



# RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

**Subject:**

**Development of First Aid, Snake/insects bite Manuals, Infographics, Knowledge Products, and Coverage of the Community Disaster Rescue Centre Project's Closing Event and project video**

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

<https://forms.gle/HD8x6J1EoQUyByXx6>

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## 1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services  
Duration of assignment: February 19, 2025- February 25, 2025  
Type: Company/Individuals

### Background of Project & Assignment:

The WWF- Pakistan is implementing a project namely “community disaster rescue centre in district Kot Addu, DG Khan and Rajanpur in the southern part of the Punjab in Pakistan” to enhance the resilience and adaptive capacity of vulnerable and disaster-prone communities and wildlife rangers living in flood-prone areas. The WWF-Pakistan is committed to enhance disaster management capabilities through a comprehensive training program. Effective knowledge products are essential to this effort, providing learners with the necessary knowledge and skills to respond to disasters effectively. The WWF- Pakistan seeks to engage a consultancy firm/consultant to design and develop high-quality knowledge products tailored for a disaster management training program to strengthen communities against climate induced disasters in the southern part of the Punjab province in Pakistan. The consultancy will design a range of knowledge products, including first aid manuals for insect and snake bites, infographics, and videos, to strengthen the capacity of government departments and communities in disaster-prone areas, enhancing their understanding of first aid procedures and effective actions during disasters or floods

## 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 consultants 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 consultants of the discussions, clarifications, or other information provided by a consultant. 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 quotation 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 quotation, the consultant 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 quotation is accepted. All expenses incurred by the consultant 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 primary objective of this consultancy is to design and develop comprehensive first aid manuals and related materials for insect and snake bites, along with knowledge products and infographics, to educate communities and government departments on effective disaster preparedness, response strategies, and first aid measures.

#### b. Specific Tasks:

The specific tasks of the consultancy are

- Design of a First Aid manual for insect and snake bites, including related materials such as infographics, impact studies, and information sheets.
- Development of knowledge materials to educate communities and government departments on broader disaster preparedness and response measures.
- Designing of knowledge products aimed at educating communities and government departments on disaster preparedness and response strategies.
- Coverage of the Community Disaster Rescue Centre Project's closing event.
- A video showcasing the Community Disaster Rescue Project, highlighting its objectives and the impact on enhancing community preparedness and resilience at the project sites

### 4) Deliverables

Following are the deliverables of the consultancy

- A designed first Aid manual for insect and snake bites, along with related materials such as infographics, impact studies, and information sheets.
- Knowledge materials designed to educate communities and government departments on broader disaster preparedness and response measures.
- Knowledge products, including manuals, brochures, and infographics, aimed at educating communities and government departments on disaster preparedness and response strategies.
- Coverage of the Community Disaster Rescue Centre Project's closing event, documenting key highlights and discussions.
- A video showcasing the project's objectives and its impact on enhancing community preparedness and resilience.

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

The consultancy firm/individual should have

At least have a master degree in relevant field

Well-reputed individual capable of undertaking the desired assignment as described in the Scope of work.

Excellent skills to convey complex concepts through impactful design elements, creating an immersive learning experience.

Prior experience of working with WWF would be an advantage.

#### b. Requirement

- 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

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

<https://forms.gle/HD8x6J1EoQUyByXx6>

1. 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.

2. 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 **200,000/- PKR**