



RFP for Consultancy Services-WWF Pakistan

Subject:

“Training of Local Communities on Value Chains Development for Selected NTFPs, Market Access, and Linkages Development”

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1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services
Duration of assignment: 2 Months
Type: Individual/Firm

WWF Pakistan, founded in 1970, is Pakistan's largest independent conservation Non-Government Organization, with over 20 offices nationwide. WWF-Pakistan's mission is to conserve the country's vast biodiversity and natural resources. To this end, it works in food, climate & energy, freshwater, wildlife, forests, and oceans. Since its inception, WWF-Pakistan has implemented over 200 projects and programs in all the aforementioned thematic areas. WWF-Pakistan works closely with local and national partners, government, private partners, research, and communities. WWF-Pakistan has extensive experience in working with international donors.

Background of Project & Assignment:

Pakistan is among the top water crisis counties in the world and ranked 14 out of 17 among the high water-risk counties, with an average per capita water availability of 964 m³ per annum. In light of such scenarios, WWF-Pakistan has initiated a five-year project called "Scaling up Nature-based Solution for Implementing integrated water resources management and enhanced water security in Pakistan" with the financial support of the Foreign Commonwealth Development Office (FCDO) through the WWF-UK.

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

This assignment aims to provide training to the local communities of Kolai Palas (Kohistan) on value chain development for the selected Non-Timber Forest Products (NTFPs) and establish market linkages for the products for the establishment of

sustainable livelihood opportunities to marginalized communities of Kohistan by integrating nature-based solutions (NBS).

- Conduct inception meeting(s) with the WWF team and develop an understanding of the tasks and for the selection of the site
- Consultation with relevant govt departments about the scope of NTFPs and their marketing
- Desk review of the relevant literature related to the NTFPs in the local context;
- Submit a work plan with clearly defined activities and sub-activities required for the project's completion
- Conduct an initial visit to the selected sites for an understanding of local NTFPs and their marketing scope;
- Identify tools and accessories (Kits) for NTFP harvesting, packing, etc., and facilitate its procurement.
- Design a manual regarding the selected NTFPs having details from sustainable harvesting and management to marketing in Urdu and English languages;
- Conduct training for the selected community on the area-related NTFPs, from sustainable harvesting to marketing and management.
- Support in the establishment of market assessment and development of linkages;
- Share at least two draft reports before submission of a final comprehensive report;
- Submit the final assignment report

Approach & Methodology:

- Before the start of the activity, the consultant will provide a brief implementation strategy roadmap in the form of an inception report;
- All logistics, food, and accommodation will be bear by WWF-Pakistan, including the training cost and tools for the harvesting NTFPs and marketing process;

4) DELIVERABLES

Following is list of specific tasks:

- Submit a work plan with clearly defined activities and sub-activities required for the project's completion;
- Initial assessment report including a marketing plan and strategy
- Submission of manual;
- Conducting community training on NTFP;
- Submission of assignment report.

Responsibilities of WWF Pakistan's F&M team:

- Facilitate the consultant (s) in data collection from the seed multiplication plots.
- WWF-Pakistan will bear boarding, lodging, and traveling expenses. Remuneration will be provided to the consultant(s) as per agreement.
- WWF-Pakistan will accommodate the consultant(s) for travel from Project offices to the Project area/field and vice versa.
- WWF-Pakistan will provide necessary material required for any sort of quality and purity testing during the period
- WWF-Pakistan will bear costs of designing and printing of material, if there.
- No additional or incidental costs will be borne by WWF-Pakistan

5) PROJECT/ ASSIGNMENT TIMELINE

- The total duration for this assignment is 2 months.
- Start Date: 1st August, 2023
- End Date: 30th September, 2023

6) REQUIREMENTS

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

Minimum requirements

- Qualification: At least a Master's in natural studies, forestry, NRM, and related subjects
- Having more than 05 years of experience working on NTFP-related practices
- Fluent in Urdu and English languages

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)

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

Total Estimated Budget Inclusive of All taxes is 348,870/- and max Ceiling for Out of Pocket expenses is 100,000/- on presentation of actual invoices.