



Consultancy Ref No: 41/WRAP/North/24-25

# **RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN**

## **TORs for Development of the Annual Report (2024-2025) of the WRAP Project**

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### **Application Submission:**

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

<https://forms.gle/zGq2gRUHyuFRCxhM9>

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## 1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	3 Months
Type:	Firm/Individual both

WWF-Pakistan with the financial support of FCDO, implementing a project titled, "Scaling up nature-based solutions for improving integrated water resources management and enhanced water security in Pakistan". The project aims to pilot Nature-based Solutions (NbS) at selected locations in Gilgit-Baltistan and Khyber Pakhtunkhwa in partnership with relevant stakeholders. Water management for improving the health of natural ecosystems, better water resource management, and livelihood improvement will be outcomes of the project interventions.

## 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 consultant will be responsible for developing a comprehensive annual report for the Water Resource Accountability in Pakistan (WRAP) project, ensuring alignment with the requirements specified by the donor agency, FCDO (Foreign, Commonwealth & Development Office). The consultant will be required to effectively present the following aspects in the report: highlighting achievements and milestones, summarizing challenges and solutions, discussing impacts on beneficiaries and the environment, demonstrating project effectiveness and contribution to sustainable development, providing a transparent financial overview for the reporting period, and compiling relevant annexures to support the report's narrative.

### b. Specific Tasks:

- Conduct face-to-face meetings with the project staff to gather insights on expectations from both ends and discuss the timelines and schedule for periodic meetings

- Reviewing project documents, such as quarterly project reports, project plans, and relevant materials, to understand the project's scope and progress.
- Conducting discussions with project staff and stakeholders to gather insights on the project's achievements, challenges, lesson learned and impact to structure and develop the content of the report.
- Drafting and revising the report on recommendations of the project team to ensure an accurate reflection of the project's activities and accomplishments.
- Align the report with Log frame outcome/output indicators and milestones.
- Ensure reflection of results as per project document.
- Ensuring the report is well-written, clear, concise, and meets the project's reporting requirements.
- Incorporating tables, graphs, and graphics (e.g., charts, infographics, visual timelines, diagrams, photos, and thematic illustrations) strategically throughout the report to visually present data and enhance understanding and engagement.
- Ensuring that the tables and graphs are clear, informative, and visually appealing.
- Providing explanations and contextual information alongside tables and graphs to help readers interpret the data accurately.
- Ensuring consistency in style and formatting across all tables and graphs included in the report.
- Revising the report based on the comments provided by FCDO before final submission.
- Proofreading the VFM section, that will be provided by the VFM expert.
- Ensure submission of the first draft of the report at least one month before the deadline of the consultancy.

#### 4) Deliverables

- A zero draft of the annual report, which includes all the detailed quarterly information as provided by the WWF team and reflects the overall design and creative elements that will be featured in the final draft of the report.
- A comprehensive, well-written, clear, and concise first draft of the annual report that effectively communicates the achievements, challenges, and overall impact of the WRAP project, meeting the requirements stipulated by FCDO, and addressing all points mentioned in the specific tasks above. Tables and graphs are strategically incorporated throughout the report to enhance understanding and engagement.
- A second draft incorporates feedback from the project team and stakeholders. Additionally, annexures providing supplementary information, such as project data, case studies, testimonials, and other relevant materials, are incorporated to support the report's narrative.
- The final report along with annexures incorporates feedback from FCDO, proofreading the VFM section, ensuring accuracy and alignment with project objectives and reporting requirements.

#### 5) REQUIREMENTS

- a. Qualification
  - A degree in social sciences and natural sciences, including but not limited to environmental science/engineering, Forestry, water resource management, and hydrology.
- b. Eligibility
  - Demonstrated ability to write comprehensive, well-structured reports, particularly in the context of project evaluations or annual reports.
  - Excellent written and verbal communication skills to engage with project staff, stakeholders, and donors, and to convey information clearly and persuasively.
  - Strong organizational skills to manage multiple tasks, meet deadlines and coordinate with project teams and stakeholders effectively.
  - Meticulous attention to detail to ensure accuracy and precision in report writing, data presentation, and findings.
  - Proficiency in creating visually appealing tables, graphs, and other visual aids to enhance the presentation of data and information.
  - Ability to work collaboratively with project teams, stakeholders, and other consultants to gather information, incorporate feedback, and produce high-quality deliverables.
- c. Experience
  - A minimum of five years of experience in writing and editing technical reports, with a preference for those focused on the water sector.
  - Experience working with international organizations or donor-funded projects.

## 6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

### 1. **Application Submission:**

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

<https://forms.gle/zGq2gRUHyuFRCxhM9>

### 2. If Any **Queries** may send through Email by attention to the Following:

**To:** Faiza khan ([fakhan@wwf.org.pk](mailto:fakhan@wwf.org.pk))

**Cc:** Muzzammil Ahmed ([mahmed@wwf.org.pk](mailto: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, and 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, and 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 is PKR. 400,000/-PKR