



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

## **Subject:**

### **Herpetologist**

**“Ecological Assessment of Significant Wetlands in Gilgit-Baltistan to Develop Ramsar Information Sheets”**

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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:

- The purpose of the assignment is ecological assessment of three significant wetlands of Gilgit-Baltistan.
- To develop Ramsar Information Sheets and Environmental Management Plans of these wetlands.

### Scope of Work:

#### ➤ Geographic Scope of Ecological Surveys

The geographic scope of ecological surveys covers four significant wetlands including Deosai Wetlands Complex, Naltar Wetlands Complex, Handarap Lake and Gashu lakes in Gilgit-Baltistan. Three wetlands will be selected out of these four lakes to conduct the study.

➤ **Detailed ToRs of a Herpetologist (Amphibians and Reptiles Expert) are:**

A complete knowledge of Herpetofauna of the area is necessary for preparation of Ramsar Information Sheets and Environmental management plans of the wetlands. Standard methods and protocols will be used at different locations in different habitats to assess the herpetofauna of the area and distribution and occurrence of the species. Special emphasis will be given on the threatened and near-threatened and rare species during the surveys. The herpetologist shall:

**A. Specific information required:**

- i) Provide detailed information if the wetland contains a representative, rare or unique example of a natural or near natural wetland type found within the appropriate geographic region;
- ii) Provide detailed information if the wetland supports vulnerable, endangered, or critically endangered species or threatened ecological communities;
- iii) Provide detailed information if the wetland supports populations of amphibians and reptile species important for maintaining the biological diversity of a particular biogeographic region;
- iv) Provide detailed information if the wetland supports amphibians and reptile species which are at a critical stage in their life cycles, or provides refuge during adverse conditions;
- v) Provide detailed information if the wetland supports a significant proportion of indigenous amphibians and reptile subspecies, species or families, life-history stages, species interactions and/or populations that are representative of wetland benefits and/or values and thereby contributes to global biological diversity;
- vi) Provide details of amphibians and reptiles species that have been introduced (accidentally or intentionally) and/or those that are invasive. Describe the impacts by invasive and/or alien species on the wetland and factors adversely affecting the wetland's ecological character;
- vii) Provide detailed information if the wetland is an important source of food for fishes, spawning ground, nursery and/or migration path on which fish stocks, either within the wetland or elsewhere, depend;
- viii) Provide detailed information if the wetland regularly supports 1% of the individuals in a population of one species or subspecies of wetland-dependent non-avian animal species;
- ix) Provide detailed information if the wetland is used for recreation/tourism; indicate type(s) and their frequency/intensity;
- x) Provide detailed information about the current scientific research and facilities at the wetland (e.g., details of current research projects, including biodiversity monitoring; existence of a field research station, etc);
- xi) Provide detailed information about the current communications, education and public awareness activities related to or benefiting the site (e.g. visitors' centre, observation hides and nature trails, information booklets, facilities for school visits, etc.)
- xii) Provide details about the current land use (both wetland itself and surrounding and catchment areas) including information about human population in the area, land and water use at the wetland, e.g., water supply for domestic and industrial use, irrigation, agriculture, livestock grazing, forestry, fishing, aquaculture and hunting etc;
- xiii) Provide information about conservation measures taken in the area e.g. national protected area status of the wetland, IUCN protected area category, any management plans of the wetlands prepared/approved/implemented? Cite the management plan documents, any other conservation measures taken such as restrictions on development, management practices beneficial to wildlife, closures of hunting, etc.

**B. General information required:**

- xiv) Review of the secondary information available on the herpetofauna of the area;
- xv) Prepare a list of Amphibian and Reptiles based on field observations, sampling and secondary data;
- xvi) Identify species that are included in the IUCN Red List, protected under the GB Wildlife Protection Act or are believed to be under conservation threats;
- xvii) Provide latest IUCN Red list status of each species recorded in the area;
- xviii) Evaluate present threats to the herpetofauna of the area, mitigations and recommendations;
- xix) Identify whether any rare or threatened (critically endangered, endangered and vulnerable) or near-threatened species of the area are present for which appropriate alternatives need to be assessed;
- xx) Identify impacts on the herpetofauna of the area, mitigations and recommendations.
- xxi) Provide good quality pictures of significant herpetofauna in the area;
- xxii) Provide a comprehensive report along with recommendations.

#### 4) DELIVERABLES

**Following is list of specific tasks:**

- A comprehensive report includes a checklist of reptiles and amphibians species found in three significant lakes in Gilgit Baltistan.

- Supporting documents, Visual documentation, such as a photographs or a video compilation of herpetofauna present in and around the wetlands.
- Key recommendations based on the findings.

## 5) PROJECT/ ASSIGNMENT TIMELINE

- The total duration for this assignment is 6 months.

## 6) REQUIREMENTS

The Consultant should possess the following qualifications and expertise: **Minimum requirements**

- At least a Postgraduate degree in Zoology, Wildlife, Environmental Science or other related fields from a recognized university, with a solid understanding of herpetofauna and vulnerability assessments.
- Minimum 5 years of experience in related discipline.
- Sound knowledge and understanding of wetland assessment and Ramsar Information Sheet (RIS) development.
- Experience in working with international donors.
- Proven English language proficiency, quality report writing, analytical and presentation skills.
- Experience in doing ecological assessments for conservation and nature-based solutions would be an advantage.

### 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. The boarding and lodging (Travel, accommodation and food etc) will be provided by WWF-Pakistan.

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 GB.

**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 work plan
- Expression of interest (EOI)
- Consultant's Profile
- Detailed methodology

B) Financial Proposal (30%)

- Detailed financial proposal which should be inclusive of all applicable taxes. The financial proposal should follow a breakdown structure i.e., specifying cost(s) to each head and subhead
- Consultant's registration certificate
- NTN detail(s)

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked Consultants 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 600,000/- inclusive of all taxes.