



Consultancy Ref No: \_\_\_\_\_

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

**SUBJECT: Translation of GRM IEC Material in Urdu &  
Sindhi Language**

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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/Mr6EeFsPHYtky9F9>

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## 1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services  
Duration of assignment: \_\_\_\_\_ 30 days \_\_\_\_\_  
Type: \_\_\_\_\_ Individual \_\_\_\_\_

### Background of Project & Assignment:

Recharge Pakistan is a flagship initiative aligned with the Government of Pakistan's 2021 Nationally Determined Contributions (NDCs), leveraging natural systems to reduce flood and drought risks in the Indus Basin. The project focuses on Ecosystem-based Adaptation (EbA) and green infrastructure (GI) at four sites, including watershed restoration, channel desilting, and 127 green infrastructure interventions like embankments and recharge basins.

These measures aim to enhance resilience, benefit 687,336 people directly, and 7 million indirectly, while showcasing cost-effective climate solutions for sustainable water management and disaster risk reduction.

The Grievance Redress Mechanism (GRM) of the Recharge Pakistan ensures timely, transparent, and effective resolution of project-related complaints in line with WWF's Environmental and Social Standards and GBV/SEAH prevention guidelines. It provides communities and stakeholders with accessible processes to address concerns, manage risks, and strengthen project outcomes. Grievances may include issues such as environmental or social harm, fraud, corruption, and gender-based violence.

## 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 the service provider 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 consultancy aims to engage a qualified translator to translate GRM IEC materials into Urdu and Sindhi, ensuring effective communication and outreach. This will support wider GRM socialization among communities. The objective is

to enhance understanding, accessibility, and impact of the grievance redress process.

**b. Specific Tasks:**

- Review and understand the content of existing GRM IEC materials developed in English.
- Accurately translate all GRM IEC materials into Urdu and Sindhi, ensuring clarity, cultural relevance, and simplicity for all stakeholders and specifically community-level understanding.
- Ensure that translations align with WWF's Environmental and Social Standards (ESSs) and GBV/SEAH guidelines.
- Work closely with the project team to incorporate any feedback and finalize translated materials.
- Provide translated content in both editable and print-ready formats for effective distribution and use in community outreach activities.

#### 4) Deliverables

- Accurate and culturally appropriate translations of all GRM IEC materials in Urdu and Sindhi.
- Translated materials aligned with WWF's ESSs and GBV/SEAH guidelines.
- Finalized Urdu and Sindhi versions of IEC materials incorporating project team feedback.
- Submission of all translated materials in both editable (e.g., Word) and print-ready (e.g., PDF) formats.

#### 5) REQUIREMENTS

- Proven experience in professional translation, specifically Urdu and Sindhi, with a focus on development, social, or community-based content.
- Strong understanding of cultural and linguistic nuances relevant to diverse communities in Pakistan.
- Familiarity with environmental and social safeguards, including WWF's Environmental and Social Standards (ESSs) and GBV/SEAH guidelines, is highly desirable.
- Demonstrated ability to deliver high-quality, clear, and accessible translations suitable for community-level understanding.
- Capacity to submit translations in both editable and print-ready formats within the agreed timeline.
- Ability to work collaboratively with project teams and incorporate feedback constructively.
- Fluency in English, Urdu, and Sindhi (reading and writing) is essential.

#### 6) LOCATION OF THE CONSULTANCY

The consultancy can be **home-based or remote** within Pakistan. The consultant should be available for **virtual coordination** with the project team and **occasional in-person meetings** if required.

#### 7) 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/Mr6EeFsPHYtKy9F9>
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))

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.

#### 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 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.

## 9) 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

**The Payment Term:** shall be defined by the contract to be concluded 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%)

- 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

## 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

Total Budget for this activity inclusive of all taxes and Out of Pocket expenses are **PKR 130,000/-**