



Ref No: 47/23-24/WRAP/NORTH

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

CONDUCT ToT ON HEALTH AND HYGIENE IN ABBOTTABAD

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1. INTRODUCTION & BACKGROUND

Contract type: Consultancy
Services Duration of assignment: 3 DAYS
Type: firm/individual

Background of Project & Assignment:

WWF-Pakistan aims to tackle the issue of water security for marginalized communities in Pakistan. The adverse effects of climate change, such as erratic rainfall patterns, floods, and droughts that affect the availability of water, along with the inadequacy of efficient integrated water resource management and governance, are major contributors to the existing water security challenges. These problems are expected to aggravate over time in Pakistan's unique context. WWF proposes to undertake demonstrations of Nature-based Solutions (NbS), including Ecosystem-based Adaptation (EbA) interventions that will improve water security and governance, build resilience to climate change of communities at the target sites in Gilgit-Baltistan (GB) and Khyber Pakhtunkhwa (KP), and enable the Government and relevant stakeholders to implement and replicate NbS in Pakistan for building climate change resilience. Under the Water Resources Accountability in Pakistan (WRAP) Project, WWF-Pakistan is providing water supply systems at some project sites and intends to raise awareness among the local community on the importance of health and hygiene.

Parah related to the training related information, purpose, no. of trainees, proper training location.

2) GENERAL

- 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 negotiate with WWF to fully comply 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

a. Objective of the Consultancy:

The key objective of this consultancy is to provide intensive training to the Social Mobilization staff (trainers) in KPK. The training will focus on conducting highly effective hygiene sensitization and training sessions. The goal is to equip the trainers in KPK with the necessary skills to deliver comprehensive and efficient hygiene training to the local communities where water supply systems have been provided under the WRAP Project. Moreover, the training will enable the trainers to provide top - notch hygiene training in the schools of the project areas in various districts of KPK where nature clubs have been established. The consultant will travel Abbottabad to conduct a training session for the social mobilization team of WWF-Pakistan. The session will have at least 15 participants from Khyber Pakhtunkhwa.

4) Deliverables

- Conduct an introductory meeting with WWF-Pakistan's Abbottabad-based staff to understand the ground realities immediately after the agreement signing.
- Submit training curriculum and materials, including presentations, handouts, and visual aids.
- Conduct training of the participants in Abbottabad on hygiene promotion.
- Field test of the class-based training.
- Prepare and submit a comprehensive training report, including an analysis of pre-and post-training assessments, participant feedback, and recommendations for sustained behavior change.

5)

REQUIREMENTS

- Master's degree in relevant educational background in hygiene promotion or related field.
- Five years of experience in designing and delivering hygiene promotion training programs.
- Strong understanding of hygiene principles, best practices, behavior change theories, and using participatory tools.
- Ability to adapt training content to diverse audiences.
- Experience working with rural communities and school children.
- 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

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 (Request for proposal) submission deadline is mentioned on WWF-Website.
3. Any information and responses to inquiries will be made in writing and distributed by email to all proponents.

Inquiries 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, and 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 are 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 and 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 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 to the fulfillment of the Project. All documents issued and information given to the BIDDER shall be treated as confidential.

11) BUDGET

Total Budget for this Consultancy is **Pak Rs 300,000/- Incl of all taxes and Out of Pocket Expenses**