



Ref # 41/23-24/COKE

# **RFP for Consultancy Services-WWF Pakistan**

**Subject:**

**DESIGNING HYDROLOGICAL MODELLING FOR WATER  
RESILIENCE AND ADAPTATION**

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## 1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services  
Duration of assignment: 3 months starting from 10<sup>th</sup> October to 10<sup>th</sup> December 2023

WWF's global network consists of more than 100 countries and has nearly 50 years of conservation experience. As one of the world's most respected environmental organizations, WWF actively contributes to delivering freshwater projects and programs around the globe and has played a leading role in developing concepts, tools, and approaches for the private sector to address business risk through better stewardship of water resources. WWF has experience grounding corporate water targets in places through its global to local approach and is particularly aware of the importance of aligning water balance targets with locally relevant basin stewardship policies and interventions. WWF freshwater projects and strategies focus on delivering multiple benefits to the environment and local communities while also informing and advancing improvements in regional water policy and landscape approaches.

WWF Pakistan has vast past and current working experience on how integrated water management (IWM) can improve the balance between ecosystem, community, and economic health as well as the needs of the diverse stakeholders on land and water. WWF-Pakistan has been working on a project - to pilot sustainable water management of Lahore in different areas.

## 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 OF CONSULTANCY

The purpose of the consultancy is to conduct hydrological mapping, designing of the schematic diagrams, identification of filter media and layers, designing rainwater harvesting and water replenishment techniques whilst ensuring that minimal grey structure is involved & optimal functioning of the following interventions:

- i Rainwater Harvesting System
- ii Recharge well
- iii Floating treatment wetland

The scope of work includes following key objectives:

- 1) Development of a criteria for selecting catchments for recharge wells, Wetlands and Rainwater Harvesting System in the urban and rural areas of Lahore.
- 2) Designing of schematic diagrams, wetlands parameters, filter media layers, and BOQs.
- 3) Methods to minimize or eliminate biological, physical and chemical contaminations from the runoff through filter media and/ or new additions in the design.
- 4) Designing, and preparing BOQs for floating wetland, recharge well and rainwater harvesting system.
- 5) Identifying and recommending the ways to further innovate current practices and impact through interventions
- 6) Identification of Golf Courses in Lahore and their water usage.

### 4) DELIVERABLES

The consultant(s) is expected to submit the following deliverables by the end of this consultancy:

| Sr. # | Deliverable              | Description   |
|-------|--------------------------|---|
| 1     | Inception Report         | <ul style="list-style-type: none"><li>• Detailing design approach, methodology, resource allocation and project schedule.</li><li>• Raw data (used/ collected or purchased for this study) in a USB drive</li></ul>   |
| 2     | Interim Report           | <ul style="list-style-type: none"><li>• Comprising of hydrological mapping data of the project area, development of a criteria for selecting catchments, recommendations to improve filter design and the ways to minimize the grey structure in the construction of the interventions.</li></ul> |
| 3     | Final Feasibility Report | <ul style="list-style-type: none"><li>• Final report should include all the outcomes/ objectives mentioned in the Scope of Work above including an excel program.</li><li>• Any other necessary document related to all.</li><li>• Final dataset in editable form in a hard drive.</li></ul>      |

## 5) PROJECT/ ASSIGNMENT TIMELINE

The consultant/Firm shall provide detailed service provision timeline per milestones and phases. The assumed commencement date of the assignment is **October 10, 2023** and the completion date is **December 10, 2023**

**Note:** Timelines may be amended based on actual agreement dates and Mutual Consent of Both Parties)

## 6) REQUIREMENTS

The interested consultant(s) should meet the following criteria:

### **Minimum requirements:**

**Education:** • Bachelors in Civil or Agricultural / Environmental/ Hydrological Engineering or any related to the mentioned degrees with specialization in Water Resource Management.

**Experience:** At least 05 years of experience in Water Resource Management is required. Preference will be given to those who have had relevant experience.

**Skills/ language:** Effective verbal and non-verbal communication, with expertise in English is required

## 7) 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](mailto:fakhan@wwf.org.pk))

**Cc:** Muzzammil Ahmed ([mahmed@wwf.org.pk](mailto:mahmed@wwf.org.pk))

2. The BID 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.

## 8) 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:**
3. **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.
4. **Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions;
5. **Provide template of already complete similar type of reports-** the WWF-PAKISTAN may request additionally;
6. **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
7. **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.

## 9) 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 Payment Term:** shall be defined by the contract to be concluded between WWF -Pakistan and the consultant.

## 10) 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%
- b) Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

Qualifications (maximum 30 points)

- Experience relevant to the assignment (maximum 30 points)
- Adequacy of the proposed methodology and work plan (maximum 20 points)
- Skills & Competencies for the assignment (maximum 10 points)
- Prior experience with WWF-Pakistan (maximum 10 points)

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked firms will be included in the comparative process

## 11) 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.

## 12) BUDGET

Total Budget for this activity is **Pak Rs 1.5 Million** only Incl of Taxes and Out of Pocket expenses