



Consultancy Ref No: 114/ILES/CENTRAL/23-24

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

## **SUBJECT:**

**Consultancy Services for training on “ToT for Water Sanitation & Hygiene (WASH) in communities & Promoting (WASH) practices”**

---

### **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 assignment:	04 months
Type:	Consultancy Firm (International)

### Background of Project & Assignment:

WWF-Pakistan is implementing the European Union (EU) funded project namely “International Labour & Environmental Standards Application in Pakistan's SMEs” (ILES) aimed at enhancing capacities of the textile and leather sectors to adopt Smart Environmental Management Practices (SEMPs) to reduce overall energy and water footprint of textile and leather manufacturing, in addition to addressing other relevant environmental issues such as air and noise pollution, and solid waste management. Under the ambit of ILES Project, WWF Pakistan intends to support the sectors through implementation of the Alliance for Water Stewardship (AWS) standard. One of the key outcome of AWS Standard’s implementation is improved WASH services in the factory and in the catchment area. For this purpose, WWF Pakistan intends to engage a consultancy firm to build capacity of the AWS Standard implementers to assess and promote WASH services in both within the factory for internal stakeholder and in the catchment for external stakeholder, primarily communities and the environment.

## 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.

### a. Objective of the Consultancy:

## 3) PURPOSE

The objective of the training session is to enhance the capabilities of the leather and textile sector to better capacitated to assess

the needs of WASH within the factory and in catchment area to implement the Alliance for Water Stewardship (AWS) standard.

**b. Specific Tasks:**

The institute will be responsible for the delivery of the tasks assigned by WWF-Pakistan as per TOR's. The scope of this consultancy is to conduct 05-days in-person training and capacity building workshop in LAHORE, PAKISTAN on “delivering effective trainings on Water, Sanitation & Hygiene (WASH) in the fence line and in the catchment area.

The scope of the service includes the following:

- Design and deliver the “Training of Trainers Program on effective Water, Sanitation and Hygiene (WASH) & how to promote effective WASH adoption in the communities around the implementing sites of Alliance for Water Stewardship (AWS) Standard
- Plan and execute 05-days training session in Lahore, Pakistan
- The institute shall designate a liaison person for the time period of the consultancy to coordinate with the employer (ILES project team) and participants for the training.
- The agenda and content of the session shall be designed in consultation with WWF Pakistan and will be approved by the WWF Pakistan.
- The institute shall be responsible for providing all the related documents such as training material, assessments, guidelines via email/courier before the course commencement date.
- Institute shall provide attendees with a training certificate at the end of the session.
- Following essentials components will be covered during the 05-days training:

<b>Training content includes but not limited to</b>
<ul style="list-style-type: none"><li>• Introduction to WASH, Water-borne diseases, transmission and prevention</li><li>• Current WASH issues, locally and globally</li><li>• Concept of WASH for healthy homes &amp; benefits of adopting good WASH practices</li><li>• How to conduct WASH Assessment in factories and communities</li><li>• How to promote WASH in communities</li><li>• Water Contamination routes and prevention techniques</li><li>• Principles of a household visit</li><li>• How to identify WASH issues onsite and in the catchment</li><li>• How to conduct effective WASH training for internal and external stakeholders</li><li>• What presentation skills are essential for better delivery of WASH trainings</li><li>• What are various stages of learning and how to ensure active learning of participants</li></ul>

- How to influence behavior change for adopting WASH practices

#### 4) Deliverables

- Prepare, share & get approved the agenda and curriculum/training material prior to the agreed dates of the workshop
- Conduct the assessments both during and on the final day of the workshop to assess the quality of delivery & knowledge change
- Share the final report of the training no later than 2 weeks after the final day of the training

#### 5) REQUIREMENTS

- The institute shall have resource personnel with a minimum Master's degree in Environmental Sciences, Environmental Engineering, Chemical engineering or allied fields with at least 10 years of experience in training on WASH issues.
- Moreover additional 05 years of experience in various donor funded development sector projects.
- The institute shall have resource personnel with extensive knowledge of WASH issues across various geographies and knowledge of local context.
- The institute shall identify and align the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- The institute shall demonstrate WWF behaviors in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- The institute shall adhere to WWF's brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging.

#### 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, 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 travelling and service provision including all Direct and Indirect taxes.

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

Boarding & Lodging cost will be borne by WWF Pakistan and SHOULD NOT be included in the budget.

The cost of venue of the training & refreshment will be borne by WWF Pakistan and SHOULD NOT be included in the budget

**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 03 million