



RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

Deliver training on the basic first-aid treatment for at least 50 healthcare workers focused on poisonous insect and venomous snake bites during flood season, in selected villages of district Kot Addu, D.G. Khan, and Rajanpur.

Application Submission:

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

<https://forms.gle/LNoY964M26g8Vz8w8>

RFP – Consultancy Services

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	15 Oct 2024- 30 Nov 2024
Type:	Firm/company/Individuals

Background of Project & Assignment:

The WWF- Pakistan is implementing a project titled “community disaster rescue centre (in district Kot Addu, D.G.Khan and Rajanpur in the Southern part of the Punjab) Pakistan. The project aims to address including but not limited to the severe lack of access to basic healthcare in the vast majority of flood-affected communities. Floods exacerbate the vulnerability of people at risk from life-threatening flood-borne diseases like malaria, dysentery and diarrhea, and increases the risk of snake and insect bites. The project aims to strengthen the basic first-aid treatment capacity of at least 50 healthcare workers through the provision of first aid treatment skills with kits at the three village-based cluster organizations.

As floods pose a significant risk of snake and other insects encounters, leading to potential bites and health complications, especially in flood affected communities. Therefore, it is important to equip relevant health care providers of the communities and other stakeholders with the necessary knowledge and skills to mitigate the risks associated with snake/ insect bites during floods. WWF-Pakistan is seeking to engage a qualified medical expert/consultant to develop a comprehensive, hands-on training toolkit and to conduct targeted trainings across the most affected districts in the project site.

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 regard 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 the 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 full compliance with 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. The objective of the Consultancy:

The Primary Objectives of the Consultancy are as follows:

1. Strengthen the knowledge and capacity of healthcare providers in target project villages to address the risks posed by venomous snake and insect bites. This includes comprehensive training in prevention, accurate identification, and emergency first aid procedures as first responders.
- 2.
3. Equip participants with the skills to respond swiftly and effectively to health emergencies related to snake and insect bites, with a focus on reducing the morbidity and mortality rates during flood events.

b. Specific Tasks:

The consultancy firm/company or individual is expected to undertake the following tasks

- Conduct an assessment to evaluate the current capacity and challenges, including the availability of treatment kits for venomous snake and poisonous insect bites, in the target areas.
- Develop a detailed training manual addressing to health-related issues and snake/ insect bite prevention, identification, and provide first aid, during floods.
- Conduct 6 one day training sessions for relevant stakeholders, including emergency responders, healthcare professionals, community leaders, and members of flood-affected communities.
- Deliver targeted training sessions to emergency responders, healthcare providers equipping them with the necessary knowledge and skills to handle snake/insect bite incidents effectively.
- Deliver interactive and engaging training sessions through presentations, demonstrations and practical exercises
- Provide relevant scientific literatures, guidelines and resources on health-related issues and snake/ insect bite management and flood preparedness to the participants
- Provide guidance on establishing and maintaining effective snake and insect bite response mechanism
- Support the identification of appropriate first aid supplies and anti-venom kits for treating venomous snake and poisonous insect bites which are suitable for the target communities during flood emergencies.
- Create a comprehensive checklist of Do's and Don'ts for administering medicine and vaccinations, including detailed precautionary measures, and design an entire training session around this, ensuring participants understand safe practices and protocols for handling medical emergencies during floods.

c. Methodology

The consultancy firm / Company/individual will have to propose

- a. A detailed methodology for development of training manual, conducting training, and delivering the training session including the approach adopted for making it inclusive, gender sensitive and relevant to the local context, outlining the tools, techniques, and approaches he/she intends to use.
- b. The trainings must be conducted in Urdu and/or in local language and the process of training material development and an outline of the contents should be included in the training.

4) Deliverables

The consultancy is expected to deliver following:

1. A comprehensive training plan, needs assessment and training manual in local languages (with relevant scientific and technical details) tailored to the specific needs and challenges of flood-affected communities
2. 6 one day training sessions conducted as per the agreed schedule and format, with documented attendance records

3. Training manual and materials, including presentations, handouts, and reference guides, made accessible to all participants
4. A final report summarizing the outcomes of the training program, participant feedback, and recommendations for future initiatives.
5. Training sessions will be conducted in three districts: Kot Addu, Rajanpur, and D.G. Khan

All data, tools, and information generated will be the exclusive property of WWF-Pakistan, with the consultant prohibited from using or sharing it beyond the assignment's scope. This work serves WWF's conservation efforts and remains confidential, with strict copyright and confidentiality agreements in place.

5) REQUIREMENTS

a. Qualification

The consultancy firm/individual should have

- Medical degree (MBBS or equivalent) in emergency medicine, preferably in toxicology, or relevant field
- Experience and expertise in the management of snake/ insect bites, particularly in flood-affected environments with specialization in relevant fields such as emergency medicine, toxicology, or public health.
- Proven track record of delivering high-quality training programs, preferably related to emergency response and disaster management
- Strong communication and facilitation skills, with the ability to engage diverse audiences and foster interactive learning experiences
- Knowledge of local context and cultural sensitivities related to snake/insect bite prevention and healthcare practices
- Valid certification in first aid, advanced life support, or related emergency medical procedures (desired but not mandatory)
- Fluency in English and Urdu will be preferred, with additional proficiency in local languages.

b. Eligibility

- Excellent interpersonal communication and facilitation skills in both the local and English language.
- Excellent writing skills
- Committed to gender equality
- Ability to work collaboratively with stakeholders and adapt interventions based on the identified needs.
- Committed to improving community resilience enhancement and nature conservation outcomes
- 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, Innovate Fearlessly;
- Adheres to WWF's brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging
- Trainers must be gender-sensitized and he/she must be well aware of the local context and cultural differences for the inclusiveness of both genders in the training sessions. He/ she must use a gender lens while preparing and delivering training sessions.

c. Experience

- At least two years of demonstrated experience in conducting trainings and developing training materials.
- Expertise in delivering participatory workshops / training to diverse audience, including health care providers, community leaders living in the river prone areas and other stakeholders
- Familiarity with the local context and understanding of disaster risk and vulnerability factors
- Ability to work collaboratively with stakeholders and adapt interventions based on the identified needs
- Familiarity with the geographic, social, and health dynamics of the Indus River Basin region, especially in South Punjab, Pakistan

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

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

<https://forms.gle/LNoY964M26g8Vz8w8>

2. Interested consultants / Firm / Company should submit the Proposal including a detailed methodology, timeline, budget and relevant experience and can send their Queries through Email to the following:

To: Faiza khan (fakhan@wwf.org.pk)

Cc: Muzzammil Ahmed (mahmed@wwf.org.pk)

3. The proposal submission deadline is 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, other accomplishments of the Consultant.
- 3) **Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, and 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 the Application form available on the 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 / Firm / Company 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 Punjab.

The Payment Term: shall be defined by the contract to be done between WWF-Pakistan and the consultant / Firm / Company.

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 **300,000 PKR.**