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# **RFP FOR CONSULTANCY SERVICES**

## **WWF-PAKISTAN**

**SUBJECT:**

### **Design of ESSF Instruction Manual**

**Application Submission:**

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

**<https://forms.gle/qazomXoWh7FSWcL29>**

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## RFP – Consultancy Services

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## 1) INTRODUCTION

For the purposes of building the capacity of WWF-Pakistan staff to implement and roll out WWF's Environmental and Social Safeguards Framework ("ESSF"), the ESSF Lead has drafted an instruction manual along with the corresponding tools. The draft is currently in word version and a final step before training sessions can be conducted is to design the ESSF Instruction manual.

Type of Consultant: Individual Only  
Duration : 45 Days approx.

## 2) GENERAL CONDITIONS

- 1) The CLIENT reserves the right to reject or accept any proposal. The CLIENT reserves the right to proceed with the implementation of any Service, in whole or in part, as described in the BID.
- 2) The CLIENT 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 CLIENT 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 CLIENT 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 Tender BID the CLIENT is entitled to change/replace or omit any clause/part of the preliminary defined scope of services of the proposal. The CLIENT shall conduct negotiations with WWF to achieve the full compliance to the requirements.
- 5) The CLIENT 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 CLIENT. The TENDER does not constitute an agreement or order.
- 6) The RFP/ BID 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 tender, 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 Tender participant, and the CLIENT shall not incur any obligation whatsoever toward the Bidder regardless of whether such bid is accepted or rejected.

## 3) Background

### Scope of work:

As part of ensuring that all WWF-Pakistan projects and programmes do not infringe upon the rights of local communities or cause any detriment to the natural environment, the WWF Network introduced the Environmental & Social Safeguards Framework (ESSF) for identifying risks and providing adequate mitigation measures to prevent or reduce the same. As part of our commitment all WWF offices are required to ensure the rollout of the ESSF in their offices through training and capacity building sessions. The scope of this consultancy is to design the ESSF Instruction Manual

### Deliverables:

- Designed ESSF Instruction Manual, Ai files and corresponding data to enable WWF-Pakistan Comms team to make edits and changes to the manual after closure of consultancy

#### 4) FORMAT OF THE TENDER PROPOSAL/BID

The BID submitted by the participant must be structured as per the below provided instructions:

- 1) **General Information about the Tender Participant** - 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 CLIENT may request additionally;
- 5) **Service Provision Timeline** - provision of detailed time schedule for the proposed services;
- 6) **Commercial Proposal-** the prices shall be provided in PKR, the total price shall include all costs related to service provision including applicable taxes.

#### 5) 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. 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](mailto:fakhan@wwf.org.pk))

**Cc:** Muzzammil Ahmed ([mahmed@wwf.org.pk](mailto:mahmed@wwf.org.pk))
3. The RFP submission deadline mentioned on WWF-Website.
4. 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.

#### 6) PROJECT/ ASSIGNMENT TIMELINE

The consultant/Firm shall provide detailed service provision timeline per milestones and phases. The assumed commencement date of the assignment is 1<sup>st</sup> December, 2023 and the completion date is 15<sup>th</sup> January, 2024.

## 7) COMMERCIAL PROPOSAL

The proposed prices shall be provided in PKR, the total price shall include all costs related to service provision including relevant taxes. Expenses related to flight, inland transportation, accommodation and meals will be covered by WWF based on actual receipts.

**The Payment Term:** shall be defined by the contract to be concluded between WWF Caucasus and the consultant.

## 8) 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%
- b) Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

Qualifications (maximum 30 points)

- Experience relevant to the assignment (maximum 30 points)
- Adequacy of the proposed methodology and work plan (maximum 20 points)
- Skills & Competencies for the assignment (maximum 10 points)
- Prior experience with WWF-Pakistan (maximum 10 points)

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked firms will be included in the comparative process

## 9) DOCUMENTATION AND CONFIDENTIALITY

All documents completed based on requirements of the present Tender shall be the property of the CLIENT, and shall not without the consent of the CLIENT 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.

## 10) ADDITIONAL REQUIREMENTS

The Consultant/Firm shall provide additional information and below listed documentation **upon additional request:**

- Copy of ID and information on Residence
- Full banking details
- If any court cases Official Statement concerning legal proceedings within the last 5-year period. In case of any court cases the Tender participant shall provide additional information
- Reference letters

**Educational Requirements:**

- Experience in graphic design, report design, and illustrations.

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## 1) TOTAL BUDGET

Total Budget Incl of Taxes and Out of Pocket Expenses is 120,000/-