



Consultancy Ref No: 7/WRAP/NORTH/24-25

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

Baseline study of current floral diversity, ethnobotanical and traditional uses of vulnerable species and community training on their sustainable cultivation, processing, and use in the project districts - WRAP Project

Application Submission:

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

<https://forms.gle/uicbXahUVGqWR2zu9>

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1) INTRODUCTION & BACKGROUND

| | |
|-------------------------|--------------------------|
| Contract type: | Consultancy and Services |
| Duration of assignment: | 6 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 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 consultancy is to conduct a baseline study on the floral diversity, ethnobotanical and traditional uses, and to provide community training on the cultivation and processing of identified economical plants within the project districts: Abbottabad, Kohistan, Mansehra, Haripur, Upper Chitral, and Lower Chitral.

b. Specific Tasks:

- Conduct face-to-face meetings with the project staff to share expectations and discuss the study's scope and objectives.
- Perform a comprehensive literature review on the identified floral species, focusing on the ecological, ethnobotanical, and traditional uses of vulnerable species within the project areas.
- Conduct field surveys, interviews, and focus group discussions to gather data on floral diversity and traditional uses among local communities. Collect data on the abundance and distribution of identified plants in the study area.

- Prepare a taxonomical checklist of identified species, including their scientific, English name, vernacular, and local names, along with their status and abundance in the study area, IUCN Red list status, including a clear photograph of habit and closeup along with the identification features.
- Document and describe plant species of special concern from economic and ecological perspectives, highlighting their importance and vulnerability.
- Add citations and references of relevant research articles, books, and other credible sources to support the study findings and recommendations.
- Describe and assess potential threats to the floral species of the study area, including habitat destruction, overharvesting, and climate change impacts.
- Draft and revise the baseline study report based on recommendations from the project team, ensuring it is well-written, clear, and concise.
- Incorporate tables and graphs strategically throughout the study to enhance understanding and engagement.
- Ensure that the tables and graphs are clear, informative, and visually appealing.
- Provide explanations and contextual information alongside tables and graphs to help readers interpret the data accurately.
- Ensure consistency in style and formatting across all tables and graphs included in the study, adhering to project guidelines and standards.
- Revise the study based on feedback from the project team, stakeholders, and other relevant parties, ensuring all comments and suggestions are addressed effectively.
- All the field data will be the property and copyrights of WWF-Pakistan which will not be used in any type of publication.
- Develop training material and conduct 2-day long trainings at decided venues in each district and provide training materials on the cultivation, processing, and sustainable use of vulnerable species.
- Draft and share the report on the conducted training sessions.

4) Deliverables

- Summary of initial meetings with project staff (in-person), outlining the agreed scope and objectives of the study.
- Detailed work plan and timeline for conducting the baseline study and training development.
- First draft of the baseline study, including findings, analysis, and recommendations (minimum 70% primary data)
- Second draft incorporating feedback from the project team.
- Revised final draft incorporating all feedback and comments, ensuring clarity, conciseness, and accuracy.
- Final version of the study (maximum 20% plagiarism) in both digital and printed formats.
- Development of training materials, including presentations, handouts, pre and post training assessment forms, and practical exercises, for the plantation. and use of identified medicinal plants in communities.
- Conduction of training sessions at designated venues.
- Report on training sessions, including participant feedback and evaluation.

5) REQUIREMENTS

- a. Qualification
 - A degree in natural sciences, taxonomy including but not limited to: Environmental Science, Forestry, Agriculture etc.
- b. Eligibility
 - Demonstrated ability to write comprehensive, well-structured scientific studies, particularly baseline studies and assessments.
 - 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.
 - Proficiency in creating visually appealing tables, graphs, and other visual aids to enhance the presentation of data and findings.
 - Ability to work collaboratively with project teams, communities and other stakeholders, to gather information, incorporate feedback, and produce high-quality deliverables.
- c. Experience
 - A minimum of ten years of experience in writing and conducting research studies/articles, with a preference for those focused on the natural resource management.

- 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/uicbXahUVGqWR2zu9>

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 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 is PKR.1,400,000