



Consultancy Ref No: 193/WRAP/NORTH/24-25

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

**Develop Capacity Building Plans and Conduct Training to  
Strengthen and Capacities Building and Knowledge base of  
Government Personnel -WRAP Project**

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**Application Submission:**

Interested consultants should submit the Proposal on the **Application Form Available Online**  
Following Link:

<https://forms.gle/Fz9ivxPn89FAQiNy5>

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## 1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	5 Months
Type:	Firm/Individual.

WWF-Pakistan with the financial support of FCDO, implementing a WRAP 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 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

- **Objective of the Consultancy:**

The consultant will be responsible to develop the capacity building plan for government departments and other stakeholders for improving technical capacity and coordination, and ensuring a social safeguards and gender sensitive approach, across district and provincial institutions for NbS approaches towards integrated watershed and ecosystem management.

To enhance the capacities, to strengthen and knowledge base of government personnel and local government on NbS framework and IUCN NbS criterion and guidelines to support the development of district and provincial level adaptation plans in project districts of KP and GB. Conduct pieces of trainings in KP and GB. To conduct a national level consultative session for NbS integration in implementation Framework of National Water Policy of Pakistan.

- **Specific Tasks:**

- **Engage with Project Staff:** Conduct face-to-face meetings with WRAP team to gather insights on mutual expectations, and discuss the timeline and scope for the capacity-building plan and work plan.

- **Needs Assessment:** Evaluate the needs of institutions at national and sub-national levels for scaling up NbS approaches.
- **Review and Update:** Update existing NbS monitoring toolkits and NbS framework based on recent assessments. Review and update the ToR of pool of experts.
- **Consult with Stakeholders:** Engage key stakeholders in KP and GB to reach a consensus on the capacity-building plan and their application within the project.
- **Develop Capacity-Building Plan:** Create a plan based on institutional needs and gap assessments to strengthen the knowledge base of government personnel.
- **Prepare Orientation Work Plan:** Design an orientation work plan for local government officials, integrating the NbS framework and IUCN NbS criteria and guidelines.
- **Enhance Capacities:** Incorporate measures to improve the knowledge base of government personnel and key stakeholders, aligning with relevant strategies and policies.
- **Support Adaptation Plans:** Develop a capacity-building plan to assist in creating district and provincial-level adaptation plans for new sites under WRAP, in line with National Adaptation Plans.
- **Draft and Finalize Plan:** Submit the first draft of the capacity-building plan within 15 days after contract, incorporate feedback, and finalize the document.
- **Develop Training Materials:** Create and design materials to implement the capacity-building plan through training / orientation sessions.
- **Conduct Capacity-Building Sessions:** Facilitate eight capacity-building sessions in both KP and GB, each lasting 1-2 days, involving relevant government stakeholders and project technical staff.
- **National Consultative Session:** WRAP team will organize the session and consultant will Conduct a national-level consultative session in Islamabad on integrating NbS into the National Water Policy implementation framework.
- **Incorporate Lessons Learned:** Use examples from WRAP and lessons learned from NbS implementation in the sessions.
- **Report and Evaluation:** Develop a training report with pre- and post-evaluation, incorporating clear tables and graphs for better understanding.
- **Ensure Consistency:** Maintain consistent style and formatting across all visual elements in the report.

#### 4) Deliverables

- **Meeting Summary:** Provide a summary of initial meetings with project staff, including detailed insights and the agreed timeline and scope of the capacity plan.
- **Capacity building plan:** Develop the capacity building plan and revise the draft of based on feedback from the project team.
- **Final Plan:** Produce the final version of the capacity-building plan in both digital and printed formats.
- **Conduct Trainings / orientation sessions:** Facilitate approximately 8 training sessions on NbS monitoring toolkits, NbS framework, and capacity building for government officials in KP, GB, and one in Islamabad.
- **Workshop Work Plan:** Develop a detailed work plan and agenda for capacity-building workshops/orientations for government officials in KP and GB.
- **Training and Workshop Reports:** Prepare and submit the final report of training/orientation sessions and workshops.

## 5) REQUIREMENTS

### a. Qualification

- The incumbent should have Master's degree and above on the following fields: Integrated Natural Resource Management, Environmental Sciences, Project Management or Climate Change.

### b. Eligibility

- Demonstrated ability to write and develop a comprehensive capacity building plan.
- Excellent written and verbal communication skills to engage with project staff, government officials and other stakeholders to convey information clearly and persuasively.
- The incumbent should have proven ability and strong skills to engage with stakeholders especially government stakeholders.

### c. Experience

- The incumbent should have at least five years' experience developing capacity building plans for and hands on experience to conduct training to strengthen government officials.
- Experience with projects that have implemented nature-based solution would be an added benefit.

## 6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

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

https: <https://forms.gle/Fz9ivxPn89FAQiNy5>

2. If Any Queries may send through Email by attention to the Following:
3. 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.

4. 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 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 / individuals 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

The total Budget for this activity inclusive of all taxes and Out of Pocket expenses is **PKR. 2,500, 000/-**