



Consultancy Ref No: 45/WRAP/North/24-25

# **RFP - CONSULTANCY SERVICES**

## **WWF-PAKISTAN**

**Terms of Reference (TORs) for Interactive Theatre on Ripple Effect: Gendered Journey Towards Water Conservation and Associated Natural Resources.**

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**Application Submission:**

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

<https://forms.gle/aSnLpWRAHck87wVZ9>

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## 1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of consultancy:	2 Months
Type:	Firm

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 primary goal of this consultancy is to develop, design, and implement an Interactive Theatre performance that addresses the gendered aspects of conservation of water and its associated natural resources. The theatre production should raise awareness about the gender-based challenges and opportunities in conservation and inspire actionable change within the communities. The performance will facilitate community engagement, encourage dialogue, and empower participants to take ownership of conservation initiatives.

### b. Specific Tasks:

The consultant will be responsible for:

#### Research and Content Development:

- Conduct research on gendered experiences in, conservation and management of water and associated natural resources, focusing on how these issues impact the communities.
- Gather insights on conservation and recycling techniques that are appropriate for local contexts.
- Collaborate with community members, to ensure the performance accurately represents local realities and

challenges.

- Develop a script that reflects the gendered journey towards conservation, incorporating real life stories and experiences.

#### Design and Direction of the Interactive Theatre:

- Create a framework for the Interactive Theatre performance on conservation focusing water and other associated natural resources, ensuring it is participatory and engaging.
- Develop characters, scenarios, and dialogues that resonate with local audiences and encourage active participation.

#### Implementation and Evaluation:

- Organize 08 events in KpK (Abbottabad, Nathiagali, Haripur and Mansehra) and execute performances in targeted institutions and communities. Plan to perform in front of male and female communities separately.
- Develop an evaluation framework to assess the impact of the performance, including feedback from participants and measurable outcomes related to conservation behaviors. (Through direct interviews).

## 4) Deliverables

#### Inception Report:

- Overview of the methodology, timeline, and approach to developing the theatre performance.
- A detailed work plan, including key milestones and deadlines.

#### Script and Performance Materials:

- A finalized script for the Interactive Theatre production, incorporating real-life stories, local challenges, and actionable solutions also includes character profiles, dialogue, and performance structure.
- Set, costume, and technical requirements for the performance.

#### Pre and Post Evaluation:

- Document/record pre and post evaluation of knowledge and awareness about key theme and also participants' feedback from performances, including audience reactions, discussions, and key takeaways. An evaluation of impact of activity, including direct interview findings
- Ensure community consent for photos, videos and interviews

#### Final Report:

- Documentation of the performances conducted, summarizing all activities, key insights, pre and post evaluation, participants' feedback, lessons learned and recommendations for scaling up and replication

## 5) Consultant's Skills and Experience

- Expertise in theatre direction, conducting interactive theatre and Theatre for development sector.
- Expertise in community engagement and participatory approaches.
- Strong communication skills, with the ability to work with diverse groups, including local women and marginalized communities.
- Previous experience working in the development sector, preferably on projects related to water, gender, or environmental conservation.

## 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/aSnLpWRAHck87wVZ9>

### **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.1,600,000