ACCOUNTANT FIRM FOR CONDUCTING BISP'S ANNUAL CONSOLIDATED FINANCIAL STATEMENTS**

Country: Pakistan  
Loan No: 3837 – PAK (AF)  
Project Name: Social Protection Development Project (SPDP)-Additional Financing  
Implementing Agency: Benazir Income Support Programme (BISP)  
Consultancy Services for: **Hiring of Chartered Accountant Firm for Conducting Audit of BISP's Annual Consolidated Financial Statements FY 2020-2021, 2021-2022 & 2022-2023**

The Government of Islamic Republic of Pakistan has received a loan (No. 3837-PAK) from the "Asian Development Bank" for Social Protection Development Project (SPDP-Additional Financing). BISP intends to apply part of the proceeds of this loan to payments for Consulting Services titled "Hiring of Chartered Accountant Firm for Conducting Audit of BISP's Annual Consolidated Financial Statements FY 2020-2021, 2021-2022 & 2022-2023"

The objective of the financial audit is to enable the auditor to express an independent professional opinion as to whether the financial statements present fairly, in all material respects, the financial position of BISP in accordance with the applicable International Public Sector Accounting Standards (IPSAS) on accrual basis of accounting. The audit shall be carried out in accordance with the International Standards on Auditing (ISAs).

BISP is now seeking Expressions of Interest (EOI) from reputable "**Chartered Accountancy (CA) Firms**", registered in Pakistan and fulfilling all legal requirements to operate in Pakistan, having registration with Income & Sales Tax Departments for providing services and must have Active ATL Status. Interested **CA Firms** are required to demonstrate/provide requisite information to prove their qualification/eligibility to perform the assignment. The short-listing criteria are:

a) **Technical Competence (40%):**

- i. Demonstrate that the firm holds the requisite knowledge, skills and competencies required to perform its responsibilities with due professional care.
- ii. At least completed 10 audit/validation projects with public sector/similar organization organizations
- iii. Minimum 5 audit/validation projects with at least Rs. 1 billion turnover for each Organization
- iv. **The firm must have listed in 'A' category in the list of State Bank Panel of Auditors. (Proof of Current Listing should be attached)**
- v. **The firm must be registered with the Accounting / Auditing body in Pakistan (Proof of ICAP Registration should be attached).**
- vi. The firm must have international affiliation with a firm of international standing and repute.
- vii. The firm must have satisfactory QCR rating.

b) **Management Competence (25%):**

- i. The firm must have been in operation continuously for the last ten years
- ii. The firm at least has 7 partners, 10 qualified Chartered Accountants (including partners) and 100 audit staff/ trainees in the Firm.
- iii. Company Profile along with Partners' details

iv. Annual Accounts for the last 5 years

**c) Key Experts Competence (30%)**

- i. Composition of proposed key experts
- ii. Qualification
- iii. Experience

**Provide detailed CVs of Key Experts**

**d) Geographical Experience (5%):**

- i. The firm must be incorporated in Pakistan and adhere to all legal requirements to operate in Pakistan, having Valid Tax Compliance Certificate (NTN & STN).
- ii. At least have 3 offices of the Firm in Pakistan.

**CA Firms are encouraged to provide amplified, detailed and structured “Expression of Interest” by elaborating materials and information that offer tailored approaches, methodologies, and are more specific to the proposed services, and to avoid submitting generic promotional material. The CA Firm in their EOI should also provide composition of their proposed team for the assignment along with their qualifications and experience.**

Terms of Reference (TORs), for the assignment can be accessed by the interested firms from websites, [www.bisp.gov.pk](http://www.bisp.gov.pk) and [csrn.adb.org](http://csrn.adb.org). Further information may be obtained at the address given below during office hours from 0900 to 1700 hours (Pakistan Standard Time (PST)). This REOI is also available on the websites [www.ppra.org.pk](http://www.ppra.org.pk) or [www.bisp.gov.pk](http://www.bisp.gov.pk).

An attention of interested firms is drawn to paragraph 11 of ADB’s Procurement Policy: Goods, Works, Non-consulting and Consulting Services, and paragraph 1.19 to 1.21 of ADB’s Procurement Regulations for ADB Borrowers: Goods, Works, Non-consulting and Consulting Services setting forth the ADB’s policy on conflict of interest.

The Audit Firm will be recruited using the **Bio-data Technical Proposal (BTP)** procedure based on the **Based On “Consultants’ Qualifications (CQS)”** selection method and in accordance with ADB’s Procurement Regulations for ADB Borrowers: Goods, Works, Non-consulting and Consulting Services; as amended from time to time). Method set out in these Guidelines can be perused at the website: <https://www.adb.org/documents/procurement-regulations-adb-borrowers>.

Firms can express their interest by applying online through ADB’s Consultant Management System [csrn.adb.org](http://csrn.adb.org). Access to the online Request for Expression of Interest may be reached through the link to Consultant Services Recruitment Notices (CSRN) available at [www.adb.org/site/business-opportunities/operational-procurement/consulting](http://www.adb.org/site/business-opportunities/operational-procurement/consulting). A firm wishing to submit an EOI must be registered with the CMS. CMS registration is accessible at <http://cms.adb.org>. Any firm encountering technical problems in accessing CMS should request assistance by email to [cmshelp@adb.org](mailto:cmshelp@adb.org). Firms are recommended to update their CMS registration before commencing their EOI. **Deadline for submission of EOIs online through ADB’s Consultant Management System is on/or before 21:00 Hours (11:59 PM Manila local time) by 15<sup>th</sup> December, 2021.**

For all those firms who wish to submit their Expressions of interests (EOIs) **off-line, should apply directly to BISP on prescribed “EOI Submission Form”, being attached with EOI, available at BISP’s official and PPRA’s websites, at the address given below, complete in all respects, on/or before 1400 hours by 15<sup>th</sup> December, 2021; which shall be opened on same date at 1430 Hours** in the presence of the authorized representatives of firms, who may choose to be present.

**Director (Procurement)**  
**BENAZIR INCOME SUPPORT PROGRAMME (BISP)**  
BISP HQ Secretariat,  
F – Block, Pak Secretariat, Islamabad.  
Tel: +92(51) 9246389

### Expression of Interest (EOI) Consulting Firms

<b>Project Number</b>	
<b>Project Name</b>	
<b>Project Country</b>	

#### I. Consulting Firm Information

CMS No. <sup>1</sup> / date:	Country of Incorporation: <sup>2</sup>
Consultant Name:	Acronym:
EOI Submission Authorized by:	Position

#### Associations (Joint Venture or Sub-consultancy)

CMS No. <sup>1</sup>	Consultant	Acronym	Country of Incorporation <sup>2</sup>	Joint Venture (JV) or Sub-consultant	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association (JV or Sub-consultant) with others rather than undertaking the assignment independently (as appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

- Documentation regarding our corporate structure including beneficial ownership has been attached.
- Documentation regarding our Board of Directors has been attached.
- A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

<sup>1</sup> If already registered on ADB's Consultant Management System (CMS). CMS registration is not mandated under EA-administered selection.

<sup>2</sup> The lead consultant must submit a copy of the Certificate of Incorporation of itself and of each JV member and sub-consultant through VII. EOI Attachments.

Once your team is shortlisted and invited for submission of the Proposal, it is not permissible to transfer the invitation to any other firm, such as Consultant's parent companies, subsidiaries and affiliates. The Client will reject a Proposal if the Consultant drops a JV member without the Client's prior consent, which is given only in exceptional circumstances, such as debarment of the JV partner or occurrence of Force Majeure.<sup>3</sup>

## **II. Assignment Specific Qualifications and Experience**

For online submission: Your EOI shall demonstrate technical competence and geographical experience based on project references entered in full registration under your CMS profile. We encourage you to update Project Information under your CMS prior to filling EOI.

For offline submission: Please provide relevant project information in Section E below.

### **A. Technical Competence**

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Cross-referencing from your profile projects in Section E. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar project authorities.

### **B. Geographical Experience**

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Cross-referencing from your profile projects in Section E. Project References, present experiences in similar geographic areas.

<sup>3</sup> Paras. 3 and 7, Section 1 of the Standard Request for Proposal (SRFP), ADB website.

**C. Management Competence (Please answer each question in one paragraph of 3-5 sentences)**

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1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment.

**D. Other Information (maximum of 500 words)**

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## E. Project References

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Please select most relevant projects to demonstrate the firm's technical qualifications and geographical experience (maximum 10 projects).

SN	Project	Period	Client	Country	Firm
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

SN 2	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Funding Source	
Description	(indicate your role and input in person-months)

(Please insert more tables as necessary)

**III. Comments on Terms of Reference**

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**IV. Comments on Budget Adequacy**

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**V. Key Considerations in approaching this assignment (no more than 9,000 characters summarizing approach and methodology)**

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**VI. Key Experts**

**List of experts is only required for Consultants' Qualifications Selection (CQS). Attach CV of each expert.**

SN	Name	Email	Position/Title	Nationality
1				
2				
3				
4				
5				

(Please insert more rows as necessary)

**VII. EOI Attachments**

SN	Description
1	Certificate of Incorporation of the lead member
2	Certificate of Incorporation of the JV member (for each member)
3	Certificate of Incorporation of the Sub-Consultant (for each sub-consultant)
4	Letter of Association
5	

(Please insert more rows as necessary)

### VIII. Eligibility Declaration<sup>4</sup>

We, the undersigned, certify to the best of our knowledge and belief:

- We have read the advertisement, including the terms of reference (TOR), for this assignment.
- Neither the consulting firm nor its JV member or sub-consultant or any of its experts prepared the TOR for this activity.
- We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified firm/consortium.
- We further confirm that, if any of our experts is engaged to prepare the TOR for any ensuing assignment resulting from our work product under this assignment, our firm, JV member or sub-consultant, and the expert(s) will be disqualified from short-listing and participation in the assignment.
- All consulting entities and experts proposed in this EOI are eligible to participate in ADB-funded, -supported and -administered activities.
- The lead entity and JV member or sub-consultant are NOT currently sanctioned by ADB or other MDBs. Neither the consulting firm nor the JV member or sub-consultant has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.
- We understand that it is our obligation to notify ADB should any member of the consortium become ineligible to work with ADB or other MDBs or be convicted of an integrity-related offense or crime as described above.
- JV member or sub-consultant, including all proposed experts named in this EOI, confirmed their interest in this activity in writing.
- JV member or sub-consultant, including all proposed experts named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- None of the proposed consortiums are subsidiaries of and/or dependent on the Executing Agency or the Implementing Agency or individuals related to them.
- We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal or cancellation of the contract, if awarded, and may result in further remedial action, in accordance with ADB's Anticorruption Policy.

8 August 2018

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<sup>4</sup> Eligibility refers to ADB's Guidelines on the Use of Consultants by Asian Development Bank and its Borrowers 2013 or ADB Procurement Policy 2017 and Procurement Regulations for ADB Borrowers 2017, as relevant.