



Consultancy Ref No: 64/WRAP/NORTH/23-24

# **RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN**

## **SUBJECT:**

Training on Honey bee keeping and processing

### **Application Submission:**

Interested consultants should submit the Proposal on **Application Form Available Online** or can access through following Link:

<https://forms.gle/qazomXoWh7FSWcL29>

---

---

## 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 the assignment:	60 days
Type:	Firm / Individual or both

### Background of Project & Assignment:

WWF-Pakistan with the financial support of FCDO, implementing a project titled, "Scaling up nature-based solutions for improving integrated water resources management and enhanced water security in Pakistan". The project aims to pilot Nature-based Solutions (NbS) at selected locations in Gilgit-Baltistan and Khyber Pakhtunkhwa in partnership with relevant stakeholders. Water management for improving the health of natural ecosystems, better water resource management, and livelihood improvement will be outcomes of the project interventions

WWF-Pakistan under the WRAP project aims to build the capacities of the communities, youth and women to enhance the green income generation in the selected sites. These activities will boost the income generation of the communities and will strengthen their outreach in markets at national and international level.

## 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 objectives of the consultancy are to:

- a. To provide comprehensive training on honey beekeeping, covering topics such as hive management, bee health, and honey extraction.
- b. To deliver training on honey processing techniques, including filtering, bottling, and quality control.
- c. To facilitate hands-on practical sessions to ensure participants can apply the knowledge gained.
- d. To promote sustainable and environmentally friendly beekeeping practices.

**b. Specific Tasks:**

The consultant is expected to perform the following tasks delivering in soft farm to the trainees at Darel, Valley of Chills district:

- a. Developing a detailed training program, including topics, materials, and methods to be used.
- b. Conducting a multi-day training program at the specified location(s).
- c. Identification of all necessary training materials, equipment, and resources.
- d. Assisting participants in hands-on practical sessions related to beekeeping and honey processing.
- e. Offering guidance on business planning and marketing strategies for honey and bee-related products.

#### 4) Deliverables

The deliverable for the consultancy is to:

- a. A comprehensive training program that includes materials and presentations.
- b. Hands-on training sessions with documented outcomes and results.
- c. Business plans or feasibility studies for participants who require them.
- d. Post-training support and consultation for a specified duration.

#### 5) REQUIREMENTS

- a. Eligibility
  1. Expertise in beekeeping and honey processing techniques.
  2. Demonstrated experience in conducting training programs on related topics.
  3. Knowledge of sustainable and environmentally friendly beekeeping practices.

b. Qualification

Having Master's degree in Apiculture, agriculture or any other relevant degree

c. Experience

At least five years of experience in honey bee keeping and processing.

#### 6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

**1. Application Submission:**

Interested consultants should submit the Proposal on Application Form Available Online or can access through following Link:

<https://forms.gle/qazomXoWh7FSWcL29>

**2. If Any Queries may send through Email by attention to the Following:**

**To:** Faiza khan ([fakhan@wwf.org.pk](mailto:fakhan@wwf.org.pk))

**Cc:** Muzzammil Ahmed ([mahmed@wwf.org.pk](mailto:mahmed@wwf.org.pk))

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 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, 250,000/ only 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, 250,000 only, 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 **PKR 250,000/ ONLY**