



Ref No: 194/F&M/SOUTH/24-25

RFP for Consultancy Services-WWF Pakistan

Subject:

Engagement of Local Organization to conduct training sessions for women on entrepreneurship, enterprise development, and small-scale business establishment, and analyzing their impact on livelihood improvement in district Lasbela, Balochistan

Application Submission:

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

<https://forms.gle/7Saeo6LdYszouCb27>

RFP – Consultancy Services

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	1 st September 2024 – 30 th November 2024
Type:	Firms Only

WWF-Pakistan's Food & Markets Programme (F&M) was initiated in 2004 with the primary objective of enhancing the capabilities of approximately 200 farmers in adopting sustainable practices within the cotton landscape. Over the years, the program has experienced substantial growth and has evolved into one of the most extensive initiatives within WWF-Pakistan. The overarching goal of the Food & Markets Programme is to address and alleviate the environmental impacts associated with input-intensive crops, particularly in terms of water usage, agrochemicals, and synthetic fertilizers, as well as the sensitivity of crops to pests. This is achieved through a multifaceted approach, including empowering farmers with knowledge of economically efficient ecological farming solutions and cutting-edge technologies. The program also focuses on engaging various stakeholders and fostering the development of sustainable supply chains in the agriculture sector.

With a substantial increase in demand for organic cotton fiber products, both from global retail markets and farmers opting for organic cultivation, there is a growing trend toward sustainable agricultural practices. Certain naturally fertile and uncontaminated regions in Pakistan hold immense potential for large-scale organic cultivation.

WWF-Pakistan's Organic Cotton Projects, operating within the framework of the F & M Programme, actively advocate for the adoption of standard organic practices in cotton farming. This includes the prohibition of synthetic fertilizers, synthetic pesticides, and GMO seeds. Currently, the organization collaborates with nearly 12,000 farmers across Balochistan, Punjab, and Sindh provinces, covering over 100,000 acres, to promote organic cotton cultivation.

In Laudes Foundation Organic Cotton Project Balochistan, the Women Empowerment component is a vital and indispensable aspect, acknowledging its pivotal role in community development and standard practices. Laudes Foundation Organic Cotton project Balochistan aims to elevate the women community to empower them through enterprise development, small-scale business establishment, and skill-building initiatives such as the distribution of sewing kits and capacity building in livestock management, stitching, embroidery, and beautician services. Last year, the project witnessed the positive impact of training sessions as several women were selected and successfully established their small-scale businesses in stitching. Recognizing the paramount importance of this activity, the Laudes Foundation Organic Cotton Project Balochistan continuing its efforts this year by scheduling additional training sessions to further enhance the capacity building of women in terms of enterprise development and small-scale business establishment and also to analyze the impact on their livelihood improvement.

One crucial aspect of the project is the tracking and data recording of the progress made by last year's female participants. This task holds significant importance as it helps to evaluate the effectiveness of these initiatives and tailor future programs accordingly. To ensure the success and continuity of these efforts, Laudes Foundation Organic Cotton Project Balochistan seeking consultancy services to engage a specialized local organization that can assist in meeting the objectives

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.

¹ 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)

² 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

The purpose of the consultancy is to harness the expertise and resources to enhance the effectiveness and impact of Women Empowerment component within the project. By engaging a specialized local organization, the aim is to receive strategic guidance and support in areas such as capacity building, enterprise development, small-scale business establishment, tracking and data recording, and skill-building initiatives.

Consultancy Outputs:

- Conduct hands-on capacity-building sessions for up to 300 females comprising of up to 10 groups (Two sessions for each group) of different villages of district Lasbela on women empowerment, enterprise development, and small-scale business establishment.
- Development of criteria for the selection of capable and progressed participants eligible to receive entrepreneurship toolkits (Sewing machine) ensuring effective support for their entrepreneurial activities and small-scale business establishment
- Development of a comprehensive data recording system to track and analyze the financial progress, earnings, and profitability of female beneficiaries selected for small-scale businesses from both previous and current training sessions
- Preparation of a comprehensive report detailing the progress, outcomes, challenges, and recommendations including an analysis of last year's small scale business progress and its impact on the livelihood improvement of females

4) DELIVERABLES

Specific Tasks:

Following is the list of specific tasks under this consultancy:

- Development of comprehensive workplan outlining the objectives, activities, timeline, and resources required for each training session, ensuring efficient planning and execution of the training sessions

- Conduct technical training sessions as per workplan on livelihood improvement, women empowerment, small-scale business establishment including livestock management, stitching, beautician services, and other relevant skills and their data recording
- Development of training materials on small-scale business and enterprise establishment to be used after capacity-building sessions, providing participants with practical guidance
- A documented criteria for the selection of beneficiaries who demonstrate the most efficiency and potential for business development after thorough assessment
- Creation of a data recording systems and formats for accurate record-keeping of beneficiaries' small-scale business earnings, financial progress, and profitability
- Prepare and submit monthly training reports
- Create and maintain attendance sheets for all training sessions to track participant engagement
- Prepare and submit a comprehensive report detailing the progress, outcomes, challenges, and recommendations including an analysis of last year's small scale business progress and its impact on the livelihood improvement of females

Deliverables:

- A comprehensive workplans outlining the objectives, activities, timeline, and resources required for each training session
- The monthly and a Comprehensive capacity building training reports on livelihood improvement, women empowerment, small-scale business establishment including livestock management, stitching, beautician services, and other relevant skills and their data recording
- The guidelines and training materials on small-scale business and enterprise establishment
- A documented criteria for the selection of capable and progressed participants eligible to receive entrepreneurship toolkits (Sewing machine)
- A data recording system to track and analyze the financial progress, earnings, and profitability of female beneficiaries for small-scale businesses
- A comprehensive report detailing the progress, outcomes, challenges, and recommendations including an analysis of last year's small scale business progress and its impact on the livelihood improvement of females
- All relevant collected data, including, hard Performa's, excel sheets, word documents, and pictures acquired during this consultancy.

5) PROJECT/ ASSIGNMENT TIMELINE

Laudes Foundation Organic Cotton Project Balochistan
/ 1st September 2024 – 30th November 2024

6) REQUIREMENTS

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

Minimum requirements

- Local organization with proven experience in women empowerment, enterprise development, and livelihood improvement activities, specifically in Balochistan areas.

- The firm/trainer should have a track record of delivering effective and engaging training sessions and a women trainer will be preferred
- 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.

7) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Application Submission:

Interested consultants should submit the Proposal on the Application Form Available Online Following Link: <https://forms.gle/7Saeo6LdYszouCb27>

If Any **Queries** may be sent 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.

2. 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

- Application Form available at WWF-Website** - General information about the Bidder, covering ,qualification, experience and CV.
- Experience:**
 - 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.
 - Proposal outlining scope of consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions, methodology
 - Provide list of already developed portals**
 - Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
 - 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.

- i. Technical Proposal 70%
- ii. 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

The total Budget for this activity inclusive of all taxes and Out-of-pocket expenses are Budget is **PKR 0.7 MILLION**. All other costs including accommodation, food, and field travel during this consultancy period will be borne by the consultant.