



RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT:

Conduct a community-based Climate Vulnerability Risk Assessment (CVRA) in selected villages along the Indus River in Punjab

RFP – Consultancy Services

CONTENT

1) Introduction & Background	2
2) General Conditions	2
3) Purpose of Consultancy	2
4) Deliverables	3
5) Project/Assignment Timelines	3
6) Requirements	3
7) Correspondence and Submission of Proposal	4
8) Format of Proposal	4
9) Financial Proposal	4
10) Evaluation Process	5
11) Documentation and Confidentiality	5

1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	Nov 23-Jan 24
Type:	Firm/Individuals

Background of Project & Assignment:

WWF-Pakistan as part of its project titled Community Disaster Rescue Centre Pakistan is focusing on enhancing the resilience and adaptive capacity of vulnerable and disaster-prone communities and wildlife rangers living in flood-prone areas along the Indus River belt in Punjab, Pakistan. The consultancy for the Community-Based Climate Vulnerability Risk Assessment (CVRA) aims to evaluate the extent of vulnerability among communities and their livelihoods in selected villages along the Indus River in Punjab, particularly in response to floods. This task will involve a systematic and participatory approach, engaging local stakeholders and leveraging their knowledge to identify vulnerabilities, ascertain adaptive capacities, and propose context-specific strategies to enhance resilience. The assessment should include a range of critical factors including socio-economic conditions, infrastructural resilience, natural resource dependency, and existing adaptation practices.

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 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 conduct negotiations with WWF to achieve full compliance 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. The objective of the Consultancy:

The consultancy for the Community-Based Climate Vulnerability Risk Assessment (CVRA) aims to evaluate the extent of vulnerability among communities and their livelihoods in selected villages along the Indus River in Punjab, particularly in response to floods. This task will involve a systematic and participatory approach, engaging local stakeholders and leveraging their knowledge to identify vulnerabilities, ascertain adaptive capacities, and propose context-specific strategies to enhance resilience. The assessment should include a range of critical factors including socio-economic conditions, infrastructural resilience, natural resource dependency, and existing adaptation practices. The outcomes of the work will help in prioritizing the villages in their engagement in different project interventions and targeted support systems based on their scale of vulnerability.

b. Specific Tasks:

- In consultation with the WWF team develop a research methodology that aligns with the project's objectives, including the identification of target stakeholders, and data collection methods.
- Organize meetings with local community members, government officials, and relevant stakeholders to introduce the CVRA project and gather preliminary insights.
- Conduct a thorough review of existing literature, reports, and data related to community vulnerabilities, flood risks, and socio-economic conditions in the selected villages.
- Conduct field visits to selected villages to collect primary data through surveys, interviews, and direct observations to assess vulnerabilities and risks.
- Assess the livelihood sources of the communities such as fisheries agriculture, livestock, and other income-generating activities, and analyze their vulnerability to climate-induced floods.
- Assess the existing infrastructure in the villages, focusing on its resilience to flood events, and identify areas for improvement.
- Organize focus group discussions with community members to facilitate discussions on local vulnerabilities, adaptive capacities, and potential strategies for climate resilience and co-create context-specific adaptation strategies that address identified vulnerabilities and enhance resilience
- Compile a comprehensive report summarizing the findings, analysis, scale of vulnerability and proposed adaptation strategies for each of the selected villages.
- Organize a feedback session with community members to validate the assessment findings and gather additional insights.
- Prepare a presentation summarizing the CVRA findings and adaptation strategies for stakeholders, and ensure proper documentation of all project-related information.

4) Deliverables

- Research methodology report outlining the approach, tools, and data collection plan, including extensive field data collection strategies.
- Finalized survey questionnaires/data collection tools and discussion guides as needed, for use during consultative sessions and fieldwork.
- All data collected, including key findings from surveys, focus group discussions, extensive field data collection, and interviews with experts.
 - Excel sheets and original versions of data collection forms.
- A detailed report outlining the findings, analysis, and recommendations of the Community-Based Climate Vulnerability Risk Assessment for the selected villages along the Indus River in Punjab.
- A document summarizing the context-specific adaptation strategies developed in collaboration with the local communities, tailored to address identified vulnerabilities and enhance resilience.
- A presentation summarizing the CVRA findings and proposed adaptation strategies, designed for

stakeholders and community members to facilitate understanding and discussion.

- A summary document capturing the feedback received from community members during the validation session, ensuring that their perspectives are integrated into the final assessment report.
- All data, tools, and information generated will be the exclusive property of WWF, with the consultant prohibited from using or sharing it beyond the assignment's scope. This work serves WWF's conservation efforts and remains confidential, with strict copyright and confidentiality agreements in place.

5) REQUIREMENTS

a. Qualification

- Masters or equivalent in social sciences i.e. Anthropology, Sociology, Development Studies etc.
- At least 7 - 10 years of extensive field-based research experience and experience of interacting with community groups
- Expertise in designing and implementing research methodologies, particularly in the context of climate change, community vulnerability and livelihood.
- Strong data collection and analysis skills, with experience in both quantitative and qualitative research methods.
- Excellent communication and report-writing skills.
- Proven experience in working collaboratively with multidisciplinary teams and engaging with local communities.
- Understanding of the ethical considerations related to research involving vulnerable or at-risk populations and commitment to maintaining data privacy and confidentiality.
- Fluency in English and Urdu, with additional proficiency in local languages preferred.

b. Eligibility

- Excellent interpersonal and political skills
- Excellent writing skills
- Committed to gender equality
- Committed to improving community resilience enhancement and nature conservation outcomes
- 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's

c. Experience

- Demonstrated experience in conducting climate vulnerability assessments, particularly in the context of floods and their impact on communities and livelihoods.
- Proven ability to engage with local communities, facilitate participatory workshops, and use community-based approaches for data collection and analysis.
- Familiarity with the geographic, social, and environmental dynamics of the Indus River Basin region, especially in Punjab, Pakistan.
- Experience in developing and implementing climate adaptation strategies, especially those focused on flood resilience and disaster risk reduction.
- Proficiency in quantitative and qualitative data collection methods, as well as data analysis using relevant tools and software
- Experience conducting interviews, including on sensitive topics such as CVRs, etc. and with the principles of doing no harm

- Experience working in a team

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 is 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 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, and 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 the Application form available on the 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 **745,000/- Incl of Taxes and Out of Pocket Expenses.**