



Consultancy Ref No: 199/F&M/SOUTH/24-25

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

Capacity building of project staff on recording and reporting of active ingredient, monitoring of pesticide data and alternatives of phase-out pesticides.

Application Submission:

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

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

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	2 Months
Type:	Individual/Consultancy Firm/ Department of Educational Institution

Background of Project & Assignment:

WWF-Pakistan, with financial support from Better Cotton/GIF, is currently running a significant project on Better Cotton in the Punjab and Sindh provinces. The project aims to enhance farmers' ability to adopt the Better Cotton Standard System (BCSS) and new Principles & Criteria (P&C). The primary objective is to offer extensive training to cotton farmers, emphasizing sustainable cotton farming practices. Accurate recording and reporting of the active ingredients in pesticides are essential components of effective agricultural management and environmental protection. This process involves documenting the specific chemicals used, their quantities, application methods, and the areas treated. Effective recording and reporting mechanisms enable farmers, to make informed decisions about pesticide use and to implement safety measures to mitigate risks to human health and the environment. Monitoring pesticide data involves systematic collection, analysis, and interpretation of information related to pesticide application and its environmental and health impacts. Effective monitoring helps in identifying trends, evaluating the effectiveness of pesticide regulations, and ensuring sustainable agricultural practices. WWF Pakistan in collaboration and with the support of Better Cotton aims to have safer environment by shifting to less harmful and sustainable pest control methods with minimum harmful impact on the ecosystem.

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:

The objective of this assignment is to train project staff on recording and reporting of active ingredient and monitoring of pesticide data and alternatives of phase-out pesticides.

b. Specific Tasks:

1. Design a structured curriculum on recording and reporting of active ingredient and monitoring of pesticide data and alternatives of phase-out pesticides.
2. Design interactive and practical exercises
3. Develop assessment tools to measure knowledge gains on recording and reporting of active ingredient and monitoring of pesticide data and alternatives of phase-out pesticides.
4. Prepare a report on training outcomes, best practices, and recommendations

4) Deliverables

Sr. #	Deliverables	Timeline
1	Inception meeting with project team	Within 1 week of signing contract
2	Submit work plan of the assignment	Within 1 week of signing contract
3	Submit training modules in the form of ppts	20 days after signing contract
4	Conduct 7 training workshops of field staff in Punjab and Sindh	40 days after signing contract
5	Conduct pre and post training Knowledge assessment of the staff	40 days after signing contract
6	Develop and provide individual reports of every training session	50 days after signing contract
7	Develop and share final report of assignment	60 days after signing contract

5) REQUIREMENTS

The Consultant/Consultancy Firm/ Department of Educational Institution should possess the following:

- a. Qualification
 - At least University degree in Agriculture
- b. Eligibility & Experience
 - Should have good knowledge of pesticide market and pesticides
 - Should have excellent written and communication skills
 - Ability to plan and produce quality results on time
 - 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, and Innovate Fearlessly;
 - Adheres to WWF's brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging

6) 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>

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, 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 Million.