



## **RFP FOR CONSULTANCY SERVICES-WWF PAKISTAN**

### **SUBJECT:**

TRAINING PROGRAM ON DOMESTIC WATER  
TREATMENT & SAFE STORAGE OF DRINKING WATER

### **PROJECT:**

'INTERNATIONAL LABOR AND ENVIRONMENTAL  
STANDARDS APPLICATION IN PAKISTAN'S SMES (ILES)

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## 1) INTRODUCTION & BACKGROUND

Duration of assignment: 1<sup>st</sup> August 2023 to 30<sup>th</sup> Oct 2023  
Type of Consultant : Individual/Firm

WWF-Pakistan has been implementing the European Union (EU) funded project namely “International Labour & Environmental Standards Application in Pakistan's SMEs” (ILES). The project aims at enhancing capacities of the textile and leather sectors to adopt Smart Environmental Management Practices (SEMPs) to reduce overall consumption of resources such as Water, Chemicals, Energy and Fuels & in turn improve sustainability.

The objective of this consultancy is to assist WWF-Pakistan in enabling the stakeholders, implementing Water Replenishment Initiatives & Alliance for Water Stewardship (AWS) standard, to understand drinking water challenges of the community. The consultant/consultancy firm will conduct a training on aspects contributing to WASH component of AWS V2.0 for effective implementation of the standard. This will enable them to understand and implement the WASH related trainings on drinking water's treatment and safe storage in the communities where access to drinking water is a grave issue.

## 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.

### 3) DELIVERABLES

The scope of the service shall include the following

The training objectives are to raise awareness and to develop and strengthen the water stewardship knowledge of the textile, garments and leather industry players in Pakistan, as well as the staff of WWF Pakistan, to implement and certify against the AWS Standard. In particular, the training program will aim to address how the access and adequacy of clean drinking water is a grim challenge. The training should aim to deliver the following objectives for the trainees:

- Describe domestic water treatment and safe storage and the important role it can play in providing households with a regular supply of clean drinking water
- Describe the multi-barrier approach as a way of protecting water from the water's source to the user's glass
- Describe domestic water treatment technologies in detail and give details about the selection criteria
- Describe some of the approaches being used to encourage household users to consider domestic water treatment and safe storage as an option to providing clean drinking water

The mode of training can be physical or virtual depending upon the methodology adopted for enhanced learning experience with the possibility of post training evaluation

### 4) PROJECT/ ASSIGNMENT TIMELINE

The consultant/Firm shall provide a detailed service provision timeline per milestones and phases. The assumed commencement date of the assignment is **1<sup>st</sup> August, 2023** and the completion date is **October 30<sup>th</sup>, 2023**

**Note:**

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

### 5 REQUIREMENTS

The Consultant/Consultancy Firm should possess the following qualifications and expertise:

- The organization/consultant company should be a registered organization
- The organization should be competent to deliver trainings on WASH related topics & have at least 5 years of experience of delivering trainings to multiple stakeholders
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging.

## 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](mailto:fakhan@wwf.org.pk))

**Cc:** Muzzammil Ahmed  
([mahmed@wwf.org.pk](mailto:mahmed@wwf.org.pk)) Maham Zahara  
([mzahara@wwf.org.pk](mailto: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; Provide a detailed methodology including community outreach and stakeholder 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.