



Consultancy Ref No: 154/WRAP/25-26

# RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

**Terms of Reference (TORs) for “Train the Project Communities on Grafting and Supporting Grafting of Wild Olive (*Olea ferruginea*) and Wild Almond (*Prunus eburnea*) under the WRAP Project”**

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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.office.com/e/sxNStCNxPM>

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RFP – Consultancy Services

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## 1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	3 Months
Type:	Firm/Individual both

WWF-Pakistan with the financial support of FCDO, implementing a project titled, “Scaling up nature-based solutions for improving integrated water resources management and enhanced Water security in Pakistan”. The project aims to pilot Nature-based Solutions (NbS) at selected locations in Gilgit-Baltistan, Punjab, and Khyber Pakhtunkhwa in partnership with relevant stakeholders. Water management for improving the health of natural ecosystems, better water resource management, and livelihood improvement are the outcomes of the project interventions.

## 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 regard 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 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 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-Pakistan Fraud and Corruption Prevention and Investigation Policy, and WWFPakistan, 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:

Under the WRAP project, a component has been included for green income generation to ensure the community has alternative income generation capacities. Among several ideas, olive and wild almond grafting and supporting grafting has significant importance. There is a significant demand for olive oil and wild almond in the country, which is fulfilled usually by the oil import. Fortunately, we have a significant number of wild Olive and

wild almond species in the country and several successful trials have been conducted for various variants of olive and wild almond in GB.

The project aims to not only graft the wild Olive and wild almonds but also build the capacity of the local communities in districts Gilgit, Nagar, Ghizer, and Astore so that they can graft and manage their respective plants. In this case, the wild stand of Olive and Almonds will remain sustainable and will be protected from deforestation, while on the other hand, the communities will have alternative sources of income.

#### **b. Specific Tasks:**

- Conduct face-to-face meetings with the project staff to share expectations and discuss the project scope and objectives.
- Conduct a comprehensive literature review about grafting and supporting grafting of Olive and Almond, its significance, failure, and potential in the districts of Gilgit-Baltistan region, and include all the data in the final report along with references.
- Develop a pictorial manual in English and Urdu for grafting and supporting techniques, particularly for olive and Almond grafting and its potential cultivars according to their climatic condition.
- Understand the project areas' climatic conditions and propose appropriate cultivars of olive and almond for grafting.
- Identify suitable vendors for the bud wood for grafting and supporting grafting of Wild Olive and Wild Almond.
- Identify suitable skilled persons for budding/grafting according to the ecotones of the Gilgit-Baltistan region.
- Development of training materials, including presentations, handouts, pre- and post-training assessment forms, and practical exercises, for the grafting.
- Conduct day-long training for each project site, including pre-post training evaluation and supervise two days of grafting practices at each project site, including Gilgit, Nagar, Ghizer, and Astore.
- Share a comprehensive report on the conducted training sessions and grafting/supporting grafting.
- All the field data will be the property and copyrights of WWF-Pakistan, which will not be used in any type of publication.

#### **4) Deliverables**

- Detailed work plan and timeline for conducting the entire assignment including trainings grafting, and supporting grafting.
- Develop a pictorial manual in English and Urdu for grafting and supporting grafting techniques, particularly for olive and almond and its potential cultivars according to their climatic condition.
- Development of training materials, including presentations, handouts, pre- and post-training assessment forms, and practical exercises, for the grafting and supporting grafting.
- Conduction of training sessions at designated venues of Gilgit-Baltistan region.
- Report on training sessions, including participant feedback and evaluation.

#### **5) REQUIREMENTS**

##### **a. Qualification**

- At least 16 years of education from a reputable institute in natural sciences, including but not limited to: Agriculture, horticulture, Agronomy, Production Sciences, Genetic Engineering, Plant Breeding and Genetics. etc.

b. Eligibility

- Demonstrated ability to write comprehensive, well-structured scientific studies, and practical knowledge.
- Excellent written and verbal communication skills to engage communities.
- Strong organizational skills to manage multiple tasks, meet deadlines and coordinate effectively with the project team.
- A good command of providing training and delivering interactive presentations.
- Having strong practical knowledge and understanding about the olive variants according to the different climatic conditions.
- Comprehensive grafting, pruning, and budding skills

c. Experience

- A minimum of ten years of experience in capacity building for agro farmers, grafting, supporting grafting, and root staking.
- Good skills in the olive related grafting, □ Good reporting and writing skills.
- Experience working with international organizations or on donor-funded projects.

## 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.office.com/e/sxNStCNxPM>

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:

- 1) **Application Form available at WWF-Pakistan 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, and 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, and 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- Pakistan 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 WWFPakistan, 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 fulfillment 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 is **PKR.250,000/-**