



Consultancy Ref No: 39/Gender-IWT/23-24

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

Assessments of socioeconomic conditions and gender-specific engagement in wildlife crimes

RFP – Consultancy Services

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:	Oct 23-Jan 24
Type:	Firm/Individuals

Background of Project & Assignment:

WWF-Pakistan is working on a project to determine women's roles in IWT and combatting IWT, and the drivers influencing their participation, including vulnerable livelihoods or law-enforcement constraints such as limited representation of women in the wildlife ranger workforce. The new evidence base will support the development of a gender-responsive strategy for the Wildlife Departments and improved IWT policies and frameworks. We seek to engage a consultant to conduct research that focuses on socioeconomic conditions and gender-specific engagement within communities in selected sites where poaching and illegal wildlife trade are prevalent. working closely with WWF. The consultant will design a research methodology, develop survey tools, and collect data, focusing on gender-specific aspects and vulnerabilities associated with poaching and illegal wildlife trade. The key source of data collection will be the gender-IWT assessment tool kit which the consultant will modify and update in the local context for data collection.

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 regard 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 the 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 full compliance with 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

The objective of the Consultancy

We seek to engage a consultant to conduct research that focuses on socioeconomic conditions and gender-specific engagement within communities in selected sites where poaching and illegal wildlife trade are prevalent. working closely with WWF. The consultant will design a research methodology, develop survey tools, and collect data,

focusing on gender-specific aspects and vulnerabilities associated with poaching and illegal wildlife trade. The key source of data collection will be the gender-IWT assessment tool kit which the consultant will modify and update in the local context for data collection.

a. Specific Tasks:

- In consultation with the WWF team develop a research methodology that aligns with the project's objectives, including the identification of target sites, stakeholders, and data collection methods.
- Utilize WWF's Gender IWT Toolkit as a foundation to create and refine survey tools for data collection. Translate these tools into Urdu and other local languages as necessary.
- Conduct structured surveys, socio-economic surveys, Key Informant Interviews (KIIs), Seasonal trends analysis, Hazards Vulnerability Risk Analysis (HVRA) etc. and focus group discussions at poaching hotspots in Punjab, Sindh, Khyber Pakhtunkhwa (KP), Azad Jammu and Kashmir (AJK), Islamabad, and Gilgit-Baltistan (GB) in consultation with the project lead.
- Ensure separate sessions for men and women, with the support of local staff specializing in sociology-related research. Engage a minimum of 50 respondents per site during the research process.
- Conduct an in-depth gender assessment to identify gender-specific roles, challenges, and opportunities related to poaching and IWT within the selected communities.
- Comprehensive and in-depth analysis of mainstreaming Gender and social inclusion considerations with a defined institutional position.
- Collaborate with project staff and partners to assess the Gender IWT toolkit, aiming to elevate others and WWF's project-specific best practices ensuring a gender-responsive approach.s
- Suggest a framework for tailoring creative, innovative, and proactive approaches to mainstream gender considerations and dimensions that are specific to each project's geographical areas.
- Ensure complete anonymity of respondents' identities during data collection. No personal information or identities should be collected.
- Conduct interviews with relevant experts to supplement the information gathered during data collection and literature review. Additionally, conduct a comprehensive review of existing policies and initiatives related to poaching and IWT.
- Collect quantitative data on the gender representation in previous poaching and IWT-related cases, where possible, from provincial wildlife departments. This data should focus on the gender-specific demographics of offenders.
- Conduct consultative sessions for drafting the recommendations of the gender-IWT action plan.

4) Deliverables

- Research methodology report outlining the approach, tools, and data collection plan, including extensive field data collection strategies.
- Finalized survey questionnaires/data collection tools and discussion guides, translated into Urdu and local languages as needed, for use during consultative sessions and fieldwork.
- All data collected, including key findings from surveys, focus group discussions, extensive field data collection, and interviews with experts.
- Excel sheets and original versions of data collection forms.
- Deliver a gender assessment report with an in-depth analysis highlighting gender-specific roles, challenges, and opportunities related to poaching and illegal wildlife trade within the target communities. Include insights from gender-specific sessions conducted during fieldwork.
- Provide a report summarizing the findings from the review of existing policies and initiatives, integrating information gathered from consultative sessions and fieldwork.
- A gender-action plan developed through the consultative process
- Compile quantitative data on gender representation in previous poaching and illegal wildlife trade cases, incorporating insights gained from the extensive field data collection process.
- Documentation of consultative sessions, including agendas, summaries, and outcomes, as part of the comprehensive fieldwork.
- Submit transcripts of interviews with experts, ensuring anonymity and confidentiality, while offering insights into the research findings.
- Provide detailed records and documentation of extensive field data collection efforts, including photographs, notes, and observations made during fieldwork activities.
- All data, tools, and information generated will be the exclusive property of WWF, with the consultant

prohibited from using or sharing it beyond the assignment's scope. This work serves WWF's conservation efforts and remains confidential, with strict copyright and confidentiality agreements in place.

5) REQUIREMENTS

a. Qualification

- A background in social sciences, gender studies, or a related field, with a minimum of 10 years of experience in conducting socioeconomic assessments and gender-specific research.
- Expertise in designing and implementing research methodologies, particularly in the context of wildlife conservation and illegal wildlife trade.
- Familiarity with WWF's Gender IWT Toolkit or similar gender-focused tools and methodologies.
- Strong data collection and analysis skills, with experience in both quantitative and qualitative research methods.
- Excellent communication and report-writing skills.
- Proven experience in working collaboratively with multidisciplinary teams and engaging with local communities.
- Understanding of the ethical considerations related to research involving vulnerable or at-risk populations and commitment to maintaining data privacy and confidentiality.
- Fluency in English and Urdu, with additional proficiency in local languages preferred.
- Knowledge of the wildlife conservation and illegal wildlife trade context in Pakistan is a plus.

b. Eligibility

- Excellent interpersonal and political skills
- Excellent writing skills
- Committed to gender equality
- Committed to improving wildlife protection conservation outcomes
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Demonstrates WWF behaviors in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- Adheres to WWF's brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging

c. Experience

- Experience conducting field research in Pakistan
- Familiarity with the socio, economic and political context and with the women's rights context in Pakistan
- Experience working on environmental issues and conservation (wildlife crime would be ideal)
- Experience working on gender issues, including Gender Based Violence, Gender Mainstreaming, Gender action planning
- Experience working with local communities and natural resources
- Interest in as well as some knowledge of, even if not formal training, issues of poaching and Illegal Wildlife Trade
- Experience conducting interviews, including on sensitive topics such as GBV, Gender identities, Harmful traditional practices, Gender stereotypes etc. and with the principles of doing no harm
- Experience working in a team

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 is 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, and 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 is **PKR 2.3 Million**