



Consultancy Ref No: 127/RP/North/24-25

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

Development of Training Curriculum, Modules and Workplans for Farmer Field School and TOT of Extension agents (MTs) on Climate Smart Agriculture and sustainable practices in Three Provinces (Khyber Pakhtunkhwa, Sindh and Balochistan)

**Sealed Technical and Financial Proposal shall be submitted by mentioning Title on Envelope on below
Address**

**Manager Procurement & Consultancies
WWF-Pakistan Head Office, Inside Ali Institute
Ferozpur Road Lahore**

The deadline for submission is **11TH July 2025** at **17:00** hours.

HIRING OF CONSULTANT



WWF-Pakistan is looking for qualified and experienced consultants local Consultants for the purpose of following Projects Titles

1. **Development of Training Curriculum, Modules and Workplans for Farmer Field School and TOT of Extension agents (MTs) on Climate Smart Agriculture and sustainable practices in Three Provinces (Khyber Pakhtunkhwa, Sindh and Balochistan)** The deadline for submission is **11TH July 2025** at 17:00 hours.

Interested consultants who meet the eligibility criteria are encouraged to review the detailed Terms of Reference (TORs) available on the WWF-Pakistan website:

<https://wwf.org.pk/consultancy/>

To address any queries, please contact us at mahmed@wwf.org.pk.

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**Manager Procurement & Consultancies
WWF-Pakistan Head Office, Inside Ali Institute**

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	4 months (120 Days)
Type:	Firm/Individual

Background of Project & Assignment:

World-Wide Fund for Nature-Pakistan (WWF-Pakistan), the global conservation organization, has a mission to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature by Conserving the world's biological diversity, ensuring that the use of renewable natural resources is sustainable and Reducing pollution and wasteful consumption

Under its global mission, WWF-Pakistan works with central and local government agencies, the private sector, civil society organizations (CSOs), and the local communities to implement its various conservation programs in the Eight thematic areas, including Climate and Energy, Forest, Freshwater, wildlife, food and Agriculture, ocean, Biodiversity, Recharge Pakistan and Sustainable Infrastructure. WWF Pakistan has substantial experience in working with international donors.

WWF Pakistan, founded in 1970, is Pakistan's most significant independent nature conservation NGO, with over 20 offices nationwide. WWF Pakistan has a mission to preserve the country's incredible biodiversity and natural resources through the practices above. Since its inception, WWF Pakistan has implemented over 200 projects and programs. WWF Pakistan works closely with local and national partners, government, private partners, research, and communities.

Brief Project Description:

Recharge Pakistan is a project of Protection of vulnerable communities including Small- Scale farmers from the adverse impacts of floods and droughts through the implementation of EbA (Ecosystem-based Adaptation), Green Infrastructure (GI) and Climate Smart Agriculture (CSA) interventions in the D.I Khan and Ramak watersheds of Khyber Pakhtunkhwa, Chakar Lehri Watershed Balochistan, and Manchar Lake and Watershed Sindh. The people living in these areas are particularly vulnerable to the impacts of climate change-induced floods and droughts, which are already negatively affecting their water and livelihood security. Integration of EbA and GI interventions into provincial- level policies, plans, frameworks, and manuals through establishing and demonstrating a proof of concept for EbA and GI interventions' cost-effectiveness, flood attenuation, and disaster risk reduction benefits.

There are several technical challenges that inhibit smallholder farmers in Pakistan's agricultural sector from adopting and implementing a shift toward more climate-resilient and sustainable agricultural practices. Specifically, smallholder farmers in Pakistan face the challenges to adopt climate- smart agriculture like limited technical knowledge and skills, inadequate access to information and extension services and access to Inputs. Therefore, shifting agricultural practices among smallholder farmers in Pakistan that better equips these vulnerable populations to cope with the challenges of climate change requires the building the capacity of farmers by providing training and technical assistance, demonstrating climate-smart agriculture practices and linking farmers to bio-inputs, such as drought-resistant seeds, bio-fertilizers, and bio-pesticides.

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 objective of this consultancy is to **design and develop a training curriculum, module and workplan in Urdu, English and local languages** that focuses on climate-resilient and sustainable agricultural practices. This curriculum will serve as a guide for Farmer Field Schools (FFSs) and will be integrated into training programs facilitated by the Provincial Agriculture Departments of Khyber Pakhtunkhwa, Sindh and Balochistan.

Furthermore, the consultancy includes training of 120 Agriculture Extension Agents from all three provinces, with 60 participants from KP, 30 from Sindh and 30 from Balochistan ensuring 25% inclusion of women extension agents. The training will equip them with the necessary knowledge and skills to effectively implement the curriculum at the field level. The consultant will ensure that the curriculum aligns with local agro-climatic conditions and farmer needs while being easy to understand and implement.

The training curriculum consists of key aspects related to major local crops, vegetables, and orchards specifically covering irrigated and rainfed/hill torrents on the following topics:

- Farmer Field Schools and Strengthening the capacity of small-scale farmers and people through FFS
- Improved Water-Efficient Irrigation Practices and Systems
- Farming of Drought-Resistant Crop Varieties
- Soil Management Practices Responsive to Climate Change
- Installation/construction and Use of Water Storage Tanks for Small-Scale Farmers and the local community

B. Specific Tasks:

(i) Curriculum Development

- Conduct a review of existing training materials, research studies and best practices in climate-resilient agriculture.
- Conduct sample-based training need assessment of the farming community of all 03 provinces
- Development of training curriculum and module in Urdu, English and translate in Sindhi language as well
- Development of Farmer Field School Register for Extension Agents

Ensure the modules are:

- ✓ Practical and easy to understand (including illustrations (animated photos) and considering local norms and farming practices.
- ✓ Aligned with national and international climate adaptation strategies and policies along with branding and making.

(ii) Farmer Field School (FFS) Workplans

Design detailed FFS workplans, including:

- Training schedules and timelines
- Demonstration plots and practical field exercises.
- Monitoring and evaluation indicators for measuring successful adoption of training.

C. Stakeholder Consultations & Validation

- Engage with Provincial Agriculture Departments, PARC, local NGOs, and research institutions/academia to gather insights and validate training content.
- Incorporate feedback and finalize the curriculum and workplans.

D. Training of Agriculture Extension Agents

- Develop a training program and facilitation guide for 120 Agriculture Extension Agents from KP, Sindh, and Baluchistan. (KP; 60, Sindh; 30, Balochistan; 30)
- Conduct 03 training workshops to ensure extension agents are well-equipped to deliver the FFS curriculum to small-scale farmers.
- Evaluate knowledge efficacy of Extension agents through pre and post test

E. Training Implementation

- Provide guidance on training materials, equipment, and farmer participation strategies.
- Develop a trainer's guide to assist facilitators in delivering training sessions effectively.

4) Deliverables

Sr. No	Deliverables
1	Inception meeting Report
2	Submit work plan of the assignment
3	Training Need Assessment (TNA) Reports of farming community at 03 Provinces
4	Submit the training curriculum/ Training Modules (Eng, Urdu & Sindhi)
5	Validation report (Incorporation of Feedback of stakeholders)
6	Training Plan of 120 Agriculture Extension Agents (03 Provinces)
7	Submit the Farmer Field School Register
8	Training of Trainers (TOT) Report
9	Submit the Farmer Field School (FFS) Workplans
10	Final Presentation

5) REQUIREMENTS

The consultant must meet the following requirements:

Requirements:

- Postgraduate degree in agriculture, climate change, rural development, or related fields.
- At least 5 years of experience in Training curriculum/ modules development, farmer training, and climate-resilient agriculture
- Prior experience in Farmer Field School methodologies and adult learning techniques.

- Proficiency in English, Urdu and access to translation expertise.
- Proven experience working with WWF, FAO, or other development organizations.
- Strong facilitation, communication, and stakeholder engagement skills

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Application Submission:

Sealed Technical and Financial Proposal shall be submitted by mentioning Title on Envelope on below Address

Manager Procurement & Consultancies
WWF-Pakistan Head Office, Inside Ali Institute
Ferozepur Road Lahore

1. 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.

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, 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 Punjab, Sindh and Baluchistan.

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
- Team Composition and Experience
- 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 **PKR 5,000,000 (5 million)** inclusive of all taxes and out of pocket expenses