



Ref No: 132/CONSERVATION/SOUTH/23-24

# RFP for Consultancy Services-WWF Pakistan

## Subject:

**Development of case studies and stories in Disaster risk reduction project**

### Application Submission:

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

<https://forms.gle/M34qyvvhXE5JR8Ppt5>

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## RFP – Consultancy Services

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## 1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	April 24, 2024- Jul 31,2024
Type:	Individuals

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.

The objective of this consultancy is to explore and document the vulnerabilities of communities living in disaster-prone areas and to gather stories and case studies showing, how these communities cope with extreme weather events and disasters in their daily lives. Additionally, develop case studies focusing on gender-specific challenges, with a human-interest angle. Create a summarized document based on community vulnerability assessments for stakeholders awareness. At last, to project success in establishing disaster resource centers, showcasing their role in enhancing community resilience against disasters.

## 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.

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<sup>1</sup> Registered Industries are referred to as those industries that are registered with the Association of Trade & Industry of their respective industrial area/zone or with other sector specific association(s)

<sup>2</sup> Unregistered Industries are referred to as those industries which are not registered with the respective sector specific Association or association of Trade & Industry of their respective industrial area/zone

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 (Annex 2) contained in the RFP, 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 OF CONSULTANCY

#### a. The objective of the Consultancy:

The objective of this consultancy is to gather showing how communities handle bad weather and disasters, explore different Gender based challenges with the help of case studies and interesting stories. Summarizing what we find for everyone to understand, and share how this particular project helps communities get ready for disasters and learn how to deal with the disaster in emergency situations.

#### b. Specific Tasks:

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

1. Develop case studies and stories on communities are vulnerable to extreme weather events and disasters in their daily life in the disaster effected/prone area.
2. Developing gender specific and gender exclusive challenges faced by communities and the case studies that are human interest.
3. Summarizing the community-based vulnerabilities assessments document for sharing with stakeholders.
4. Creating success story of the project within the context of establishing disaster resource and capacity building centers that how the center enables communities in resilience building against the disasters.

### 4) DELIVERABLES

The consultancy is expected to deliver following:

1. One set of Stories and case studies made on case studies and stories on communities are vulnerable to extreme weather events and disasters in their daily life in the disaster effected/prone area.
2. Five case studies of developing gender specific and gender exclusive challenges faced by communities and the case studies that are human interest.
3. One Summarized community based vulnerabilities assessments document for sharing with stakeholders.
4. One success story of the project within the context of establishing disaster resource and capacity building centers that how the center enables communities in resilience building against the disasters

All 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) PROJECT/ ASSIGNMENT TIMELINE

April 24, 2024- Jul 31,2024

### 6) REQUIREMENTS

#### a. **Qualification**

- Well-reputed individual capable of undertaking the desired assignment as described in the Scope of work.
- Excellent skills to convey complex concepts through impactful design elements, creating an immersive learning experience.
- Prior experience of working with WWF would be an advantage.

#### **Required documents**

Interested individual consultants/consultancy must submit the following documents/information to demonstrate their qualifications:

- Proposal: (i) Explaining why they are the most suitable for the work, and previous work experiences; (ii) Provide a detailed methodology including community outreach and engagement plan with timelines on how they will approach and conduct the work
- Profile of the applicant
- Financial proposal (including fee, travel cost (if any), and other relevant expenses)
- Curriculum Vitae of the team engaged in the Project

### 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/M34qyvvhXE5JR8Ppt5>

#### 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

- 1) **Application Form available at WWF-Website** - General information about the Bidder, covering ,qualification, experience and CV.
- 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 of consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions, methodology
- 4) **Provide list of already developed portals**
- 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 must be exclusive of all types of 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, the prices shall be provided in Pak Rs, 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%
- b) Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

Qualifications (maximum 30 points)

- Experience relevant to the assignment (maximum 30 points)
- Adequacy of the proposed methodology and work plan (maximum 20 points)
- Skills & Competencies for the assignment (maximum 10 points)
- Prior experience with WWF-Pakistan (maximum 10 points)

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 fulfilment of the Project. All documents issued and information given to the BIDDER shall be treated as confidential.

## 12) BUDGET

Total Budget for this activity inclusive of all taxes and Out of Pocket expenses are Budget is **PKR 240,000.**

