



Consultancy Ref No: 163/WRAP/NORTH/24-25

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

Conducting training of Local Communities on Value chain development for the Selected NTFPs through skill development, Market access, Linkages, and exploring financing through public-private partnerships for sustainability.

Application Submission:

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

<https://forms.gle/twiQbcxG1dHhhZqw8>

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	2.5 Months
Type:	Firm/Individual both

WWF-Pakistan with the financial support of FCDO, implementing a project titled, “Scaling up nature-based solutions for improving integrated water resources management and enhanced Water security in Pakistan”. The project aims to pilot Nature-based Solutions (NbS) at selected locations in Gilgit-Baltistan and Khyber Pakhtunkhwa in partnership with relevant stakeholders. Water management for improving the health of natural ecosystems, better water resource management, and livelihood improvement will be outcomes of the project interventions.

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 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. Objectives of the Consultancy:

3) PURPOSE

The consultant will be responsible for conducting a market assessment for the selected high-valued NTFP products and identifying potential private partners who agreed to finance further the selected marketable NTFP product so that the value chain and market linkages are sustainable. The consultant in the second step will provide three days of training on the agreed NTFP product that was discussed with the market and public-private partner (s). The training will cover all aspects from sustainable harvesting to packing and marketing.

b. Specific Tasks:

- Conduct inception meeting(s) with the WWF team and develop an understanding of the tasks for the selection of the site;
- Consultation with relevant govt departments about the scope of NTFPs and their marketing;
- Desk review of the relevant literature related to the NTFPs in the local context;
- Market assessment for high demanding NTFP products for Kohistan and Nathiagali;
- Identify public-private partners for financial sustainability;

- Share complete details of the public-private partners along with the agreement with the community and public-private partner(s)
- Submit a work plan with clearly defined activities and sub-activities required for the project's completion;
- Conduct an initial visit to the selected sites for an understanding of local NTFPs and their marketing scope e.g. Kohistan and Nathiagali;
- Identify tools and accessories (Kits) for NTFP harvesting, packing, etc., and facilitate its procurement.
- Design a manual regarding the selected NTFPs having details from sustainable harvesting and management to marketing in Urdu and English languages;
- Conduct training for the selected community of Kohistan and Nathiagali on the area-related NTFPs, from sustainable harvesting to marketing and management.
- Support in the establishment of market assessment and development of linkages;
- Share draft reports before submission of a final comprehensive report;
- Submit the final assignment report.

4) Deliverables

- Submit a work plan with clearly defined activities and sub-activities required for the project's completion;
- Initial assessment report including a marketing plan and strategy;
- Complete details of the identified public-private partners for the financial sustainability of the selected valued NTFP products;
- Agreement with the community and public-private partner(s) for the selected NTFP(s);
- Submission of manual;
- Conducting training on NTFP for the selected communities;
- Submission of assignment report.

5) REQUIREMENTS

a. **Qualification**

- Qualification: At least a Master's in natural studies, forestry, NRM, and related subjects.

b. **Eligibility**

- Excellent written and verbal communication skills to engage with project staff, communities, and other stakeholders to convey information clearly and persuasively.
- Strong organizational skills to manage multiple tasks, meet deadlines and coordinate effectively with project teams and stakeholders.
- Meticulous attention to detail to ensure accuracy and precision in data collection, analysis, and representation.
- Ability to work collaboratively with project teams, communities, and other stakeholders, to gather information, incorporate feedback, and produce high-quality deliverables.
- Knowledge of local languages
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging.

c. **Experience**

- A minimum of 5 years of experience in the relevant field.
- Experience working with international organizations or on donor-funded projects.

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/twiQbcxG1dHhhZqw8>

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

11) BUDGET

The total Budget for this activity inclusive of all taxes and Out of Pocket expenses is PKR. 500,000/-.