



Consultancy Ref No: 86/Conservation/CENTRAL/23-24

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT:

Deliver capacity-building training Programme for selected disaster--affected communities along the Indus River following a training need assessment using customized training resources

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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1) INTRODUCTION & BACKGROUND

Background of Project & Assignment:

Contract type:	Consultancy and Services
Duration of assignment:	February 01, 2024- Jul 31, 2024
Type:	Firm/company/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 (focusing on 12 villages located between Taunsa-Guddu).

The current assignment aims to engage a consultant who will help to train at least 200 communities and relevant government departments building their resilience and adaptive capacity and to respond to such as flood risk prevention, response and preparedness. The consultant is expected to prepare customized training resources and training modules following a Training Need Assessment (TNA) and deliver a series of training workshops. The consultant is expected to use a range of tools during the conduct of this capacity building programme such as use of pictorial guides, gender-inclusive contents which are able to match with the community needs and fit into the cultural and local context.

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. The objective of the Consultancy:

The Primary Objectives of the Consultancy are as follows:

1. Conduct a thorough Training Needs Assessment (TNA) to identify gaps and requirements for effective Disaster Risk Reduction, preparedness, response and mitigation in the selected riverine communities and relevant line departments including but not limited to DDMA/PDMA, Rescue1122, Wildlife, Fisheries, and Forests etc.
2. Develop comprehensive and context-specific customized training manuals and resources (in English and Urdu) on Disaster Risk Reduction, preparedness, response and mitigation tailored to the needs and capacities of the selected community and relevant line departments building on the TNA.
3. Conduct 10 capacity building trainings for 200+ community members and relevant government departments and relevant government partners ensuring gender inclusiveness and adherence to WWF's core based on the developed manual, ensuring a practical and participatory approach.

b. Specific Tasks:

The consultancy firm/company or individual is expected to undertake the following tasks

- Conduct a detailed Training Needs Assessment (TNA) engaging target communities and relevant stakeholders to identify the specific requirements and gaps in knowledge and skills related to Disaster Risk Reduction and Water, Sanitation and Hygiene (WASH). The methodology and the scope of the work should be finalized in consultation with the project team.
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- Develop customized training manuals on Disaster Risk Reduction, preparedness, response and mitigation as well as WASH considering the local context, vulnerabilities, and capacities identified during the TNA. The training manual would be developed in both English and Urdu. The training manual should be developed and tailored to the communities and stakeholders (including the use of infographics) need and should be developed in close consultation with the project team.
- Ensure that all training materials are presented in the English and local language, and incorporate gender, cultural elements to enhance understanding and engagement. The training should also include hands on sessions allowing community members to practice response , mitigation strategies and enhance preparedness.
- Conduct training sessions for community members ensure gender inclusive integrated approach and line departments (ensure female representation from line departments if available at the authoritative/ managerial positions) based on the developed manual. The training should be gender inclusive, interactive, participatory, and include practical exercises. Ensure that at least 30% of the participants are women, people with disabilities and other vulnerable groups of the communities
- Provide guidance and support for the implementation of the manual, ensuring its integration into the daily practices of the community (Including males and females) and line departments.
- Develop a monitoring and evaluation framework to assess the effectiveness of the training program and the impact of the manual on the community and line departments.
- Develop feedback mechanism to track the effectiveness of the training, incorporating assessments and feedback sessions with participants (pre and post training) and incorporate those results in the final report.
- Prepare comprehensive reports documenting the training process, outcomes, and recommendations for future initiatives.
- Deliver a final presentation summarizing the training outcomes and hand over all training materials, documentation, and resources to the project staff for future use.

c. Methodology

The consultancy firm / Company/individual will have to propose

- a. A detailed methodology for conducting TNA, training development, and delivering the training session

including the approach adopted for making it inclusive, gender sensitive and relevant to the local context, outlining the tools, techniques, and approaches they intend to use.

- b. The trainings must be conducted in Urdu and/or in local language and the process of training material development and an outline of the contents should be included in the training.

The TNA should include a mix of quantitative and qualitative data collection methods, hand on exercise such as individual interviews, focus group discussions and observations. Gender Inclusiveness must be considered at the time of data collection and training sessions.

4) Deliverables

The consultancy is expected to deliver following:

1. A comprehensive Training Needs Assessment (TNA) report, highlighting key findings, identified gaps, and recommendations for training interventions.
2. A well-structured and context-specific customized manual on Disaster Risk Reduction keeping in mind the specific needs of the community and relevant government departments.
3. Training materials, including presentations, handouts and any other resources for the training sessions with documented feedback and evaluations of each session.
4. A final report summarizing the entire consultancy, including lessons learned and recommendations for future capacity-building initiatives.
5. Comprehensive reports documenting the training process, outcomes, and recommendations for future initiatives.
6. A final presentation summarizing the training outcomes and hand over all training materials, documentation, and resources to the project staff for future use.
7. Customized training manuals on Disaster Risk Reduction, preparedness, response and mitigation as well as WASH considering the local context, vulnerabilities, and capacities identified during the TNA in English and Urdu.

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

The consultancy firm/individual should have

- Masters or equivalent in social sciences i.e. Anthropology, Sociology, Development Studies etc.
- At least 7 - 10 years of extensive field-based work experience and experience of interacting with community groups
- Expertise in assessment of training needs of the groups, designing, developing manuals, implementing and evaluating the trainings particularly in the context of disasters risk reduction and management.
- Strong interviewing and analysis skills, with experience in both quantitative and qualitative research methods.
- Demonstrated expertise in disaster preparedness and response, with a minimum of 5-7 years of practical experience in designing and implementing community-based training programs.
- Proven experience in working collaboratively with multidisciplinary teams and engaging with local communities.
- Understanding of the local ethical considerations related to training need assessment 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 communication and facilitation skills.
- Excellent writing skills
- Committed to gender equality
- Ability to work collaboratively with stakeholders and adapt interventions based on the identified needs.
- 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
- Trainers must be gender-sensitized and he/she must be well aware of the local context and cultural differences for the inclusiveness of both genders in the training sessions. He/ she must use a gender lens while preparing and delivering training sessions.
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c. Experience

- Demonstrated experience in conducting Training Needs Assessments and developing training manuals and materials, particularly in the context of floods and its impact on the life, livelihoods and assets of the communities.
- Proficiency in quantitative and qualitative data collection methods, as well as data analysis using relevant tools and software
- Experience in conducting interviews with the principles of doing no harm
- Expertise in delivering participatory workshops / training to diverse audience, including community living in the riverine disaster-prone areas and relevant stakeholders.
- Familiarity with the local context and understanding of disaster risk and vulnerability factors in the target area.
- Ability to work collaboratively with stakeholders and adapt interventions based on the identified needs.
- Familiarity with the geographic, social, and environmental dynamics of the Indus River Basin region, especially in Punjab, Pakistan.

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)

Cc: Muzzammil Ahmed (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 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 is **PKR 1 million.**