



RFP for Consultancy Services-WWF Pakistan

Subject:

Study on Situational Analysis of Water Resources of Lahore
Terms of References (ToRs) for Consultant

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1) INTRODUCTION & BACKGROUND

Contract type:	Field work and desk review
Duration of assignment:	5 Months
Type of Consultant :	Individual/Firm

The objective of the study is to provide an authoritative reference document, for use by stakeholders and participants of the “International Labour and Environmental Standards Application in Pakistan’s SMEs (ILES)” project, that collates key available information of the water resources of Lahore, describes the physical water and institutional water management situation and risks (physical, reputational, regulatory and institutional risks) of Lahore, and provides a robust evidence base to support the identification and implementation of water stewardship activities.

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 (Annex 2)** contained in the RFP, 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.

1. Comprehensive water accounting for city of Lahore, including description and volumetric quantification of all significant water sources, stores, and discharges, sinks and losses. This should include, but may not be limited to, the following:

Sources

- Groundwater
- Surface water
- Rainwater

Water Usage and Consumption

- Domestic
- Commercial
- Institutional
- Industrial, differentiated by sub-sectors, where possible
- Agricultural

Outputs and stores

- Discharges to surface water bodies
- (Losses to deplete) Groundwater recharge, by leakage, percolation etc.
- Wastewater application to adjoining lands or agricultural fields
- Evaporation

The water balance should be made spatially explicit (e.g. as a map or schematic) so that the spatial relationship of major abstraction points, discharge points, distributary canals, sewers, pipelines, pollution hotspots etc. can be identified.

2. Identification of key present and future water risks at the city level to domestic and business sectors (with emphasis on textile and leather subsector where appropriate), both in terms of water quantity and quality. This should consider, but not limited to:
 - Local and regional climate change scenarios and their likely impact on water resources
 - Demographic and economic changes
 - Land use pattern and land cover
 - Trends in abstractions and water consumption in different sectors
 - Pressures from upstream factors and impacts e.g. land use change, water management infrastructure
 - Physical, institutional, environmental, reputational and regulatory risk factors
 - Effects of infrastructure and anthropogenic activities on downstream
 - Financial implications and analysis (e.g. investment, water pricing)
 - Identification of key sources of pollution and their link with water quality
3. Identification of potential water quantity and quality risk mitigation measures that address the root causes of the risk identified in (b)
4. Water balance of groundwater sources (as distinct from water balance for Lahore, above) underlying Lahore city, with particular reference to groundwater extraction, recharge, overall balance of aquifer and depletion
5. Hydrological characteristics and parameters (e.g. flow, seasonality, abstractions, recharge, quality status, and operation of water management infrastructure) of water resources used by Lahore city.
6. Brief outline of the institutional and regulatory context of water and waste water management of Lahore. To include:

- i. In context of Lahore, the present status of management issues, political and social issues on the water of the city.
- ii. How waste water discharges and abstractions from surface and groundwater are regulated (at a provincial level specifically of Lahore). Assessment of compliance with the existing rules
- iii. Outline of water and wastewater management institutions, including gap identifications, reasons for failings in policy framework and implementation of regulations, and key criticism raised by stakeholders. The technical operation of the municipal water and waste water infrastructure in Lahore and how it is linked to wider policy context

KEY STAKEHOLDERS FOR CONSULTATION:

- Agriculture Department, LHE
- Irrigation Department, LHE
- Industries Department, LHE
- Water & Sanitation Agency, LHE
- The Urban Unit, LHE
- Environment Protection Department, LHE.
- Civil Society Organizations, NGOs
- Industrial Associations
- Education Authority, LHE
- Parks & Horticulture Authority, LHE
- Government Universities, LHE
- Public Health Engineering Department, PHED
- Lahore Waste Management Company, LWMC

CONSULTANT'S SCOPE OF SERVICES:

The Consultant's scope of services shall comprise the following:

- a) Collection of all the requisite data and information (depending on the availability of data), for the purpose of the Study, and its timely submission to the Employer. Both employer and consultant will be coordinating and updating the list if required.
- b) GIS tagging of all the water sampling points to articulate maps accordingly.
- c) Periodic review and follow up meetings with project team to discuss the available data and agree structure, scope and contents of study.
- d) Carrying out all the required analysis of the collected data and information.
- e) Primary & Secondary data should be evidence/reference based. (Pictorial or GIS). The data analysis (gathered above) which may include graphs, grid matrix formation etc. and put forward context-based recommendations
- f) Conduct stakeholder consultative meeting to get feedback on study.
- g) Preparation and submission of the Draft Study Report, in accordance with the objectives and the scope, as delineated in Section 2.
- h) Preparation and submission of the Final Study Report, after due incorporation of the Employer's written comments and observations, on the Draft Study Report.

4) DELIVERABLES

The consultant(s) is expected to submit the following deliverables by the end of this consultancy:

- Comprehensive report with executive summary
- 2-pager brief of the study
- Plagiarism report of the study with the similarity index not exceeding by 15 percent.
- Presentation on the findings of the report
- 01 dissemination session with the project stakeholders based on findings of the report

5) PROJECT/ ASSIGNMENT TIMELINE

The consultant/Firm shall provide detailed service provision timeline per milestones and phases. The assumed commencement date of the assignment is **June 20, 2023** and the completion date is **Dec 20, 2023**

Note:

Timelines may be amended based on actual agreement dates and Mutual Consent of Both Parties)

6) REQUIREMENTS

The interested consultant(s) should meet the following criteria:

- The Consultant/Team of consultants must have a post graduate in Environmental Sciences/Water Resource Management from reputable institute.
- The Consultant/Team of consultants must have 10 years' experience (if Masters) or 7 years' experience (if PhD) in dealing with environmental assessment studies and supervised water related projects.
- Demonstrated experience of working on similar assignments in past will be preferred.
- Adhere to WWF's values, which are: Courage, Integrity, Respect and Collaboration

7) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Interested consultants should submit the Proposal and can send their Queries through Email by attention to the Following:

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

Cc: Muzzammil Ahmed (mahmed@wwf.org.pk)
Maham Zahara (mzahara@wwf.org.pk)

2. The BID 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.
- 2) **Experience:**
 - **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.
 - **Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions. Explaining why they are the most suitable for the work, previous work experiences; (ii) Provide a detailed methodology including community outreach and engagement plan with timelines on how they will approach and conduct the work
- 3) **Provide template of already complete similar type of reports-** the WWF-PAKISTAN may request additionally;

- 4) **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- 5) **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 Payment Term: shall be defined by the contract to be concluded between WWF -Pakistan and the consultant.

10) EVALUATION PROCESS

Applicant's 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%
- b) 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)

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.