



Ref: 45/23-24/IRDA

RFP for Consultancy Services-WWF Pakistan

Subject:

Study on “Indus River Report Card Facilitation and Consultation”

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1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services
Duration of assignment: 20th October, 2023 till 30 December 2024

The Indus River dolphin *Platanista minor* is a flagship species, which is listed as Endangered (EN) in the IUCN Red List of Threatened Species. The Indus river dolphin is only found in the Indus River system, with the only viable population located within the geographical boundaries of Pakistan, with only a few dolphins having been reported in the Beas River in India, a tributary of the Indus. Indus river dolphin conservation is challenging because of the enormous pressures on its habitat and in future, as water infrastructure plans develop and the challenges of climate change exacerbate, the viability of the species needs to be ensured through collective actions. The Indus River Dolphin Conservation Adoption Project supported by the Engro-Foundation aims to enhance the efforts to protect the Indus River dolphin and its innate habitat and halt the threats by using advanced tools and approaches. The project focuses on its core habitat between the Taunsa and Sukkur barrages.

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 aim of this consultancy is to launch Indus River Report Card based Citizen Science Programme that will engage citizen volunteers and students from local schools in understanding various aspects of a river ecosystem, its functions, major issues it faces and eventually would contribute to build a strong relationship of citizens, communities and youth with the Indus River in Pakistan.

Objective: The primary objective of the project is to develop the Indus River Report Card through stakeholder consultations, data collection, and collaborative efforts. The report card aims to provide a clear and comprehensive assessment of the Indus River's ecological health, water quality and overall status.

Scope of Work:

1. **Stakeholder Engagement:** Identify and engage key stakeholders' local communities, schools etc.
2. **Data collection and Analysis:** Compile and analyze data related to the Indus River
3. **Report Card Development:** Facilitate the development of the Indus River Report Card, including the selection of appropriate indicators, data visualization, and reporting formats.
4. **Assessment and Grading:** Establish a clear grading system for different aspects of Indus River's health and status
5. **Capacity building:** Provide training and capacity-building opportunities to relevant stakeholders to enhance their

understanding of river health assessment and report card development.

This scope of work carries two main objectives. One would focus on to enhancing understanding of the key stakeholders including with the employer (WWF-Pakistan), partners, and stakeholders through a virtual workshop for developing a framework of the scope and application of the Indus River report card. In addition, the consultant/firm will provide up to 100 hours of consultation to the employer during their report card development. To achieve the objectives described above, the consultant/firm will facilitate a training and initial workshop to work through elements of the 5-step report card process. During the workshop, several key elements will be identified including: key features and threats, scale and scope, indicators, thresholds as well as data availability, data gaps, and key messages. The workshop will include data providers and data managers, but also partners and stakeholders who can provide support and buy-in on the overall report card process. The workshop objectives include reaching consensus on the overall scope of the report card (including reporting regions, enviro-socio-economic scope, and completion schedule), choosing indicators and data sources, and beginning to determine thresholds to analyze data, and discussing preferred analysis methods.

Most of the communication (layout and design of report card, website, and press event) will be performed by the employer. The Consultant/Firm will liaise with the employer to consult with workshop participants, data experts, and communication experts throughout the project for indicator selection, data sourcing and analysis, scoring, and communication elements of the project

4) DELIVERABLES

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

- Inception report which includes details of work plan.
- Consultation on workshop stakeholder identification
- Facilitation of report card training and first workshop
- Regular consultation and meetings on indicator selection, data sourcing, data analysis and scoring, and communication throughout the project period
- Review draft and final report card document and provide feedback and direction

Reporting guidelines

- The references used in the report should not be before 2018 otherwise need justification.
- The report should have the similarity index not exceeding 15 per cent.
- The report should be according WWF-Pakistan's communication guidelines
- Specimen Report / Sample write is required along with the proposal
- All the figures, pictures, graphs, maps need to be provided separately also in high resolution along the report
- Tables should not be in picture form.
- Multiple revisions will be required for mutual consent of consultant and employer

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 **Oct 20th, 2023** and the completion date is **December 30, 2024**

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:

- Master's degree in Environmental Sciences
- At least 10 years of experience of working in natural resource management, assessments, and public communication.

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 allproponents. 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 4.9 Million Inclusive of all taxes and Out of Pocket Expenses