

TERMS OF REFERENCE

(TOR)

ANNUAL REPORT OF THE WRAP PROJECT

1. OBJECTIVE:

The consultant will be responsible for providing writing support for the annual report of the WRAP project. The report will highlight the achievements, challenges, and impact of the project over the past year.

2. SCOPE OF WORK:

- Review project documents, including previous annual reports, project plans, and other relevant materials to understand the project's scope and progress.
- Conduct interviews with project staff and stakeholders to gather information about the project's achievements, challenges, and impact.
- Work closely with the project team to develop the structure and content of the report.
- Draft and revise the report in collaboration with the project team to ensure that it accurately reflects the project's activities and accomplishments.
- Ensure that the report is well-written, clear, concise, and meets the project's reporting requirements.
- Incorporate feedback from project staff and stakeholders into the final report.

3. DELIVERABLES:

- A draft report that includes an executive summary, introduction, project overview, achievements, challenges, impact, and conclusion.
- Final report incorporating feedback from the project team and stakeholders.
- Any other supporting documents as required.

4. TIMELINE:

The consultant will be expected to complete the work within a period of 5 weeks from the date of the contract signing.

5. QUALIFICATIONS:

- A degree in communications, social sciences, or other related fields.
- At least five years of experience in writing and editing technical reports, preferably in the water sector.
- Excellent writing, editing, and proofreading skills, with a keen eye for detail.
- Strong communication and interpersonal skills, with the ability to work collaboratively with project staff and stakeholders.
- Experience working with international organizations or donor-funded projects is an advantage.

- Familiarity with the water sector in Pakistan is preferred.

6. BUDGET:

The Budget of This consultancy is Approx 230,000/-

7. REPORTING:

The consultant will report to the Project Manager of the WRAP project.

8. sGUIDELINE FOR SUBMISSION OF PROPOSAL/EXPRESSION OF INTEREST:

Interested consultants should submit the following documentation to Muzzammil Ahmed (mahmed@wwf.org.pk), Maham Zahara (mzahara@wwf.org.pk)

Brief introduction of consultant (attach detailed CV with references)

- Application form available at WWF website
- Understanding of the context
- Methodology
- Design Portfolio
- Work plan
- The consultant will submit the cost of assignment in lump sum including all applicable taxes of the Government of Pakistan.

9. SELECTION CRITERIA:

Applicant's proposal shall be evaluated based on the 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;

- Technical Proposal 70%
- Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

- Qualifications (maximum 30 points)
- Experience relevant to the assignment (maximum 30 points)
- Adequacy of the proposed methodology and work plan (maximum 20 points)
- Skills & Competencies for the assignment (maximum 10 points)
- Prior experience with WWF-Pakistan (maximum 10 points)

