



RFP for Consultancy Services-WWF Pakistan

Subject:

“Support implementation of SMART in Deva Vital National Park in line with SMART Global Standards for effective wildlife crime monitoring and prevention”

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>

RFP – Consultancy Services

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1) INTRODUCTION & BACKGROUND

Contract Type	Consultancy and Services
Duration of assignment:	1 st August 2025 to 30 th December 2025
Consultant	Firm/ Individual (Both)

WWF-Pakistan is leading the project “Combating Wildlife Trafficking in Pakistan” to strengthen the frontline efforts against wildlife crimes. The initiative focuses on building the capacity of rangers to detect, respond to, and investigate wildlife trafficking incidents, while also equipping the judiciary to prioritize wildlife crimes and ensure effective prosecutions. A key component of the project involves improving coordination between provinces and enforcement agencies to close the gaps often exploited by traffickers.

The on-site component of the project is focused on Deva Vatala National Park (DVNP) in Azad Jammu & Kashmir (AJ&K), aiming to address poaching and illegal wildlife trade through the implementation of a zero-poaching framework. This includes the capacity building of rangers and the provision of essential equipment and technology-based tools such as the SMART (Spatial Monitoring and Reporting Tool) system.

To support this effort, we seek to engage a consultant (individual, firm, or organization) to develop customized SMART-based patrolling and illegal wildlife trade (IWT) monitoring and reporting modules for selected staff of the wildlife department. The consultant will also be responsible for building staff capacity in data collection and analysis to support improved planning and targeted response to IWT in Deva Vatala National Park. The consultant is expected to work closely with the project team and the Wildlife and Fisheries Department of AJ&K to conduct a situation analysis including a threat assessment and review existing patrolling practices and data collection tools, leading to the development of site-specific SMART package and training modules.

Spatial Monitoring and Reporting Tool (SMART) is an innovative platform designed to help protected areas and wildlife authorities effectively manage and monitor conservation activities, including efforts to combat illegal wildlife trade. It consists of desktop software and a mobile app intended for use by field staff, researchers, and community stakeholders, enabling efficient data collection, analysis, and reporting. SMART supports a wide range of functions such as biodiversity monitoring, law enforcement, visitor management, and threat assessments ensuring that critical field data reaches decision-makers. In Pakistan, WWF has been training wildlife department staff in two protected areas on the use of SMART to enhance conservation outcomes and address threats such as poaching and illegal trade.

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 WWFPAKISTAN shall not incur any obligation whatsoever toward the Bidder regardless of whether such bid is accepted or rejected.

3) PURPOSE

3.1. The objective of the Consultancy

- i. Undertake a comprehensive threat assessment at Deva Vatala National Park (AJK) with rangers and communities to understand the needs for effective on-site SMART implementation
- ii. Develop customized site-specific SMART packages and modules in collaboration with the SMART Partnership's Capacity Council
- iii. Delivery of one capacity-building workshop (05 to 07 days) for the staff of Deva Vatala National Park and Wildlife and Fisheries Department of AJ&K using the developed SMART package for its integration into the data collection and monitoring system

3.2. Specific Tasks

- i. Coordinate closely with WWF-Pakistan to finalize the field assessment plan, data collection methodology, and SMART module development process.
- ii. Develop and share templates for threat assessment, capacity analysis, and resource availability, to be used with rangers, local communities, and wildlife department staff at Deva Vatala National Park.
- iii. Design a customized SMART package for the site (DVNP), including data models, patrol forms, and reporting templates, tailored to the park's specific conservation needs and operational context.
- iv. Ensure the package is fully aligned with SMART Global Standards and relevant competence frameworks.
- v. Create a structured SMART training module in English for rangers and wildlife officers, covering patrol planning, data collection, analysis, reporting, and the use of both SMART Mobile and SMART Desktop.
- vi. Delivery of one capacity-building workshop (05 to 07 days) for the staff of Deva Vatala National Park and Wildlife and Fisheries Department of AJ&K using the developed SMART package for its integration into the data collection and monitoring system.
- vii. Conduct pre- and post-training assessments to evaluate knowledge uptake and the effectiveness of the training.
- viii. Submit finalized training materials, SMART configuration files, and a brief summary of feedback received from participants.
- ix. Prepare a concise final report outlining the methodology, assessment findings, training outcomes, and recommendations for scaling or sustaining SMART implementation.

1. A site-specific threat and Capacity Assessment Report serving as guidance for designing SMART package
2. Customized SMART Data models/ data collection packages
3. SMART training material including guidance on data models, patrol planning, data collection, analysis, and reporting.
4. Comprehensive Training manual (SMART 7)
5. Submission of a fully configured SMART package (data model, and forms) tailored to the site and ready for use.
6. Delivery of one capacity-building workshop (05 to 07 days) for the staff of Deva Vatala National Park and Wildlife and Fisheries Department of AJ&K using the developed SMART package for its integration into the data collection and monitoring system.

7. A concise final report outlining the methodology, assessment findings, training outcomes, and recommendations for scaling or sustaining SMART implementation.

5) PROJECT/ASSIGNMENT TIMELINE

The consultant will be responsible to complete all deliverables with the given timeframe of “1st August 2025 to 30th December 2025” – i.e. 5 Months

Note: Consultant will be required to provide the workplan according to this timeline for the assignment

6) REQUIREMENTS

The consultant will be responsible for developing customized SMART training modules and delivering capacity-building training aligned with SMART Global Standards for implementation in Deva Vatala National Park, AJ&K. The consultant should be affiliated with, or recognized by, the SMART Partnership and possess strong practical experience in implementing SMART for wildlife crime monitoring.

The consultant(s) must meet the following criteria:

- i. At least five (5) years of demonstrated experience in designing, implementing, and training rangers using SMART-based monitoring systems at the national, regional, or global level, preferably within protected areas or national parks.
- ii. Active affiliation with the Global SMART Partnership, including involvement with the Capacity Building Council or contribution to SMART tool development and global standardization efforts.
- iii. Strong expertise in developing customized SMART data models, training modules, and ranger training materials tailored for protected area staff and law enforcement personnel.
- iv. Proven experience in conducting threat assessments and SMART-specific capacity needs assessments.
- v. Familiarity with WWF’s approach to using SMART as part of broader wildlife crime prevention and anti-poaching effort is highly desirable.
- vi. Prior experience in training rangers or protected area staff on SMART use in Pakistan is essential, along with an understanding of local governance structures, enforcement challenges, and institutional frameworks.
- vii. Demonstrated ability to develop technical SMART content into user-friendly training materials and adapt content to the local context of Pakistani wildlife departments.

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)

Cc: Muzzammil Ahmed (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.

4. Inquiries 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.
- 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 Pakistani Rupees (PKR) for national consultants and USD for international consultants, the total price shall include all costs related to service provision including applicable taxes.

Note: Templates of all Information is provided on the Application form available at WWF-Website. Any Additional Information related to the RFP can be attached along with the application Form.

1. The proposed prices shall be provided in PKR for national consultants and USD for international consultants, the prices shall be provided in Pak Rs and USD, the total price must be exclusive of all types of applicable taxes.
2. The consultant will submit the cost of the assignment in a lump sum, including all applicable taxes according to the Government of Pakistan
3. The boarding and lodging (Air and local travel, accommodation and food of one person) will be covered by WWF-Pakistan
4. 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 work plan
- Expression of interest (EOI)
- Consultant's Profile
- Detailed methodology

B) Financial Proposal (30%)

Detailed financial proposal which should be inclusive of all applicable taxes. The financial proposal should follow a breakdown structure i.e., specifying cost(s) to each head and subhead. Consultant's registration certificate

- NTN detail(s)

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked Consultants 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 Ceiling

Maximum Budget ceiling for this activity is 10,099 USD inclusive of all taxes. It includes USD 6,120/- as Remuneration fee and USD 3,992/-out of pocket expenses that includes Airfare, lodging, meals and incidental expenses, visa fee and local taxi.