



Consultancy Ref No: 37/APWASI/23-24

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

**SUBJECT: HIRING OF CONSULTANCY FIRM TO MEASURE THE
PERFORMANCE OF INSTALLED INTERVENTIONS AT FARASH TOWN,
ISLAMABD AND JAMES TOWN, RAWALPINDI IN TERMS OF VOLUME OF
WATER CAPTURED AND USED**

CONTENT

1) Introduction & Background	2
2) General Conditions	2
3) Purpose of Consultancy	2
4) Deliverables.....	3
5) Project/Assignment Timelines	3
6) Requirements	3
7) Correspondence and Submission of Proposal	4
8) Format of Proposal.....	4
9) Financial Proposal.....	4
10) Evaluation Process	5
11) Documentation and Confidentiality	5

1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	October 15, 2023 to January 31, 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.

During the implementation of the year-II of the project WWF-Pakistan has installed 250 rooftop rainwater harvesting systems at household level, 01 water filtration plant 07 groundwater recharge interventions and 02 ablution water reuse system at project sites. Water from aforementioned interventions is being used for potable and non-potable purposes in both communities. Volumetric calculation of interventions is an important factor in order to determine their effectiveness in terms of water quantity. In this context WWF-Pakistan intends to hire the services of a consultancy firm in order to conduct a detailed study regarding volume of water captured and used.

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 is to conduct volumetric calculation / analysis of potable and non- potable water captured / stored via installed interventions and monitor the performance of interventions which include;

- 250 rooftop rainwater harvesting systems at household level mainly 125 in Farash Town, Islamabad (Project site-1) and 125 in James Town, Rawalpindi (Project site-2).
- One (01) water filtration plant in James Town, Rawalpindi.
- Seven (07) groundwater recharge interventions mainly 05 in Farash Town, Islamabad and 02 in James Town, Rawalpindi
- Two (02) ablution water reuse systems in Farash Town, Islamabad.

b. Specific Tasks:

The scope of work includes but not limited to;

1. Development of methodology for volumetric calculation for interventions;

- Volumetric calculation for roof top rainwater shall be based upon rainfall data, volume captured/storage of tanks, roof area, household members, water consumption/use, overflow and, economic impact/benefits for beneficiaries and other site-specific requirements
- Volumetric calculation for water filtration plant shall be based upon water consumption measured through flow meter readings, plant operation time, water production and beneficiary population getting water from filtration plants and economic benefits with calculations
- Volumetric calculations for groundwater recharge interventions shall be based upon water reshipment measured through flow meter readings, rainfall data, roof area of building, water consumption/use, overflow and, economic impact/ benefit with calculations for beneficiaries and other site-specific requirements
- Volumetric calculation for ablution water reuse system shall be done based upon the installed capacity, water reuse till date, overflow, plant operation time, economic impact/benefits with calculations for beneficiaries and other site-specific requirements
- All site related information shall be provided by WWF-Pakistan
- Volumetric calculations shall be done for the following period for aforementioned interventions;
 - Rooftop rainwater harvesting systems 07 Months from April, 2023 to October, 2023
 - Water filtration Plant 06 Months from May, 2023 to October, 2023
 - Groundwater recharge interventions 05 Months from June, 2023 to October, 2023
 - Ablution water reuse systems 03 Months from August 2023 to October 2023

2. Development of log books/survey sheet for data collection and record keeping;

- On the basis of developed methodology, a comprehensive log book / survey sheet shall be prepared incorporating all required / necessary parameters
- The log book / survey sheets shall be first finalized in inception phase of the project and then the data shall be collected based upon the requirement of logbooks.

3. Result analysis and report writing;

- On the basis of data collected, a detailed analysis of various parameters shall be done analyzing volumes captured by aforementioned interventions at the given time duration
- Comprehensive report writing with recommendations to measure and monitor the performance.
- Result analysis to include economic benefit of the interventions to the beneficiaries.
- Result and analysis report must talk about the operation and maintenance of all type of interventions and any recommendation if any.

Note: The details regarding location of interventions and other required/necessary information shall be provided by WWF-Pakistan.

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	Timeline
1.	Submission of Inception Report for volumetric calculations for interventions as per the requirements provided in SoW	15 days from signing of Contract Agreement
2.	Submission of data collection log books/survey sheet with collected data and other record keeping as per the requirements provided in SoW	1.5 months after acceptance of inception report
3.	Submission of data analysis report and presentation as per the requirements provided in SoW including all annexures	1.5 month after acceptance of data collection/log books/ survey sheets

5) REQUIREMENTS

a. Eligibility

- The consultancy firm must have valid/active NTN number
- PEC registration in case of engineering firms

b. Experience

- The consultancy firm should have familiarity with hydrological analysis, water resource management and water conservation
- Minimum 05 years of experience in providing consultancy services for hydrological assessment/analysis, water resource management, water conservation interventions and hydrological modeling
- The consultancy firm should have vast experience in community-based development sector projects across Pakistan
- 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 1,860,000/-** Incl of Taxes and Put of Pocket Expenses