



RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

Integrating gender into addressing poaching and illegal wildlife trade: through validation Workshops and revision of the gender-IWT Action Plan and two Policy Briefs following a consultative process

Application Submission:

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

<https://forms.gle/qazomXoWh7FSWcL29>

RFP – Consultancy Services

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1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services
Duration of assignment: April -Jul 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 seek to engage a consultant to lead the validation workshops (Two workshops at the provincial level and one at the National level) for the Gender Assessment Report and Gender Action Plan. The consultant would be responsible for presenting key outcomes and findings of the Assessments of socioeconomic conditions and gender-specific engagement in wildlife crimes and Action Plan for seeking stakeholder feedback and their inputs, incorporating their feedback to finalize the action plans and report, and they will develop two policy brief one for the Gender-IWT engagement and other on the action plan and work plan. The key sources of the policy and work plan development will be the gender-IWT assessment report, Gender Action Plan, and feedback from the stakeholders.

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. Objective of the Consultancy:

We seek to engage a consultant to conduct the three validation workshops (Two workshops at the provincial level and one at the National level) for the Assessments of socioeconomic conditions and gender-specific engagement in wildlife crimes Report and Gender Action Plan. The consultant would be responsible for presenting key outcomes and findings of the Gender Assessment report and Action Plan for seeking stakeholder feedback and their inputs, incorporating their feedback, and providing a final version, and they will develop two policy briefs and a work plan. The key source of the policy and work plan development will be the Gender-IWT assessment report, Gender Action Plan, and feedback from the stakeholders.

b. Specific Tasks:

- Development of methodology and workshop execution plan, based on the Assessments of socioeconomic conditions and gender-specific engagement in wildlife crimes report document.
- In consultation with the WWF team finalization of the workshop dates and develop a work plan that aligns with the Consultancy's objectives, including the identification of stakeholders.
- Develop a stakeholder engagement plan, a feedback collection plan, and a workshop execution plan.
- Conduct three Validation Workshops (Two workshops at the provincial level and one at the National level) to present the key outcomes and findings of the Gender Assessment report and Action Plan for seeking stakeholder feedback and their inputs, incorporating their feedback.
- Evaluate the workshops, document the key lessons and learnings from the stakeholders' feedback, and develop a Report on the conducted workshops.
- Develop two policy briefs based on covering the key outcomes of the Assessments of socioeconomic conditions and gender-specific engagement in wildlife crimes report and action plan with recommendations.
- Ensure to Utilization of WWF's Gender IWT Assessment Report findings, Gender IWT toolkit, Gender Action Plan, and stakeholders feedback and recommendations as a foundation for the development of Policy briefs and work plans.

4) Deliverables

The Consultant(s) will provide:

- An inception report which details the methodology/approaches and timelines associated with this consultancy and outlines a draft agenda for the Validation workshops. This report should demonstrate consideration of gender in IWT and gender issues to be submitted within two (2) weeks of the signature of the contract.
- The final agreed agenda for the validation Workshops. To be submitted a minimum of five (3) weeks before organizing the workshops.
- The stakeholder's engagement plan and workshop execution plan for the validation Workshops.
- The final report on the Workshops including a thorough evaluation of the workshops. To be submitted within two (2) weeks of the completion of the workshops.
- Final report and revised Gender-IWT report and action plan with stakeholders' validation and work plan on the implementation of the tasks after finishing the workshops.

- The final Policy briefs and three workshop reports to be delivered are developed based on feedback and recommendations from stakeholders.

5) REQUIREMENTS

a. Qualification

- A background in social sciences, gender studies, or a related field, with a minimum of 10 years of experience in conducting workshops, Policy development, and gender-specific research.
- Expertise in developing policies, work plans, and implementing research methodologies, particularly in the context of wildlife conservation and illegal wildlife trade.
- Familiarity with WWF's Gender IWT Toolkit or similar gender-focused tools and methodologies.
- Excellent communication and report-writing skills.
- Proven experience in working collaboratively with multidisciplinary teams and engaging with Stakeholders.
- 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
- Prior experience in conducting workshops at National and Provincial levels.
- Committed to gender equality and gender development
- 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

c. Experience

- Extensive experience (at least 10 years) experience in completing and conducting workshops at the National and provincial level for organizations;
- Proven and demonstrated experience in developing work plans, and Policy briefs in Pakistan's context.
- Familiarity with the socio-economic, and political issues context in Pakistan.
- Experience working on environmental issues and conservation (wildlife crime would be ideal).
- Experience working in a team.

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Application Submission:

Interested consultants should submit the Proposal on the [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 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, 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 are **1.2 million.**