



Consultancy Ref No: 132/APWASI/North/24-25

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

## **SUBJECT:**

**Consultancy for Education for Sustainable Development (ESD)  
Teacher Training on Water Conservation Behaviors**

---

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

<https://forms.gle/Mr6EeFsPHYytky9F9>

---

## RFP – Consultancy Services

### CONTENT

1) Introduction & Background .....	2
2) General Conditions .....	2
3) Purpose of Consultancy .....	2
4) Deliverables .....	3
5) Project/Assignment Timelines .....	3
6) Requirements .....	3
7) Correspondence and Submission of Proposal .....	4
8) Format of Proposal .....	4
9) Financial Proposal .....	4
10) Evaluation Process .....	5
11) Documentation and Confidentiality .....	5

## 1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	<u>2 months</u>
Type:	<u>Individual/Firm</u>

### Background of Project & Assignment:

The training aims to build teachers' capacity to deliver Education for Sustainable Development (ESD) focused on promoting water conservation behaviors through the establishment and strengthening of school-based water clubs. As part of the Australia Pakistan Water Security Initiative (APWASI), this effort seeks to equip teachers with the knowledge, skills, and pedagogical strategies necessary to inspire students to adopt water-saving practices both at school and in their communities. The consultant will design and conduct four one-day training workshops for teachers and develop a comprehensive ToT manual to support the integration of practical, interactive, and learner-centered methods for water conservation education into school curricula and co-curricular programs.

## 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:

1. Enhance teachers' understanding of ESD principles with a focus on fostering water conservation behaviors.
2. Equip teachers with practical and participatory pedagogical strategies to encourage water-wise habits among students.
3. Develop a user-friendly ToT manual for teachers that includes lesson plans, activities, and tools aligned with ESD pedagogy.

**b. Specific Tasks:**

The consultant will be responsible for the following tasks:

1. Design and develop a comprehensive one-day teacher training module (to be delivered twice) that covers Education for Sustainable Development (ESD) principles, water conservation challenges, behavior change science, and interactive pedagogical strategies for promoting water-wise habits in schools.
2. Prepare a comprehensive ToT manual for teachers, featuring step-by-step lesson plans, practical activity guides, co-curricular engagement ideas, and monitoring tools to support the implementation of water conservation education in schools.
3. Facilitate four one-day in-person teacher training workshops using participatory, learner-centered approaches (e.g., group discussions, case studies, gamified learning, scenario-based exercises) to build teacher confidence in promoting water conservation behaviors.
4. Compile and submit a report summarizing the training process, key outcomes, and participant feedback.

## 5) REQUIREMENTS

- Proven experience designing and delivering teacher trainings in ESD, water/environmental education, or related fields
- Expertise in modern pedagogical techniques for adult learners and participatory approaches
- Strong understanding of water conservation issues, both scientific and local/community contexts
- Excellent facilitation, communication, and writing skills

## 6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

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

<https://forms.gle/Mr6EeFsPHYytky9F9>

- 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:

- a. Application Form available at WWF-Website** - General information about the Bidder, covering, qualification and experience, CV and all related Information.
- b. 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.
  - c. Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions;

- d. **Provide template of already complete similar type of reports-** the WWF-PAKISTAN may request additionally;
- e. **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- f. **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 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 are PKR 400,000.