



Ref No: 40/WRAP/23-24

RFP for Consultancy Services-WWF Pakistan

Subject:

Conduct First aid training for the WRAP project staff in
Abbottabad and Gilgit-Baltistan

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	From signing of Contract

Background of Project & Assignment:

The World Wide Fund for Nature-Pakistan (WWF-Pakistan), the global conservation organization, has a mission to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature by

- Conserving the world's biological diversity;
- Ensuring that the use of renewable natural resources is sustainable; and
- Reducing pollution and wasteful consumption

Under its global mission, WWF-Pakistan works with central and local government agencies, the private sector, civil society organizations (CSOs), and the local communities to implement its various conservation programmes in the six thematic areas, including energy and climate, forest, freshwater, wildlife, food and market, and ocean. WWF Pakistan has substantial experience in working with international donors.

WWF Pakistan, founded in 1970, is Pakistan's most significant independent nature conservation NGO, with over 20 offices nationwide. WWF Pakistan has a mission to preserve the country's incredible biodiversity and natural resources through the practices above. Since its inception, WWF Pakistan has implemented over 200 projects and programmes. WWF Pakistan works closely with local and national partners, government, private partners, research, and communities.

Brief Project Description:

Pakistan is among the top water crisis counties in the world and ranked 14 out of 17 among the high water-risk counties, with an average per capita water availability of 964 m³ per annum. In light of such scenarios, WWF-Pakistan has initiated a five-year project called "Scaling up Nature-based Solution for Implementing Integrated Water Resources Management and Enhanced Water Security in Pakistan" with the financial support of the Foreign Commonwealth Development Office (FCDO) through the WWF-UK. The project is executed in four districts of Khyber Pakhtunkhwa, including Abbottabad, Mansehra, Haripur, and Kohistan, and five districts in GB, including Gilgit, Hunza, Nagar, Skardu, Astore.

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

Objectives of the Assignment:

The overall objective of the consultancy is to:

The regular field visits of the project staff for project implementation in rugged terrain make them vulnerable to any emergency situations. The training is, therefore, planned so the team can handle such emergency situations in the field and make them resilient to such unforeseen events and environments. Four pieces of training are proposed to be conducted two in GB and two in KP), each one for two days. Four small groups of 25 project staff will attend the training to ensure the quality of the training.

Terms of reference:

- Conduct an introductory meeting immediately after the agreement signing
- A training curriculum will be designed based on the First-aid standard practices, including but not limited to firefighting, traumas, injuries and bleeding, bone damage and management, bone dislocations, heart attacks, poisonous bits, choking, sudden illness, breathing management, injured person relocation without proper resources, stacher making etc., and provide external training materials, among these, PowerPoint presentations, workshop exercises, tools/resources, and handouts for the training attendees;
- A draft version of the modules/curriculum will be submitted to WWF-Pakistan before the delivery of the training;
- The consultant will support providing a list of appropriate material for the toolkits that will be provided to each site office to keep it maintained in the office and one in the office vehicle;
- The consultant will ensure the effective utilization of the toolkit by the trainees during the training;
- The group size will comprise not more than 25 individuals per training. A total of four practice trainings will be conducted;
- Each training will consist of two days so the staff can be properly trained;
- An icebreaking session must be included before starting each training;
- Topic will be covered in a way to ensures the attendee's understanding and proper learning and make them able to handle the emergency situation;
- Pre- and post-training evaluations will be conducted of the attendees to ensure the effectiveness of the training.

4) Deliverables

- Pre-planning of the training with a detailed agenda
- Training manual in soft having WWF logo
- Conduct training on First-aid
- Submit the approved and final version of the training report

5) REQUIREMENTS

The Consultant/Consultancy Firm should possess the following qualifications and expertise:

Minimum requirements

- Proven experience in giving training on the first-aid training
- At least 03-05 years of experience in delivering such consultancy services
- Fluency in oral and exceptionally written English and Urdu languages
- Cultural awareness and sensitivity to gender issues
- Able to work with minimum supervision
- Experience in providing quality technical reports
- Knowledge of WWF's work globally and regionally is an asset.
- 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

Timeline

- 60 days (1st October-30 November 2023)

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.
- 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

Conditions:

- WWF-Pakistan reserves the right to accept any proposal or reject all proposals.
- Only shortlisted consultants will be contacted for further consideration.
- Only remuneration will be paid to the consultant, the boarding and lodging will be their own responsibility

Copyrights: WWF-Pakistan will have the copyright for the entire data and reports; the consultant(s) will have no right to use the data/reports in any form or publication.

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 600,000** Incl of all taxes and Out of Pocket Expenses.