



Consultancy Ref No: 158/F&M/SOUTH/24-25

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

**SUBJECT: "Developing Training Manual on Fundamental Principles and Rights at Work (FPRW) in Cotton Farming in Urdu and Sindhi Languages"**

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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/2NKBUpfvtDSyj3Lh6>

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## 1) INTRODUCTION & BACKGROUND

|                         |                          |
|-------------------------|--------------------------|
| Contract type:          | Consultancy and Services |
| Duration of assignment: | 90 days                  |
| Type:                   | Individual/Firm          |

### Introduction

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

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.

### Background of Project & Assignment:

WWF-Pakistan is implementing a project with the financial support of Better Cotton/GIF to implement the Better Cotton project across 07 districts in the provinces of Punjab and Sindh. The project focuses on enhancing the capacity of farmers to adopt the Better Cotton Standard System (BCSS). The primary goal is to extend comprehensive training to cotton farmers, emphasizing the adoption of efficient Cotton farming techniques. This includes the implementation of integrated pest management practices, the efficient utilization of water resources, the enhancement of soil health, the promotion of biodiversity, and the mitigation of social issues such as Fundamental Principles and Rights at Work (FPRW), encompassing concerns related to child labor, occupational health, and women's empowerment.

## 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.

### 3) PURPOSE

**a. Objective of the Consultancy:**

- To develop high-quality and informative training materials on Fundamental Principles and Rights at work (FPRW) for Punjab in and Sindh Projects in Urdu and Sindhi
- To raise awareness and understanding of FPRW among targeted audiences (Field Staff and farming communities), facilitating the implementation of these principles in workplaces

**a. Specific Tasks:**

- Conduct a need assessment at both project sites of Punjab and Sindh to determine the specific training requirements of the target audience and to identify the key topics and focus areas for the training materials
- Develop detailed and comprehensive training modules in Urdu and Sindhi covering the core principles of FPRW
- Gather feedback and make necessary revisions to improve the training material.
- Finalize the training materials incorporating all feedback and revisions.

### 4) Deliverables

The following deliverables will be submitted by the consultant for completion of the project

| Sr. | Deliverables   | Timelines                                   |
|-----|--|---|
| 1   | Conduct initial meeting with project team                    | 05 days after signing of contract agreement |
| 2   | Provide timelines of deliverables                            | 10 days after signing of contract agreement |
| 3   | Need assessment report of Punjab and Sindh                   | 20 days after signing of contract agreement |
| 4   | Submission of the outline of the training material           | 30 days after signing of contract agreement |
| 5   | Submission of the first draft of training modules for review | 60 days after signing of contract agreement |
| 6   | Submission of final draft of training modules                | 75 days after signing of contract agreement |
| 7   | Submission of the final report of assignment                 | 90 days after signing of contract agreement |

### 5) REQUIREMENTS

- The consultant/applicant should have at least master's degree in Social Science, labor laws, human rights, or a related field.
- Consultant must have proven experience in developing training materials and familiarity with international labor standards, particularly those related to Fundamental Principles and Rights at Work (FPRW).
- Ability to produce training material in Urdu and Sindhi languages
- At least 5-7 years of experience in labor rights, human rights, or related areas.
- Applicant must have Strong writing and communication skills in both Urdu and Sindhi languages

### 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/2NKBUpfvtDSyJ3Lh6>

**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 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 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 1.5 million**