



RFP for Consultancy Services-WWF Pakistan

Subject:

Training on - WWF Child Safeguarding Policy

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1) INTRODUCTION & BACKGROUND

Contract type:	Field work
Duration of assignment:	04 online sessions [3-3.5 hour session each]
Type of Consultant :	Individual

Founded in 1961, World Wildlife Fund's (WWF) mission is to conserve nature and reduce the most pressing threats to the diversity of life on Earth. Using the best available scientific knowledge and advancing that knowledge where possible, WWF works to preserve the diversity and abundance of life on Earth and the health of ecological systems by protecting natural areas and wild populations of plants and animals, including endangered species; promoting sustainable approaches to the use of renewable natural resources; and promoting more efficient use of resources and energy and the maximum reduction of pollution. WWF is committed to reversing the degradation of the planet's natural environment and to building a future in which human needs are met in harmony with nature.

Training: We have identified '**WWF - Child Safeguarding Policy**' as a training need for entire team of WRAP predominantly the Social Mobilizers and the Conservation Officers as these individuals are working directly with children in communities and in schools and colleges.

Child Safeguarding policy has recently been introduced at WWF-Pakistan. Although we have been working with children in schools and colleges and engaging with children at community level ever since our birth, this policy is finally in place and requires attention and efforts to sensitize all employees but especially those are who are directly working with children. They not only need to understand the policy but live it in their behaviors and attitudes.

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.

The scope of this consultancy is to provide training to the participants on the following:

- Understanding the background to this policy
- Attitudes and behavior required moving forward
- Case studies to discuss current scenarios and issues
- Child Safeguarding risk assessment and risk mitigation
- Developing code of conduct
- Action plan for implementation of the policy

4) 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 **July 5, 2023**

Note:

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

5 REQUIREMENTS

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

- Master's degree in any relevant discipline
- Training experience of 05 years in similar trainings preferably in NGO sector

Competencies:

- Excellent communication skills and flexible attitude
- Proficient in Urdu and English language
- Ability to engage and keep the session lively and moving

6) 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 (fakhan@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.

7) 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.

8) 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.

9) 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

10) 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.