



Ref: 23/HR/CENTRAL/24-25

RFP for Consultancy Services-WWF Pakistan

Subject:

To Train WWF-Pakistan Staff across Pakistan on two Training modules i.e. Core Values and Making Sense of Safeguards

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/rYxsJSbsNymxev3v5>

CONTENT

1) Introduction & Background 2

2) General Conditions 2

3) Purpose of Consultancy 2

4) Task and Deliverables 3

5) Project/Assignment Timelines 5

6) Requirements 5

7) Correspondence and Submission of Proposal 5

8) Format of Proposal 5

9) Financial Proposal 5

10) Evaluation Process 6

11) Documentation and Confidentiality 6

1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services

Duration of assignment: 03 months

Background:

WWF-Pakistan has been awarded an Organizational Development (OD) Fund from WWF-International. The purpose of this fund is to impart training and provide awareness to over 1300+ staff on two integral trainings i.e. WWF Core Values and Making Sense of Safeguards.

WWF-Pakistan, with over 1/8th of the network's staff struggles to train its 900+ short-term and field staff due to language & computer access. This hinders understanding of core values & safeguards, vital for responsible work. This project shall seek to address this gap by localizing two WWF trainings, namely Our Values and Making Sense of Safeguards in the local Urdu language, and providing in-person training for staff who are computer illiterate. This shall ensure that all our staff internalizes our core values and safeguards, strengthening WWF's impact in Pakistan.

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.

3) PURPOSE OF THE CONSULTANCY

The purpose of the Consultancy is to effectively train all employees of WWF-Pakistan which is 1300+ in two integral courses i.e. **Core Values** and **Making Sense of Safeguards**. The courses will be translated into regional languages and localized for effective delivery.

4) TASKS AND DELIVERABLES

The consultant(s) is expected to perform the following tasks and submit the following deliverables as per the timeline:

Tasks:

Localize the Training Courses:

- The consultant will be responsible for localizing the two courses i.e. **Values** and **Making Sense of Safeguards** in local languages i.e. Urdu and any other local language where required

Develop and Refine the Content:

- Refine the content of the courses for lasting impact and employee understanding and capacity building. Develop interactive videos, visuals, infographics, presentations and any other aid to ensure effective delivery of training and for maximum impact and participation

Training of Staff:

- The Consultant will train the People Development Officer, regional HR Officers as well as dedicated staff selected as Master trainers (20-25) who will further impart the training and will enable transfer of training

Monitor the Training/ToT:

- The consultant will monitor the People Development Officer as well as Master trainers while conducting the in-person training at some project sites and WWF-offices

Impact Assessment/Questionnaire:

- Develop assessment tools/questionnaires (written and oral) considering literacy levels to assess the impact and understanding of the said courses of **Values and Making Sense of Safeguards**

Ensure timely completion & effectiveness of the Training:

- Track completion rates and training effectiveness
- Impart training in such a manner that it is integrated into daily operations, promoting continuous learning and development.

Reporting:

A final report summarizing the outcomes of the training program, participant feedback, and recommendations for future initiatives

Deliverables:

The consultancy is expected to deliver following:

- A comprehensive training plan, impact assessment plan and to translate the courses in local languages and to ensure that training is imparted to all WWF-Pakistan employees
- Training of Master Trainers
- Training sessions conducted as per a schedule and format, with documented attendance records
- Training manual and materials, including presentations, handouts, and reference guides, made accessible to all participants
- A final report summarizing the outcomes of the training program, participant feedback, and recommendations for future initiatives

- 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.

Duration of assignment: 03 months

6) REQUIREMENTS

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

Minimum requirements:

- **Education:** The consultant should have a Bachelors or Master's degree. Added advantage would be a degree in HRM or Business Management
- **Experience:** At least 05 years in conducting trainings and developing training courses
- **Skills:** Effective training, persuasive skills, negotiation skills, presentation skills, analytical skills etc
- Should adhere to our Core Values: ***Courage, Collaboration, Respect and Integrity***

7) 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/rYxsJSbsNymxev3v5>

2. Interested consultants should submit technical and financial Proposals to

To: Faiza khan (fkhan@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 inquiries will be made in writing and distributed by email to all proponents. Inquiries after the foregoing deadline will not receive a response.

8) 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, experience and CV.
- 2) **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.
- 3) **Proposal outlining scope of consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions, methodology
- 4) Provide list of similar trainings implemented /organizations the consultant has worked with
- 5) **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- 6) **Financial Proposal-** the prices shall be provided in PKR, 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 inclusive 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.

- a) Technical Proposal 70%
- b) 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

Total Budget for this consultancy inclusive of all taxes is **PKR 2,000,000/**. WWF-Pakistan will bear travel and logistics for the consultant at actual costs.