



Consultancy Ref No: 49/RFPA/23-24

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT: Short documentary on rangers as “Planetary Healthcare Workers” and their role in disaster risk reduction and management



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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	15 September-30 October 2023
Type:	Consultancy / Individual /firm

Background of Project & Assignment:

The term "rangers" collectively refers to the dedicated personnel of wildlife, forest, and fisheries departments who work tirelessly to protect and conserve our invaluable natural resources. Their role goes beyond traditional conservation; they serve as frontline defenders of our planet's health. WWF-Pakistan as part of its project focused on supporting rangers affected by floods in priority sites in Pakistan. This initiative encompasses essential research studies intended to shed light on the extent of vulnerability faced by wildlife and forest rangers to natural disasters. Additionally, we are in the process of creating supportive documents aimed at enhancing the enabling conditions for these dedicated individuals.

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

We are seeking a qualified expert to join us in a significant initiative centered around the creation of a short documentary. This documentary will highlight the crucial role that rangers serve as planetary healthcare workers, specifically focusing on their vulnerabilities to natural disasters, particularly those arising from climate change.

Furthermore, the documentary will shed light on the primary challenges they encounter, notably the constraints of limited resources and capacity as they diligently fulfill their essential duties. Additionally, the documentary will encompass key project interventions, including insightful ranger interviews, distribution of essential toolkits, and support grants among other aspects.

4) Deliverables

- Develop a 5-8 minute long compelling short documentary focusing on the vital role of rangers as planetary healthcare workers, highlighting their vulnerability to climate change-driven natural disasters particularly floods as well as their challenges due to limited resources and capacity. The areas would include Indus River belt between Taunsa- Sukkur Barrages as well as Islamabad
- Develop one-minute teaser/highlight video of the documentary.
- Develop engaging content for the documentary, including the creative use of B roll footage, and scripting and narrative elements that effectively communicate the importance of rangers in environmental conservation.
- Showcase key project activities, such as the distribution of toolkits and support grants to rangers, demonstrating the positive impact of the project.
- Develop subtitles of the narrated text, interviews etc. in English
- Provide high-resolution videos, raw files and the final documentary along with the 60-70 photographs of rangers in uniforms, their work stations and landscapes.

DELIVERABLES:

- One documentary with all raw files in the appropriate formats, i.e. vertical and horizontal for reels and social media use as guided by the Communications team of WWF-Pakistan.
- One-minute teaser/ highlights video
- Photographs of rangers and their landscapes
- Raw-data scripts

5) REQUIREMENTS

The successful consultant/contractor/firm/agency will meet the following requirements:

- A team consisting of a professional videographer and cinematographer
- A Bachelors/Masters degree in media sciences/production or a related discipline OR commensurate and demonstrable experience
- Strong analytical skills and demonstrated problem-solving
- Cultural awareness and sensitivity to gender issues
- Excellent verbal and non-verbal communication skills in English, Urdu, and regional languages
- Willingness to travel
- Flexible working hours
- Previous experience with international organizations/international-level video production
- Previous experience with WWF-Pakistan preferred

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 900,000/-** Incl of Taxes and Out of Pocket Expenses

12) COPYRIGHTS

WWF-Pakistan will have the copyright for the entire data; the consultant(s) will have no right to use the data at any forum or in publication and will have to submit all the raw and final data with the sublimation of final project report. All the contents develop as part of this task will remain WWF's property and their use in any form would be strictly prohibited.

