



Consultancy Ref No: 55/23-24/Conservation/WRAP

**RFP FOR CONSULTANCY SERVICES
WWF-PAKISTAN**

SUBJECT:

Trainer for “Hygiene Promotion Training” in GB

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	5 days (including travel from Islamabad to Gilgit to Islamabad)
Type:	Firm/Individual

Background of Project & Assignment:

WWF-Pakistan wants to address water security for vulnerable communities in Pakistan. Climate change impacts, including increasingly unpredictable precipitation, flooding, and droughts that impact water availability, and lack of effective integrated water resource management and governance is contributing to water security issues that will only worsen over the years 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 is intending to raise awareness among the local community on the importance of health and hygiene.

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 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 overall objective of consultancy is to inculcate and train social mobilization staff in Gilgit-Baltistan regarding personal hygiene, hygienic lifestyle and promotion of community based hygiene
- b. **Specific Tasks:**
 - Develop a detailed training curriculum and materials that covers key topics related to hygiene, included but not limited to personal hygiene, sanitation, safe water practices, water protection and water management.
 - Deliver engaging and interactive training sessions using appropriate tools/techniques i.e. (PHAST, CHAST, CHIP,

- SHIP etc.) to ensure participants understanding and active participation.
- Conduct pre-training assessments to gauge the baseline knowledge and practice of the participants, and post- training assessments to measure the effectiveness of the training.
- Provide practical demonstrations and hands- on activities to reinforce learning and encourage participants to adopt healthy behaviors.
- Adapt training content as needed to address specific cultural, social, or contextual factors of the target audience.
- Address participant’s questions, concerns and misconceptions related to hygiene.

4) DELIVERABLES

- Training curriculum and materials, including presentations, handouts and visual aids.
- Conduct training of the participants in Gilgit-Baltistan on hygiene promotion.
- Field test of the classed based training
- Prepare and submit a comprehensive training report, including an analysis of pre and post training assessment, participant’s feedback, and recommendations for sustained behavior change.

5) REQUIREMENTS

- Qualification: Master’s degree in relevant educational background in hygiene promotion or related field.
- Strong understanding of hygiene principles, best practices, behavior change theories and using participatory tools and ability to adapt training content to diverse audiences.
- Experience: Five years of experience in designing and delivering hygiene promotion training programs and 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

- 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)

- The RFP submission deadline mentioned on WWF-Website.
- 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 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, 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.

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 workplan
- 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

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 of the fulfilment of the Project. All documents issued and information given to the BIDDER shall be treated as confidential.

11) BUDGET

Total Budget for this activity inclusive of all taxes and Out of Pocket expenses are **PAK Rs. 201,000**