



Assessment of Potential Transition from the IFRS to IPSAS

Scope of Work

Request for Proposals (RFP)

The purpose of this Request for Proposals (RFP) is to engage a qualified consultancy firm, expert team, or individual consultant ("the consultancy") to perform a comprehensive assessment of the potential transition from International Financial Reporting Standards (IFRS) to International Public Sector Accounting Standards (IPSAS) for the Asian Productivity Organization (APO) Secretariat. This assessment will support informed decision-making by the APO Governing Body.

1. Background

The APO is a regional intergovernmental organization committed to enhancing productivity across its 21 member economies. The APO Secretariat, based in Tokyo, Japan, serves as the operational center for the APO's productivity enhancement initiatives in its members. Currently, the APO Secretariat adheres to the IFRS, which were adopted starting with the 2016 financial year.

A recent recommendation at the 67th Session of the APO Governing Body (GBM) in Jakarta in May 2025 suggested transitioning to the IPSAS to better align with international public-sector financial reporting practices. Given the significance of this decision, the APO Secretariat seeks a detailed assessment of the advantages and disadvantages of adopting the IPSAS.

2. Objectives

The consultancy is to:

- Evaluate the feasibility, long-term benefits, and implications of transitioning from the IFRS to IPSAS.
- Identify the pros and cons associated with such a transition.
- Provide a strategic scenario for potential transition from the IFRS to IPSAS, including a roadmap and required resource allocation.
- Provide strategic recommendations to facilitate the APO Governing Body's decision-making process.

3. Scope of Services

The consultancy services shall include but not be limited to:

- Reviewing current financial reporting practices under the IFRS and conducting a comprehensive gap analysis against the IPSAS requirements.
- Identifying the potential benefits and challenges (pros and cons) associated with transitioning to the IPSAS.
- Assessing the financial, administrative, and operational impacts, including resource, technology, and capacity requirements.
- Providing detailed insights into best practices from similar international public-sector entities.
- Preparing a clear, actionable roadmap outlining the necessary steps, timelines, and resource commitments required for a successful transition, if recommended.

4. Deliverables

The consultancy will produce:

- An inception report detailing the consultant's understanding of the assignment, proposed methodology, detailed work plan, timeline, and approach for stakeholder engagement.
- An interim report outlining progress, initial findings, preliminary gap analysis results, and any emerging recommendations for early feedback from the Secretariat.
- A final assessment report detailing the pros and cons of shifting from the IFRS to IPSAS.
- A comprehensive gap analysis report comparing current APO financial reporting practices under the IFRS with the requirements under the IPSAS.
- Recommendations highlighting key decision-making factors and potential strategic benefits or risks.
- A detailed implementation roadmap, if transition is advised, including timelines, resource requirements, training needs, and recommended preparatory actions.

5. Timeline

The engagement is expected to commence in August 2025 and conclude within approximately three months, with final deliverables due no later than 30 November 2025.

6. Resource Requirements

The selected consultancy may be either an individual expert or an institutional entity, provided that they demonstrate the relevant skills, knowledge, and solid experience required for this engagement. The selected consultancy must demonstrate:

- Proven expertise in public-sector financial management, specifically with the IFRS and IPSAS.
- Substantial experience conducting similar assessments for international or intergovernmental organizations.
- In-depth understanding of the operational implications and best practices of transitioning between financial reporting standards.
- Strong analytical and strategic advisory capabilities.
- Fluency in English is mandatory, with proficiency in Japanese considered a significant benefit due to the APO Secretariat's location.

7. Reporting and Coordination

The consultancy will report directly to the Head of Finance, Finance Division, Executive Office, APO Secretariat, and will coordinate closely with relevant internal stakeholders to ensure effective implementation, including inception and interim status updates.

8. Evaluation and Approval

The final deliverables will require approval by the Secretariat's senior management. Findings and recommendations will be formally presented to the APO Governing Body at its 68th Session scheduled for 2026 in India. Additionally, the consultancy may be requested to deliver an oral presentation summarizing the assessment outcomes and recommendations during that session, subject to confirmation by the Secretariat.

9. Submission Guidelines

Interested consultancy candidates must submit proposals comprising:

- Executive summary expressing understanding and acceptance of RFP terms.
- Technical proposal:
 - Understanding of the assignment
 - Methodology and approach
 - Detailed work plan and timeline
 - Risk mitigation strategy
- Financial proposal:
 - Detailed cost breakdown (daily rates, taxes, expenses, etc.)
 - Specified currency (USD or JPY)
 - Payment schedule
- Profile:
 - Summary of relevant experience
 - Details of similar assignments completed
 - CVs highlighting relevant qualifications and expertise

All documents must be submitted in English.

10. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant expertise and experience
- Quality of technical approach
- Clarity and feasibility of work plan
- Competitiveness of financial proposal
- Qualifications and references

11. Disclaimers

- The APO will not pay any costs related to preparing or submitting proposals.

- The APO is not required to award a contract from this RFP and may reject any or all proposals.
- This RFP does not create a contract or any obligation between the APO and applicants.
- The APO may cancel, change, or postpone this RFP at any time without notice or compensation.
- The APO may work with other consultants even after selecting a proposal.
- The rights to any final work created under the contract will belong to the APO.
- The APO may contact applicants to clarify or ask questions about their proposals.

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