



Ref No: 152/BMZ/SOUTH/24-25

# RFP for Consultancy Services-WWF Pakistan

## Subject:

**Capacity building of CBOs in establishing linkages with donors and potential partners for improved collaboration and coordination”**

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### Application Submission:

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

<https://forms.gle/X8PocyxP2jSWBo9E6>

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## 1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services  
Duration of assignment: From signing of contract

### **Background of Project & Assignment:**

The World-Wide Fund for Nature-Pakistan (WWF-Pakistan), the global conservation organization, has a mission to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature by

- Conserving the world's biological diversity;
- Ensuring that the use of renewable natural resources is sustainable; and
- Reducing pollution and wasteful consumption

Under its global mission, WWF-Pakistan works with central and local government agencies, the private sector, civil society organizations (CSOs), and the local communities to implement its various conservation programmes in the six thematic areas, including energy and climate, forest, freshwater, wildlife, food and market, and ocean. WWF Pakistan has substantial experience in working with international donors.

WWF Pakistan, founded in 1970, is Pakistan's most significant independent nature conservation NGO, with over 20 offices nationwide. WWF Pakistan has a mission to preserve the country's incredible biodiversity and natural resources through the practices above. Since its inception, WWF Pakistan has implemented over 200 projects and programmes. WWF Pakistan works closely with local and national partners, government, private partners, research, and communities.

### **Brief Project Description:**

In the continuity of phase I, 'Sustainable mangrove management and community development in the Indus Delta II' is being implemented in 36 villages of the lower Indus delta, comprising the sites of Keti Bunder, Kharo Chan, and Shah Bunder. The inhabitants of the project area are impoverished and vulnerable to climate change. Most of them earn their livelihood exclusively from fishing and the natural resources of the mangrove ecosystem. The mangroves are used for firewood, construction timber, animal grazing and feed, the harvest of crabs and mollusks, etc. Decades of continuous overexploitation have resulted in severe loss and degradation of the Indus delta mangroves.

Alternative livelihoods, improved value chains, and village development interventions reduced poverty and increased the resilience of local people. Nevertheless, success is still fragile. The second phase of the project aims to consolidate what has been achieved to extend sustainable mangrove management to a further 18 villages in two additional mangrove areas.

Initially, 6 CBOs were established and involved in the phase I followed by only 2 other CBOs in the ongoing phase II of the project. However, the number of villages has increased from 17 (phase I) to 36 in (phase II). With the very beginning of their involvement in the project as key stakeholders / partners, WWF-Pakistan started to mentor and train them with the aims of their capacity development in a way that not only they are self-sustainable even after end of the formal project cycle but also enable them to learn how to generate and save the resources at local level and also explore and approach other like-minded local, national and international organizations for fundraising as part of their long-term sustainability.

## 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 (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.

<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

### 3) PURPOSE OF CONSULTANCY

#### **Objectives of the Assignment:**

These workshops aim to empower community-based organizations in the coastal areas of the Indus Delta, particularly in the BMZ project area to support Community-Based Organizations (CBOs) in establishing effective and sustainable links with donors and potential partners and enhance their engagement with relevant stakeholders, organization potential donors, and collaborative partners to strengthen community development initiatives.

#### **Specific Tasks:**

- Conduct eight workshops/training sessions on proposal writing, fundraising, and partnership development for CBO staff.
- Design and develop a road map for CBO representatives to present their scope of work in the coastal area for seeking engagement with potential donors and collaborative partners.
- Identify potential donors, including government agencies, foundations, INGOs, and NGOs.
- Understand the expectations and requirements of donors and develop training modules and plans for CBO engagement.
- Conduct an assessment of existing provincial and local government annual development plans.
- Conduct an inventory of potential donors and supporters to support the development of local community linkages with relevant partners and stakeholders.
- Submit the workshops/training plan before conducting the workshops.
- Conduct comprehensive pre- and post-training evaluations to measure training effectiveness.
- Maintain a neutral and professional approach during the training workshops.
- Strengthen and build networking skills, including techniques for building relationships with donors through effective communication strategies and etiquette for meetings and events.
- Assist CBO representatives in understanding fundraising mechanisms, developing project proposals, and effectively communicating needs, objectives, and possible outcomes.

- Train community representatives to identify and effectively convey their issues or problems to targeted potential donors or stakeholders for village development.
- Conduct roleplay sessions to strengthen community skills in developing linkages with potential donors.

#### 4) DELIVERABLES

Submit the activity report and other raw data to WWF-Pakistan

- Conduct Two-day trainings (Total 08 trainings) for CBOs of Keti Bundar, Shah Bundar & Kharo Chan.
- Provide appropriate illustrated training manual that easy to understand for CBO members in soft version.
- Provide pre and post evaluation of the knowledge level of the identified trainees.
- Provide the donor and partners mapping list.
- Submit the activity report with observations and appropriate recommendations for further skill improvement of the local CBOs.

#### 5) PROJECT/ ASSIGNMENT TIMELINE

The assignment must be completed as per the following timelines:

S#	Task	Tentative Plan
1	Signing of contract	2 <sup>nd</sup> week June 2024
2	Submission of appropriate training manual that easy to understand for CBO members in soft version.	4 <sup>th</sup> week June 2024
3	Submit the workshops/training plan before conducting the workshops.	4 <sup>th</sup> week June 2024
	Conduct two-day trainings (Total 08 trainings)	1 <sup>st</sup> to 4 <sup>th</sup> week July 2024
4	Provide pre and post evaluation of the knowledge level of the identified trainees.	1 <sup>st</sup> week of August 2024
5	Submit the activity report with observations and appropriate recommendations for further skill improvement of the local communities.	2 <sup>nd</sup> week of August 2024

#### 6) REQUIREMENTS

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

##### Minimum requirements

- The consultant/applicant should have at least a Master's degree (in the natural sciences, anthropology, art, or sociology) from any recognized university;
- Minimum 5 years of experience is mandatory whereas preference will be given to 7 years of relevant experience;
- Proven experience in donor engagement and partnership development.
- Knowledge of the nonprofit sector, particularly community-based organizations.
- 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
- Know how of local languages whereas English & Sindhi language is mandatory;

- Strong networking and facilitation skills.
- Must have experience in community development.

## 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/X8PocyxP2jSWBo9E6>

### 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:

**Application Form available at WWF-Website** - General information about the Bidder, covering ,qualification, experience and CV.

#### 1) **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.

2) **Proposal outlining scope of consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions, methodology

3) **Provide list of already developed portals**

4) **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.

5) **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 1,100,000/**