



Ref # 88/FW/Central/24-25

RFP for Consultancy Services-WWF Pakistan

Subject:

Training on Presentation, Communication & Leadership Skills in the ambit of the Train the Trainers Program

Application Submission:

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: 6 months, Days starting from 01st Mar 2025 till 31th Aug 2025

WWF Pakistan intends to train its key staff members under the train the trainers program to hone their presentation, communication & leadership skills resulting in greater self confidence and to be able to transcend the knowledge on our values (integrity, respect, collaboration,), policies & procedures.

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 (Annex 2) contained in the RFP, 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 OF CONSULTANCY

The purpose of this consultancy is to organize trainings for the WWF Pakistan's staff members on the key transferrable skills needed to train the employees on WWF's values, policies and procedures. The staff members will be able to participate in biweekly meetings and work on a curriculum in a systemic way to hone communication, presentation, leadership and time management skills. Participants will be able to learn how to deliver speeches in front of an audience and will be able to sharpen their presentation skills and learn how to give and received feedback in a professional setting. The program will focus on improving writing, listening and speaking skills.

Trainees will learn to

- Conduct Effective Meetings
- Practice time management
- Enhance listening skills

- Sharpen presentation skills
- Boost Team collaboration
- Guide successful teams
- Take and implement feedback
- Enhance critical thinking skills

4) TASKS AND DELIVERABLES

The consultant(s) is expected to perform the following tasks and submit the following deliverables as per the timeline:

Tasks & Deliverables:

Identify Catchment (Surface water and Groundwater):

- Conduct an orientation session for all trainees on the use of the Toastmasters Online Learning Management System
- Elaborate the training curriculum and tailor the training program according to the training objectives
- Carry out 12 training sessions on a biweekly frequency (2 training sessions per month)
- Provide feedback to individual trainees during the sessions
- Retain feedback forms for analysis and insights

5) PROJECT/ ASSIGNMENT TIMELINE

Duration of assignment: 6 months, starting from 01st Mar 2025 till 30th Aug 2025

6) REQUIREMENTS

The interested consultant(s) should meet the following criteria:

Minimum requirements

- Proven track record in soft skills development
- Certification Program on Public Speaking, communication and leadership skills proficiency
- Credible curriculum to contribute to skill development

7) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. **Application Submission:**

Interested consultants should submit the Proposal and can send their Queries through Email by attention to the Following: 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>

To: Faiza khan (fakhan@wwf.org.pk)

Cc: Muzzammil Ahmed
(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.

8) 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, experience and CV.
- 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 of consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions, methodology
- 4) **Provide list of already developed portals**
- 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 must be exclusive of all types of 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.

9) FINANCIAL PROPOSAL

The proposed prices shall be provided in PKR, the total price must be inclusive of all types of applicable taxes.

The prices will include all the Travel, Boarding & Lodging and other expenses

The payment terms shall be defined through the contract to be signed between WWF -Pakistan and the consultant.

10) 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%
- b) Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

Qualifications (maximum 30 points)

- Experience relevant to the assignment (maximum 30 points)
- Adequacy of the proposed methodology and work plan (maximum 20 points)
- Skills & Competencies for the assignment (maximum 10 points)
- Prior experience with WWF-Pakistan (maximum 10 points)

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked firms will be included in the comparative process

11) 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.

12) Budget

- USD 2,125 /- Exclusive of taxes