



Consultancy Ref No: 57/23-24/ILES/FW

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

IT Consultancy and Software development services for the development of WWF Pakistan's Digital Sustainability Reporting Software and Dashboard

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	5 Months
Type:	Firm

Background of Project & Assignment:

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:

To develop a digital sustainability reporting web portal and dashboard

b. Specific Tasks:

1. Develop a Sustainability Web Application based on relevant indicators of MEAs & SDGs with (Front end: HTML, JavaScript CSS, Bootstrap and Backend: PHP MySQL Bootstrap).
2. Mobile Compatible and friendly view.
3. Multiple Dashboards and data access accounts with unique indication number for WWF-Pakistan, Trade Associations, factories, public sector institutions.
4. Complete Turnkey development and deployment at WWF Pakistan's website and cloud server.
5. The software should be capable of creating personalized dashboards for at least 5,000 factories.
6. Dynamic interface, Real time, clickable and interactive dashboards.
7. Design should be in line with global SDGs and MEAs reporting practices.
8. Trainings and dissemination sessions to be conducted for the capacity building of users of the dashboard.
9. Complete source code running condition on demo machine.
10. Testing of Web Application

11. Identification of Requirement for Hosting Developed Web application at Online Server (i.e., RAM, CPU, Bandwidth Storage Requirement, Support Services)

4) Deliverables

1. Selection of relevant indicators of SDGs and MEAs
2. Develop a Sustainability Web Application based on relevant indicators of MEAs & SDGs with (Front end: HTML, JavaScript CSS, Bootstrap and Backend: PHP MySQL Bootstrap).
3. Mobile Compatible and friendly view.
4. Multiple Dashboards and data access accounts with unique indication number for WWF-Pakistan, Trade Associations, factories, public sector institutions.
5. Complete Turnkey development and deployment at WWF Pakistan's website and cloud server.
6. The software capable of creating personalized dashboards for at least 5,000 factories.
7. Dynamic interface, Real time, clickable and interactive dashboards.
8. Design in line with global SDGs and MEAs reporting practices.
9. Three trainings and dissemination sessions to be conducted for the capacity building of users of the dashboard.
10. Complete source code running condition on demo machine.
11. Testing of Web Application
12. Identification of Requirement for Hosting Developed Web application at Online Server (i.e., RAM, CPU, Bandwidth Storage Requirement, Support Services)

5) REQUIREMENTS

IT Consultancy/Software development company registered at SECP or Pakistan Software Export Board with at least one sector-expert-team lead with more than 10 years' experience in Textiles & Apparel production, verification services, sustainability/SDGs & MEAs, climate change/Circularity and trainings. Team leads previous working experience with WWF will be an edge.

The company should have experience of creating at least One full fledged public web application related with sustainability/compliance dashboards, reporting mechanism and data visualization dashboard.

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 allproponents. 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 **3 million PKR**.