



RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

Subject:

**Exploring Taunsa- a place of nurturing wetland wonders,
mythical Indus River dolphin and fostering community
stewardship,**

Application Submission:

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

<https://forms.gle/kCPfZEJez7a366Ae7>

RFP – Consultancy Services

CONTENT

1) Introduction & Background	3
2) General Conditions	3
3) Purpose of Consultancy	4
4) Deliverables	4
5) Requirements	5
6) Correspondence and Submission of Proposal	6
7) Format of Proposal	6
8) Financial Proposal	6
9) Evaluation Process	7
10) Documentation and Confidentiality	7
11) Budget	7

1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	1 July 2024- 31 December 2024
Type:	Company

Background of Project & Assignment:

Taunsa Conservation and Information Centre located at the Taunsa Barrage, Punjab is a pivotal hub for preserving aquatic and riverine biodiversity along the Indus River. Established nearly two decades ago, its mission revolves around raising awareness about the significance of the Indus River Dolphin and promoting the conservation of crucial resources. The Centre plays a pivotal role in educating local communities and citizens about the importance of safeguarding wildlife and the Indus River. For many years the place

2) GENERAL CONDITIONS

has been a gateway of connecting people with nature's rare wonders and biodiversity exclusive to this region.

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 main goal of the exposure visit is to raise awareness about the unique and valuable biodiversity of the Indus River. The focus will be on the Indus River Dolphin and other river ecosystems, highlighting the challenges they face. Through engaging experiences and educational activities, participants will gain a better understanding of the crucial role played by the Centre in conserving these natural resources. The visit provides a special chance to explore the Taunsa Barrage Wildlife Sanctuary, which is home to the endangered Hod Deer and the Indus River Dolphin. Participants will enjoy a view of the Indus River, interact with local communities, and experience the peaceful environment of our modern Taunsa Conservation and Information Centre.

b. Specific Tasks:

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

- Provide a Guided tour to observe the endangered Indus River Dolphin and Hod Deer in their natural habitat.
- Deliver a lecture on the Indus River's biodiversity and the conservation challenges it faces through expert-led presentations.
- Engage communities in hands-on activities highlighting key efforts to protect riverine ecosystems and species.
- Interact with local communities to understand their role in ecosystem preservation and sustainable resource use.
- Enjoy a guided scenic view of the Indus River while learning about its unique environmental features.
- Explore exhibits detailing conservation initiatives and gain resources on current and future projects.

4) Deliverables

The consultancy is expected to deliver the following:

- Document observations of key species like the Indus River Dolphin and Hod Deer at Taunsa Barrage Wildlife Sanctuary.
- Summarize key insights from educational sessions on the Indus River ecosystem's challenges and conservation strategies.
- Provide a list of action items from the conservation workshop, highlighting practical techniques learned.

- Write a reflection on community interactions, focusing on sustainable practices and local conservation roles.
- Note key ecological features and environmental indicators observed along the Indus River.
- Summarize impactful exhibits and resources from the Taunsa Conservation and Information Centre, including ideas for follow-up activities. 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

- At least a master's degree in relevant fields
- Well-reputed firm capable of undertaking the desired assignment as described in the Scope of work and at least 5–10 years of experience in the work the development sector with a proven track record of developing and implementing similar tasks
- Specific knowledge or experience related to the Indus River ecosystem and its biodiversity, especially the Indus River Dolphin, with a focus on translating this knowledge into effective design elements.
- Prior experience working with WWF will be an advantage.

Required documents

Interested individual consultants/consultancy must submit the following documents/information to demonstrate their qualifications:

- Proposal: (i) Explaining why they are the most suitable for the work, and previous work experiences; (ii) Provide a detailed methodology including community outreach and engagement plan with timelines on how they will approach and conduct the work
- Profile of the applicant
- Financial proposal (including fee, travel cost (if any), and other relevant expenses)
- Curriculum Vitae of the team engaged in the Project

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/kCPfZEJez7a366Ae7>

- 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)

- The proposal submission deadline is mentioned on WWF-Website.
- 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 **960,000/-PKR**