



# **RFP for Consultancy Services-WWF Pakistan**

## **Subject:**

**“TORs for Development of Provincial and District Level Climate Adaptation Plans”**

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## 1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services  
Duration of assignment: 6 Months

WWF-Pakistan with the financial support of FCDO, implementing a project titled, “Scaling up nature-based solutions for improving integrated water resources management and enhanced water security in Pakistan”. The project aims to pilot Nature-based Solutions (NbS) at selected locations in Gilgit-Baltistan and Khyber Pakhtunkhwa in partnership with relevant stakeholders. Water management for improving the health of natural ecosystems, better water resource management, and livelihood improvement will be outcomes of the project interventions

## 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) PURPOSE

The main objectives of this assignment are as follows:

- Develop climate adaptation plans for Four districts within Khyber Pakhtunkhwa province namely Haripur, Abbottabad, Mansehra, and Kolai Pallas considering their specific vulnerabilities and socio-economic characteristics.
- Develop climate adaptation plans for the province of Khyber Pakhtunkhwa and if it already exists, then incorporate Nature-based solutions into the plan.
- Integrate nature-based solutions into the climate adaptation plans to enhance ecosystem resilience, mitigate climate risks, and promote sustainable development.

- Foster stakeholder engagement and ensure the plans are inclusive, incorporating local knowledge and community participation.

#### **Scope of Work:**

- Conduct a comprehensive assessment of the climate change vulnerabilities and risks in the four selected districts of Khyber Pakhtunkhwa.
- Identify and prioritize nature-based solutions that are suitable for each district, considering their ecological, socio-economic, and cultural contexts.
- Develop district-level and provincial-level climate adaptation plans, including specific goals, objectives, strategies, and actions for each district, aligned with national and provincial policies and frameworks.
- Ensure the integration of nature-based solutions into the adaptation plans, focusing on ecosystem-based approaches such as reforestation, watershed management, ecosystem restoration, and green infrastructure.
- Conduct stakeholder consultations and engagement workshops at the district and provincial levels to gather input, validate findings, and ensure local ownership of the plans.

#### **4) DELIVERABLES**

##### **Following is list of specific tasks:**

- Climate vulnerability assessment reports for each district, highlighting key risks, vulnerabilities, and priority areas for intervention.
- Nature-based solutions assessment report for each district, identifying suitable interventions and their potential benefits.
- District-level climate adaptation plans, including goals, objectives, strategies, and actions, integrating nature-based solutions.
- Provincial-level climate adaptation plan, and if it already exists then incorporate Nature-based solutions into the existing plan.
- Stakeholder engagement reports, documenting the consultation process, key recommendations, and feedback received.

#### **5) PROJECT/ ASSIGNMENT TIMELINE**

- The total duration for this assignment is 6 months.

#### **6) REQUIREMENTS**

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

##### **Minimum requirements**

- At least a Master's degree in Environmental Science/Engineering, Development Economics, climate change, sustainable development, or other related fields from a recognized university, with a solid understanding of climate projections and vulnerability assessments.
- Minimum 5 years of experience developing climate change adaptation strategies and plans.
- Experience in working with international donors especially FCDO would be an advantage.
- Sound knowledge and understanding of Nature-based Solution concepts, and approaches used in the development sector, emphasizing water and climate.
- Proven English language proficiency, quality report writing, analytical and presentation skills.
- Experience with addressing gender and social inclusion issues in the project development and implementation plans
- Experience in doing vulnerability assessments for conservation and nature-based solutions would be an advantage.

- Experience in designing and/or coordinating for reporting on climatic, environmental, social, and economic variables/indicators and a high capacity for inter-institutional coordination is desirable.

#### Conditions:

- WWF-Pakistan reserves the right to accept any proposal or reject all proposals.
- Only shortlisted consultants will be contacted for further consideration.

## 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 ([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 RFP 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:**
  - a) **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.
- 3) **Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions;
- 4) **Provide template of already complete similar type of reports-** the WWF-PAKISTAN may request additionally;
- 5) **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- 6) **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 consultant will submit the cost of the assignment in a lump sum, including all applicable taxes according to the Government of Pakistan and the Government of KP

**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%)

- Detailed workplan
- Expression of interest (EOI)
- Company's Profile
- Detailed methodology

B) Financial Proposal (30%)

- Detailed financial proposal which should be inclusive of all applicable taxes and out of pocket expenses. The financial proposal should follow a breakdown structure i.e., specifying cost(s) to each head and subhead
- Company's registration certificate
- NTN detail(s)
- Any legal or technical certification required for the task
- Audited Accounts Report (if available) of last FY

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.

## 12) Budget Ceiling

Maximum Budget ceiling for this activity is Pak Rs 4 Million inclusive of all taxes