



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

## **SUBJECT:**

**Hiring of consultancy firm to provide training on  
water sensitive cities (wsc) index tool**

### **Application Submission:**

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

<https://forms.gle/qazomXoWh7FSWcL29>

### **Note:**

**International Consultant can also directly send their proposal on below Email IDs:**

To: Farah Nadeem ([fanadeem@wwf.org.pk](mailto:fanadeem@wwf.org.pk)) Or  
Faiza khan ([fakhan@wwf.org.pk](mailto:fakhan@wwf.org.pk))

Cc: Muzzammil Ahmed ([mahmed@wwf.org.pk](mailto:mahmed@wwf.org.pk))

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## **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
12)	

## 1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	3 months
Type:	International Firm

APWASI is a four year (2021-2025) Australian Aid funded project that aims to strengthen cooperation between Australia and Pakistan on urban water resources management. WWF-Pakistan is the main implementing partner of the project and other collaborating partners are the International Water Management Institute (IWMI) and Hydrology and Risk Consulting (HARC).

Pakistan is one of the most vulnerable countries due to climate change. Water resources of Pakistan have been subjected to instabilities due to unpredictable rains, snowfalls, droughts and other changes in weather patterns. Contextually, APWASI aims at drawing on a broad range of Australian good practices on Water Sensitive Urban Design (WSUD)/ Water Sensitive Cities approach (WSCs) for Pakistan. WSCs is a nature-based approach that focuses on holistic management of the integrated water cycle in order to make cities liveable, resilient, sustainable, and productive.

In particular, the project aims to; (a) Improve access to safe water and sanitation services for two disadvantaged communities in the twin cities of Islamabad and Rawalpindi, (b) Ensure community resilience to climate change and other water related shocks, and (c) Build capacity of key stakeholders about the water use and conservation.

Under this initiative, WWF-Pakistan intends to hire a consultant to develop and deliver a comprehensive training program aimed at fostering a deep understanding and effective application of the WSC Index at the city level.

## 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 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

1. Develop and deliver training on the WSC index, ensuring a thorough understanding and application at the city level.
2. Assist WWF-Pakistan and relevant stakeholders to conduct a comprehensive benchmarking exercise for Islamabad using the WSC index as a key tool.

The consultant(s) is expected to perform the following tasks and submit the following deliverables as per the timelines

#### 4) Deliverables

mentioned in clause 5 of this RFP:

1. Introductory workshop: overview of WSC index, application of index, training program overview.
2. Training review workshop: addressing participant queries, application in context of Islamabad.
3. WSC index assessment workshop design: blueprint for the initial workshop in Islamabad.
4. Stakeholder benchmarking training: virtual introduction for involved stakeholders.
5. WSC index assessment review/support

#### 5) PROJECT/ ASSIGNMENT TIMELINE

The assignment must be completed as per the following timelines:

Month	Tasks
March	<ul style="list-style-type: none"><li>• Introductory workshop: overview of WSC index, application of index, training program overview.</li><li>• Access to self-guided WSCI tool (how to run Index session, draw stakeholder participation and interpret Index results)</li><li>• Provide email templates and supporting material</li></ul>
April	<ul style="list-style-type: none"><li>• Training review workshop to discuss participant questions and consider application to the Index to Islamabad</li><li>• Design of the initial WCS-Index assessment workshop for Islamabad</li></ul>
May	<ul style="list-style-type: none"><li>• WSC Index introduction &amp; Islamabad WSC city-level benchmarking session (one virtual session)</li><li>• Review/support the WSC-Index assessment</li></ul>

#### 6) REQUIREMENTS

The interested consultant(s) should meet the following criteria:

##### Minimum requirements

- a. Experience:
  1. At least 05 years in course/training development and provision related to the WSCI tool Australia.
  2. Previous involvement in projects related to city-level benchmarking using the WSC Index.
  3. Demonstrated expertise in the implementation and application of the Water Sensitive Cities (WSC) Index in urban environments.
- b. Skills and Languages:
  1. Ownership of WSCI tool

#### 7) 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.

## 8) 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.

## 9) FINANCIAL PROPOSAL

The proposed prices shall be provided in PKR/AUD, the prices shall be provided in PKR/AUD the total price must be exclusive of all types of applicable taxes.

The prices will include all the Travel, Boarding & Lodging and other expenses

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

## 10) 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

## 11) 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 fulfillment of the Project. All documents issued and information given to the BIDDER shall be treated as confidential.