



Consultancy Ref No: 29/TNC/Central/24-25

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT:

National Consultant— TNC Report Review Editor

Application Submission:

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

<https://forms.gle/XUMm5foipNY9iCiJ7>

CONTENT

1) Introduction & Background..... 2

2) General Conditions 2

3) Purpose of Consultancy 2

4) Deliverables..... 3

5) Project/Assignment Timelines 3

6) Requirements..... 3

7) Correspondence and Submission of Proposal..... 4

8) Format of Proposal..... 4

9) Financial Proposal 4

10) Evaluation Process 5

11) Documentation and Confidentiality..... 5

1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	2 Months
Type:	Individual

Background of Project & Assignment:

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:

Despite contributing a lower carbon footprint, Pakistan ranks among the most vulnerable nations to climate change, necessitating urgent action and comprehensive reporting to meet international obligations under the Paris Agreement. Final outcome would be a finalized executive summary that effectively conveys the scope, methodology, and outcomes of the TNC. It should highlight Pakistan's achievements and priorities in climate action, providing a clear, accessible summary of the report's main findings and recommendations.

b. Specific Tasks:

- Conduct in-depth reviews of all chapters of the TNC, meticulously examining content for accuracy, coherence, and compliance with relevant guidelines and standards.
 - Verify the alignment of TNC content with national climate change policies, objectives, and commitments, ensuring consistency and relevance.
 - Undertake the compilation of diverse data sources, synthesizing information into cohesive and well-structured reports that provide a comprehensive overview of Pakistan's climate change efforts.
 - Collaborate closely with the project team to address any identified discrepancies, inconsistencies, or gaps in the TNC content, facilitating revisions and improvements as necessary.
 - Draft concise yet informative executive summaries that effectively communicate the key findings, conclusions, and recommendations of the TNC, catering to diverse audiences including policymakers, stakeholders, and the general public.
 - Ensure that the executive summary accurately reflects the scope, methodology, and outcomes of the TNC, highlighting Pakistan's achievements, challenges, and priorities in climate change Mitigation, adaptation, and transparency.
 - Provide recommendations for enhancing the clarity, accessibility, and impact of the TNC content, drawing on best practices in report writing and communication strategies.
- list of TNC chapters;
 - I. National Circumstances,
 - II. Greenhouse Gas Inventory and Inventory Report,
 - III. Measures to facilitate adequate adaptation to climate change
 - IV. Analysis of Constraints and Gaps and related Financial and Technical Capacity Needs,
 - V. Information on research and systematic observation systems reported
 - I. Mitigation Actions and their Effects Envisaged
 - I. A report on the development and transfer of, and access to, environmentally sound technologies and know-how prepared
 - I. Any other information relevant to the achievement of the objective including information on education, awareness raising, gender, and climate change

4) DELIVERABLES

Deliverable 1: Comprehensive Review and Verification of TNC Content

Scope

This deliverable focuses on a meticulous review of all chapters within the Third National Communication (TNC) report to ensure content accuracy, coherence, and compliance with both national and international climate reporting guidelines. The review will assess whether the TNC effectively reflects Pakistan's national climate policies and commitments, as well as international standards under the Paris Agreement.

Key Tasks

- **Content Review:** Carefully review each chapter, assessing for accuracy in data, clarity in presentation, and coherence of the narrative. This includes checking that scientific and technical terms are accurately defined, data is presented transparently, and methodologies are clearly outlined.
- **Policy Alignment:** Confirm that the TNC aligns with Pakistan's national climate change policies, objectives, and commitments, ensuring that the content is not only accurate but also reflective of the country's strategic priorities in climate action.
- **Compliance Check:** Ensure that the TNC adheres to the UNFCCC guidelines, IPCC methodologies, and best practices for transparency and reporting, including those required by the Enhanced Transparency Framework (ETF).
- **Feedback and Recommendations:** Provide comprehensive feedback on areas requiring revision, including suggestions to improve clarity, address inconsistencies, and fill gaps. Highlight specific issues in the text that may benefit from rephrasing, restructuring, or additional detail.

Expected Outcome: A detailed review report indicating that all chapters have been thoroughly examined, with feedback incorporated to ensure the report is accurate, cohesive, and meets established standards.

Payment Weightage: 30%

Approval Required: National Project Director, Ministry of Climate Change and Environmental Coordination (CC&E Wing)

Deliverable 2: Data Review and Policy Alignment Assessment

Scope

This deliverable involves a thorough review of the data used in the TNC report, assessing its integrity, relevance, and alignment with Pakistan's climate strategies. This ensures that the data reflects national priorities and supports a credible and cohesive climate narrative.

Key Tasks

- **Data Integrity Assessment:** Evaluate the quality, source, and relevance of data presented in the TNC. Confirm that data points are accurate, up-to-date, and sourced from credible and verifiable sources. This includes cross-referencing data with Pakistan's National Greenhouse Gas Inventory and other key climate datasets.
- **Policy Alignment Review:** Assess the data about Pakistan's national climate policies and frameworks, ensuring that it supports key national objectives in mitigation, adaptation, and resilience building.
- **Collaboration and Verification:** Engage with the project team to identify and resolve any inconsistencies, gaps, or discrepancies found within the data. Collaborate to cross-verify data sources, adjust as needed, and ensure alignment with sectoral and provincial data where relevant.
- **Compilation Guidance:** Based on the findings, provide structured recommendations to guide the compilation and presentation of data, ensuring it supports an accurate portrayal of Pakistan's climate change efforts.

Expected Outcome: A report summarizing the findings of the data review, including any identified discrepancies, gaps, or inconsistencies. The report will offer actionable recommendations to improve data alignment with national policies and enhance the overall credibility of the TNC.

Payment Weightage: 35%

Approval Required: National Project Director, Ministry of Climate Change and Environmental Coordination (CC&E Wing)

Deliverable 3: Drafting and Finalization of the Executive Summary

Scope

This deliverable entails drafting a comprehensive and impactful executive summary that captures the essence of Pakistan's TNC. The executive summary will be concise yet detailed enough to provide key insights into Pakistan's climate change efforts, achievements, challenges, and priorities for a broad audience, including policymakers, stakeholders, and the general public.

Key Tasks

- **Executive Summary Drafting:** Craft a draft that highlights the report's key findings, major climate initiatives, and critical recommendations. The summary should provide a balanced overview, covering areas such as greenhouse gas emissions, adaptation efforts, mitigation actions, financial and technical capacity needs, and achievements under climate policies.
- **Stakeholder and Audience Targeting:** Structure the executive summary to appeal to a diverse readership, explaining technical terms where necessary and making the language accessible to non-experts. Key messages should be clear, compelling, and aligned with Pakistan's climate narrative.
- **Reflection of Methodology and Scope:** Clearly outline the scope, methodology, and key processes used in preparing the TNC. This includes mentioning the collaboration with stakeholders and any unique data collection or assessment approaches used.
- **Recommendations for Impact:** Provide targeted recommendations on enhancing the readability, clarity, and overall impact of the TNC. These recommendations will be grounded in best practices for report writing and tailored to maximize engagement with national and international stakeholders.

5) REQUIREMENTS

The consultant must meet the following criteria: • Bachelor's degree in a relevant field such as Environmental Science, Climate Change, Public Policy, or Journalism.

- Minimum of 15 years experience in technical writing, editing, and research on climate or environmental topics.
- Proven expertise in synthesizing complex technical data and drafting concise executive summaries.
- Strong collaborative skills and experience with government or international organizations on climate reporting.
- Familiarity with Pakistan's climate challenges and international reporting frameworks like National Communications (NC) and Nationally Determined Contributions (NDCs).

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/XUMm5foipNY9iCiJ7>

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, 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: **USD 6,063/-**