



Ref # 42/23-24/TBTTAP

RFP for Consultancy Services-WWF Pakistan

Subject:

“Community Mobilization and their Roles and Responsibilities for implementation of the Green Pakistan Programme.”

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1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services
Duration of assignment: October-December 2023

The Government of Pakistan is implementing Ten Billion Tree Tsunami Programme (TBTP) now called Upscaling of Green Pakistan Program (UGPP), targeting revival of the Forestry and Wildlife resources in Pakistan. Initially this was a four-years (2019-2023) Programme, now extended for one more year with no cost change, is sponsored jointly by the Government of Pakistan through the Ministry of Climate Change and the provincial governments through their Forest and Wildlife departments. The total cost of the Programme is about Rs.125.2 billion. The overall goal of the Programme is to enhance tree cover and biomass production through afforestation, extension activities and revival of the wildlife resources. The Programme will also contribute to realization of the Sustainable Development Goals (SDGs) of the UN and will help to mitigate impacts of climate change. The main objective of the Programme is to improve environmental resilience in the country by mainstreaming adaptation and mitigation of climate change through afforestation, biodiversity conservation, and creating enabling environment.

Since this is a flagship program of the government of Pakistan and expecting high level of recognition at international level, therefore monitoring and evaluation (M&E) is one of the important elements of the Programme, especially by an independent third-party. For this purpose, the Government of Pakistan requested IUCN, FAO and WWF to form a consortium for monitoring and evaluation of the program. In addition to the filed monitoring and evaluation, a few case studies were proposed as indicators for contributions of the Upscaling Green Pakistan Programme (TBTP) to the program objectives. Distribution of plants to the farmers, establishment of woodlots and community plantations are important components of the Programme. The purpose of this study is to document the farmers' perspective of the farm/agro forestry in different territories and ecological regions to document the extent to which the Programme was able to identify the needs and meet the expectations of the farmers or local communities.

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) Objectives of the Assignment:

The overall objective of the consultancy is to:

Conduct study on “Community Mobilization and their Roles and Responsibilities for implementation of the Green Pakistan Programme.

The purpose of this study is to document the process approach followed for consultations with local communities, the roles and responsibilities agreed with the communities, the extent of their participation in implementation of UGPP, level and methodology for community incentivization and their perspective how local communities can contribute to successful outcomes of the project and their long-term sustainability. The study will be undertaken in different regions and ecological zones. to document the extent to which the Programme was able to collaborate with the local communities for long term sustainability of the interventions done under the UGPP.

Specific Tasks:

- The consultant shall prepare a study plan summarizing the project interventions proposed to be implemented with community consultation, participation or interventions carried out on their lands in different provinces and territories and propose a methodology for assessing the process approach followed for consultation and participation of local communities for the implementation of the UGPP.
- The consultant will share the study plan in an online inception meeting to be organized by the WWF to which all the Consortium partners and other stakeholders will be invited.
- The consultant will hold consultative meetings with the local communities and keep a record of the field notes.
- The consultant shall prepare and submit a report describing the structure and functions of the local communities, sustainability of the local communities, their roles and responsibilities, extent of their participation in the implementation of the Programme, and recommendations for future community collaboration to prevent degradation of the forests, and sustainable outcomes of the Programme interventions.
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Terms of reference:

- The consultant shall prepare a study plan summarising the project interventions proposed to be implemented with community consultation, participation or interventions carried out on their lands in different provinces and territories and propose a methodology for assessing the process approach followed for consultation and participation of local communities for the implementation of the UGPP.
- The consultant will share the study plan in an online inception meeting to be organized by the WWF to which all the Consortium partners and other stakeholders will be invited.
- The consultant will hold consultative meetings with the local communities and keep a record of the field notes.
- The consultant shall prepare and submit a report describing the structure and functions of the local communities, sustainability of the local communities, their roles and responsibilities, extent of their participation in the implementation of the Programme, and recommendations for future community collaboration to prevent degradation of the forests, and sustainable outcomes of the Programme interventions.

4) Deliverables

- Inception Report by October 15, 2023
- Record of Field Consultations by December 15, 2023
- Draft Report by December 15, 2023
- Final Report by December 31, 2023

5) REQUIREMENTS

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

Minimum requirements

- Having sound knowledge of the social and farm forestry
- Excellent writing skills in English
- The consultant has prior experience in social forestry related consultancies or reports.
- Ability to conduct field visits and communicate with the stakeholders.

Timeline

- 90 days (20th October-31 December 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 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 & 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 work plan
- 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
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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 fulfillment of the Project. All documents issued and information given to the BIDDER shall be treated as confidential.

Total Budget for this consultancy is Pak Rs 1,000,000/- Incl of all taxes