



Consultancy Ref No: 20/CEP/Central/24-25

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT: Solar PV Technology Expert Trainer

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/kyj11qXWRKuBFi459>

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	01 November 2024 – 10 th January 2025
Type:	Individual or Firm

Background of Project & Assignment:

WWF-Pakistan aims to engage an individual consultant or reputable firm with over 8 – 10 years of relevant experience to design, develop, and deliver a comprehensive Training of Trainers (ToT) program on Solar PV for rural communities. The consultant will also support in establishing linkages with organizations and authorities like National Vocational & Technical Training Commission (NVTC), Technical Education & Vocational Training Authority (TEVTA) and Punjab Skills Development Authority (PSDA) for course accreditation. The consultant will provide support in procurement of training equipment and 10 KW solar PV system. WWF-Pakistan will arrange the training venue, solar PV equipment for the training and designing and printing of training modules.

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 the consultancy is to design, develop, and deliver a comprehensive Training of Trainers (ToT) program on Solar PV for rural communities.

b. Specific Tasks:

- Develop detailed training modules and manual on solar PV technology covering all aspects of the technology including but not limited to solar capacity assessment, components of solar PV systems, available technologies and utilization, design, installation, operations, maintenance, fault detection, preventive/corrective measures and health and safety conditions.
- Develop training outline and share the list of training equipment along with a list of potential vendors.
- Work in close coordination with project team for project related activities including procurement and installation of 10 KW solar PV at the training center.
- Develop and conduct pre & post trainings surveys with the training participants.
- Review the socio-economic surveys of the rural communities to understand their needs, preferences and concerns regarding the solar trainings.
- Conduct two interactive classroom/site training programs at C-FIRST center Shujabad Multan, each lasting 7 days, for 25 participants from rural communities.
- Provide practical demonstration on solar PV load assessment, installation, maintenance, and operation of solar technology on site.
- Explore the possibilities of accrediting the training with relevant government bodies such as NVTTC, TEVTA or PSDA.
- Develop and share the post training report.

4) DELIVERABLES

- Course outline, training agenda, Pre and Post Training Forms and list of required training equipment shared with the project team.
- Training module/manual developed and shared with the project team, covering all aspects of solar PV technology with specific examples for rural communities.
- Two training programs conducted at C-FIRST center Shujabad Multan, each lasting 7 days, for 25 participants in each training from rural communities.
- Post training report developed and shared.

Key Delivery Dates:

- Training Manual First Draft: 15th November 2024
- 2 Trainings Conducted: 1st December – 31st December 2024

5) REQUIREMENTS

a. Qualification:

At least Bachelor's degree in in Electrical Engineering, Energy Systems Engineering, Power Engineering, Renewable Energy, or a related field

b. Eligibility

- In-depth knowledge of electrical systems and solar PV installation processes.
- Proficiency in using training aids and tools for effective knowledge transfer.
- Ability to engage and interact effectively with participants from rural communities.

- Proficiency in Saraiki and Punjabi is advantage.
 - Strong communication and training skills.
- c. Experience
- At least 8 - 10 years of experience in course and training development for solar PV or renewable energy.

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. 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/kyj11qXWRKuBFi459>

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.

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.

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: PKR 1,000,000/-