



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

### **SUBJECT:**

Conduct a review of biodiversity protection and related policies /legislation to determine factors limiting gender mainstreaming in nature protection in Pakistan

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#### **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 & BACKGROUND

Contract type: Consultancy and Services

Duration of assignment: Jan-Mar 24

Type: Firm/Individuals

### Background of Project & Assignment:

WWF-Pakistan is working on a project to determine women's roles in IWT and combatting IWT, and the drivers influencing their participation, including vulnerable livelihoods or law-enforcement constraints such as limited representation of women in the wildlife ranger workforce. The new evidence base will support the development of a gender-responsive strategy for the Wildlife Departments and improved IWT policies and frameworks. We aim to engage a consultant to conduct research focused on assessing the representation of women in government sectors dedicated to biodiversity conservation (wildlife, forest, and fisheries). Additionally, the consultant will evaluate any underlying challenges that might hinder the nature conservation field from being an inclusive profession for individuals of all genders, and identify opportunities for the sector to become more gender-inclusive. The consultant will be responsible for designing a research methodology and conducting a thorough review of existing policies and frameworks to identify current gaps in policy and support mechanisms. Furthermore, the consultant is expected to conduct interviews and facilitate focus group discussions, etc. by ensuring that information-gathering approaches are attuned to gender sensitivity while collaborating with relevant staff and experts to advance the process of formulating a Gender Action Plan (GAP).

## 2) GENERAL CONDITIONS

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.

The WWF-PAKISTAN reserves the right to engage in discussions with any BIDDER to clarify responses or discuss certain issues about 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.

The WWF-PAKISTAN reserves the right to award the proposal based on experience relevant to this ToR, qualification, completion date, service cost and other criteria, and not necessarily the lowest cost. 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.

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. The RFP is not a binding agreement between the parties, submission of a proposal or response by a proponent is voluntary.

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, Gender Policy Statement (Global Network 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.

## **The objective of the Consultancy:**

### **3) PURPOSE**

We seek to engage a consultant to conduct research focused on assessing the representation of women in government sectors dedicated to biodiversity conservation (wildlife, forest, and fisheries). Additionally, the consultant will evaluate any underlying challenges that might hinder the nature conservation field from being an inclusive profession for individuals of all genders and identify opportunities for the sector to become more gender-inclusive. The consultant will be responsible for designing a research methodology in consultation with WWF-Pakistan and conducting a thorough review of existing policies and frameworks to identify current Gender gaps in policy and support mechanisms. Furthermore, the consultant is expected to conduct interviews and facilitate focus group discussions with relevant staff and experts aiming to formulate a Gender Action plan for the integration of all genders.

### **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.
- Conduct an in-depth review of existing policies related to the biodiversity sector (primarily wildlife, forest, and fisheries) and other sectors about human rights, gender equality, and representation. Incorporate and institutionalize explicit positions on mainstreaming gender and social inclusion considerations.
- Conduct an analysis of the current support mechanisms available to employees within the government sectors dedicated to biodiversity conservation (wildlife, forest, and fisheries) with a special focus on their effectiveness by using the gender-sensitive Lens in promoting human rights gender diversity, inclusion, quality, and equity.
- Conduct a perception survey among both male and female professionals working in wildlife, forest, and fisheries departments to gather insights on their experiences and perspectives regarding gender representation and inclusivity.
- Conduct a comparative analysis to assess gender representation within the government sectors dedicated to biodiversity conservation (wildlife, forest, and fisheries) in contrast to other related sectors in Pakistan
- Develop case studies based on comparative analyses to benchmark gender representation and inclusivity in government sectors dedicated to biodiversity conservation (wildlife, forest, and fisheries) in selected regional countries.
- Compile gender-segregated data of the staff in government sectors dedicated to biodiversity conservation (wildlife, forest, and fisheries) for subsequent analysis of the gender distribution.
- Collaborate with WWF Pakistan's team to devise action plans and a monitoring system for gender integration across all levels of the IWT project interventions.
- Develop a comprehensive Gender Action Plan (GAP) outlining current Gender gaps, present key recommendations, and suggest actionable points for integration into relevant government policies.
- Prepare a comprehensive report highlighting the existing gaps in gender representation and inclusivity within government sectors dedicated to biodiversity conservation (wildlife, forest, and fisheries)
- Draft a set of actionable recommendations and policy reforms drawing from the findings set of actionable recommendations, aimed at enhancing gender diversity and inclusivity in these sectors for the future.

### **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 and Gender Action Plan (GAP) summarizing policies, gaps and opportunities related to government sectors dedicated to biodiversity conservation (wildlife, forest and fisheries ) on gender representation, human rights, gender equity and inclusivity.
- the report should also include the effectiveness of existing support mechanisms for employees in government sectors dedicated to biodiversity conservation (wildlife, forest and fisheries ) focusing on human rights, gender diversity, quality, and equity.
- Identifying and detailing existing gaps in gender representation and inclusivity within biodiversity conservation sectors.
- An analysis of the Pakistani legal framework regarding gender equality and representation
- Report presenting a set of actionable recommendations and proposed policy reforms aimed at enhancing human-rights integration gender diversity and inclusivity in biodiversity conservation sectors.
- Comprehensive report presenting the findings and insights gathered from the perception survey conducted among professionals in wildlife, forest, and fisheries departments.
- perception of staff and experts on gender gaps in the wildlife, forest and fisheries sectors
- The report must also include statistics on gender representation within biodiversity conservation sectors (wildlife, forest, and fisheries) to related sectors in Pakistan, highlighting differences and potential areas for improvement
- Case studies based comparative analysis report benchmarking gender representation and inclusivity in biodiversity conservation sectors across selected regional countries.
- Compile quantitative data on gender representation, incorporating insights gained from the extensive field data collection process.
- Documentation of consultative sessions, including agendas, summaries, and outcomes, as part of the comprehensive fieldwork.
- Submit transcripts of interviews with experts, ensuring anonymity and confidentiality, while offering insights into the research findings.
- Provide detailed records and documentation of extensive field data collection efforts, including photographs, notes, and observations made during fieldwork activities.
- 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

### Qualification

- A background in social sciences, gender studies, law, policy research or a related field, with a minimum of 10 years of experience in conducting policy research and gender-specific research.
- Expertise in designing and implementing research methodologies, particularly in the context of gender gaps assessment and biodiversity conservation.
- 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.
- Knowledge of the wildlife conservation and illegal wildlife trade context in Pakistan is a plus.

## **Eligibility**

- Excellent interpersonal and political skills
- Excellent writing skills
- Committed to gender equality
- Committed to improving wildlife protection 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

## **Experience**

- Experience conducting field research in Pakistan
- Familiarity with the policies and political context and with the women's rights context in Pakistan
- Experience working on environmental issues and conservation (wildlife crime would be ideal)
- Experience working on gender issues, including Gender Based Violence, Gender Mainstreaming, Gender action planning
- Experience working with local communities and natural resources
- Interest in as well as some knowledge of, even if not formal training, issues of poaching and Illegal Wildlife Trade
- Experience conducting interviews, including on sensitive topics such as GBV, Gender identities, Harmful traditional practices, Gender stereotypes etc. and with the principles of doing no harm
- Experience working in a team

## **6) CORRESPONDENCE & SUBMISSION OF PROPOSAL**

Interested consultants should submit the Proposal and can send their Queries through Email by attention to the following:

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

<https://forms.gle/qazomXoWh7FSWcl29>

**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 is 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:

**Application Form available at WWF-Website** - General information about the Bidder, covering , qualification and experience, CV and all related Information.

**Experience:**

**Description of the complete projects:** the list and general information about the complete projects specifically about Gender Gap assessment, Gender mainstreaming and Gender action planning, etc., description of the role in the project, other accomplishments of the Consultant.

**Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, and conditions;

**Provide template of already complete similar type of reports-** the WWF-PAKISTAN may request additionally;

**Service Provision Timeline –** Provide Detailed Work Plan as per Deliverable and TORs.

**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.

Technical Proposal (70%)

- Detailed workplan
- Expression of interest (EOI)
- Company's Profile
- Detailed methodology

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

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 **1,890,000/-**.