



Ref: 44/23-24/COKE

RFP for Consultancy Services-WWF Pakistan

Subject:

A Comprehensive Water Quality Assessment in Government and Private Schools in Low-Income Neighborhoods of Lahore

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1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services
Duration of assignment: 2 Month 20 Days starting from 20th Oct to 31st Dec 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 this consultancy is to undertake critical tasks aimed at enhancing the safety and well-being of students and staff in low-fee government and private schools in low-income neighborhoods of Lahore. The pivotal task is conducting a comprehensive water quality assessment in selected schools, meticulously analyzing water samples for potential contaminants, including sewage infiltration, and presenting the findings in a detailed report equipped with infographics and diagrams to vividly illustrate the state of water quality in these institutions. This report should not only delineate the current conditions but also propose viable solutions to mitigate any identified issues, thereby paving the way for healthier learning environments.

In conjunction with this, there will be a focused effort on WASH (Water, Sanitation, and Hygiene) data collection, which will involve gathering detailed information on the existing sanitation facilities and hygiene practices in these schools. This data will be instrumental in identifying areas that require urgent intervention and will aid in formulating strategies to foster improved WASH conditions in the schools.

The ultimate goal is to craft scientifically backed paper that not only shed light on the current predicament but also propose sustainable solutions, grounded in a thorough understanding of the existing infrastructure and the needs of the community. Through this consultancy, we aspire to foster a safer, healthier future for the students and staff in these educational institutions, championing the cause of safe water and hygiene through informed, actionable insights and strategies.

4) DELIVERABLES

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

1. Water Quality Assessment and WASH Data Collection Report
2. Conduct a comprehensive physical and microbial water quality assessment in twenty government and private schools in low-income neighborhoods of Lahore, analyzing water samples for potential microbial contaminants, including total coliforms, fecal coliforms, and *E. coli* and presenting the findings in a detailed report with analytical graphs and comparisons.
3. Gather detailed WASH (Water, Sanitation, and Hygiene) data from the selected schools, focusing on the existing sanitation facilities and hygiene practices, and compile this data into a comprehensive report that outlines the current state and suggests actionable improvements.
4. Prepare at least one scientific manuscript based on the results drawn from the water quality.
5. Organize and host a data dissemination seminar at the end of the project to present the findings and insights gathered during the consultancy to the WWF team.
6. Incorporate feedback from the project team on the above report (if any).

5) PROJECT/ ASSIGNMENT TIMELINE

The consultant/Firm shall provide a detailed service provision timeline per milestones and phases. The assumed commencement date of the assignment is **Oct 20th 2023**, and the completion date is **Dec 31, 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:** The person should have a master's degree, preferably in marine sciences, environmental studies, environmental business management or environmental economics;
- **Experience:** At least 05 years of experience in research studies and developing scientific papers and reports is required. Preference will be given to those who have had relevant experience.
- **Skills/ language:** Effective verbal and non-verbal communication, with expertise in local languages, Urdu and Punjabi, 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 (fkhan@wwf.org.pk)

Cc: Muzzammil Ahmed (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:**
 - 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.

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 400,000/-** Inclusive of Taxes and all out of pocket expenses