



Consultancy Ref No: 36/APWASI/23-24

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

**SUBJECT: HIRING OF CONSULTANCY FIRM FOR DEVELOPMENT OF
TRAINING/USER MANUALS OF INSTALLED INTERVENTIONS AT FARASH
TOWN, ISLAMABAD AND JAMES TOWN, RAWALPINDI**

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	October 15, 2023 to January 15, 2024
Type:	Firm

Background of Project & Assignment:

WWF-Pakistan is working on an Australia funded project titled 'Australia-Pakistan Water Security Initiative' being implemented in Islamabad and Rawalpindi. The project aims to improve access to safe water and sanitation services in two disadvantaged urban communities in Islamabad and Rawalpindi in order to have safer and more reliable access to water and sanitation services, particularly for women, children and other financially vulnerable groups.

In this context WWF-Pakistan has installed numerous interventions mentioned in below section and the consultancy firm is required to develop training/user manuals of interventions comprising of schematic diagrams, specifications, operations & maintenance instructions, and other necessary information in collaboration with WWF-Pakistan.

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 and WWF's Environment Social & Safeguard for consultant agreement** 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

a. objective of the Consultancy:

The major objective of the assignment includes;

- Development of comprehensive training/user manuals for groundwater recharge interventions and ablution water reuse systems

The installed interventions include;

- Seven (07) groundwater recharge interventions have been installed in total whereas, five (05) interventions in Farash Town Islamabad and two (02) interventions in James Town Rawalpindi.
- Two (02) ablution water reuse system have been installed in Farash Town Islamabad.

b. Specific Tasks:

The scope of work includes development of training/user manuals including;

- Design of training/user manuals with respect to aforementioned interventions. The design must include schematic diagrams, equipment/component details and other necessary information
- The manuals shall be developed in connection with the existing materials which includes type of intervention, capacity, material/specification of equipment installed, usage and operation mechanism as reference
- The manuals must also contain information regarding steps for installation, operation and maintenance and benefits of all the interventions
- The manuals will be produced in English and Urdu language
- The manuals need to be produced in easy language (free of technical jargon) comprehensible to wider audience working in multiple backgrounds
- The responsibility of designing and printing of 500 manuals for seven groundwater recharge interventions and 500 manuals for two ablution water reuse systems would also be the consultancy firm's responsibility.
- The responsibility of designing and printing of 500 manuals for seven (07) groundwater recharge interventions and 500 manuals for two (02) ablution water reuse systems would also be the consultancy firm's responsibility. Seven (07) groundwater recharge interventions have few types provided in table below. Based upon type of intervention the manuals shall be established. Moreover, one manual will comprise of details of all five types.
- The final design shall be reviewed and approved by WWF-Pakistan before printing.

The details of intervention are provided below;

Intervention Type	Location	Intervention Type
Groundwater Recharge Intervention		
Rooftop Rainwater Recharge through Dug Well	Sultana Foundation Main Campus Building - A, Farash Town Islamabad	Type-1
Rooftop Rainwater Recharge through Dug Well	Sultana Foundation Main Campus Building - B, Farash Town Islamabad	Type-2
Rooftop Rainwater Recharge through Direct Injection Well	Islamabad Model School for Girls (Street 7, Phase-I Farash Town)	Type -3
Rooftop Rainwater Recharge through Direct Injection Well	Islamabad Model School for Girls (Street 31, Phase-II Farash Town)	
Soakage Pit Recharge through overflow of ablution water reuse system	Street No. 31, Phase-II Farash Town, Islamabad	Type- 4
Rooftop Rainwater Recharge through Direct Injection Well	Pur Fazal Church James Town, Rawalpindi	Type -5

Rooftop Rainwater Recharge through Direct Injection Well	Best Tomorrow School James Town, Rawalpindi	
Ablution Water Reuse Systems		
Ablution/greywater reuse system-1	Masjid Khulfa e Rasheeden, Street 18 Phase-I Farash Town	Type-1
Ablution/greywater reuse system-2	Masjid Noorani, Street 31 Phase-II Farash Town	

Note: All necessary and available information regarding each intervention including data for installation, designs / schematics, operation & maintenance, flow measurement and other benefits shall be provided by WWF-Pakistan. Remaining information if any shall be gathered by the firm.

4) Deliverables

The following deliverables shown in the table below shall be submitted by firm for completion of Project. The timelines of the project deliverables are stringent and non-negotiable.

Sr. No.	Deliverable	No of Copies	Timeline
1.	Two training / user manuals	Soft copy	2 months after signing of Contract Agreement
2.	Printed form of training manuals	1000 hard (500 for each intervention) Grammage: 150-160 g internal page and 300 g front and back page	1 month after approval of manual from WWF-Pakistan
3.	Editable CDR files	02 files	-

5) REQUIREMENTS

- a. Eligibility
The consultancy firm must have valid/active NTN number
PEC registration in case of engineering firms
- b. Experience
Minimum 5 years of experience in process design and implementation of various interventions related to water sector, design include schematic designs and detailed design.
Past experience in development and designing of training / user manuals must be present.
The consultancy firm should have vast experience in development sector projects across Pakistan specifically development of training and user manuals for numerous interventions

The consultancy Firm should adhere the child safeguarding policy of WWF Pakistan
Be able to demonstrate working ability under the COVID-19 (Corona Virus) circumstances as per the construction works guidelines issued by the Government of Pakistan
Should be able to follow all the required Health, Safety and Environmental (HSE) protocols, as specified under the WWF-Pakistan HSE safeguard policy and Environmental and Social Safeguard Framework (ESSF)
Should be able to comply with all the national and provincial construction standards and labor protocols.

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)

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.

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 and all related Information.
- 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.

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 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.

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%)

- 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

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.

11) BUDGET

Total Budget for this activity inclusive of all taxes and Out of Pocket expenses are **PKR 1,300,000/-** Incl of Taxes and Out of Pocket Expenses.