



Consultancy Ref No: 159/WRAP/25-26

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT: ToRs for “Training for the staff on Report writing, data management, and Knowledge management” (Training will be held in Gilgit).

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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1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services
Duration of assignment: 15-8-2025 to 30-12-2025 Type:
Individual or firm

Background of Project & Assignment:

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 and Khyber Pakhtunkhwa in partnership with relevant stakeholders. Water management for improving the health of natural ecosystems, better water resource management, and livelihood improvement will be outcomes of the project interventions.

The capacity building of the staff is an essential part of any project; therefore, under the umbrella of the project, the staff capacity building is planned. The three-day training will include training on report writing, data management, and knowledge management.

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 WWFPAKISTAN 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 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. The objective of the Consultancy:

The objective of the consultancy is to support the staff in enhancing the quality of reporting, streamlining data management processes, and strengthening knowledge management systems for improved institutional performance, learning, and communication.

b. Specific Tasks:

The trainer will be responsible for the following points during and after the training:

A. Report Writing

- Develop high-quality reports (monthly, quarterly, annual, donor-specific, thematic) in line with organizational standards.
- Provide editing, formatting, and quality assurance support for internal and external reports.
- Train relevant staff on effective report writing skills and templates.

B. Data Management

- Review and assess existing data collection, storage, and analysis practices.
- Support development/improvement of data management systems (including digital tools or databases).
- Ensure data quality control, validation, and standardization.
- Train staff on data entry, analysis, and reporting.

C. Knowledge Management

- Conduct a knowledge management needs assessment.
- Design or improve systems for documentation, storage, and sharing of knowledge products (case studies, best practices, lessons learned, impact stories and success stories). • Develop and operationalize knowledge management tools (such as KM frameworks, repositories, newsletters, dashboards).

4) Deliverables

- Build staff capacity in knowledge documentation and dissemination.

The consultant is expected to deliver the following:

- Inception report with detailed methodology and work plan
 - Updated or newly developed data management system (tools, templates, SOPs)
 - Knowledge management strategy/framework
 - Conducted three days of training sessions on report writing, data management, and Knowledge Management.
 - Final consultancy report summarizing activities, outputs, lessons learned, and recommendations
- a. Eligibility**
- Strong analytical, communication, and facilitation skills.
 - Proven ability to produce high-quality reports and documents.
 - Familiarity with data analysis tools (e.g., Excel, Power BI, Kobo, etc.) and KM platforms (e.g., SharePoint, Confluence, etc.) is an asset.
 - Experience in training and capacity building
 - Know how of the local languages for delivering the training.
 - Identifies and aligns with the core values of the WWF organization: courage, Collaboration, Respect, and Integrity.
 - Adhere to WWF's brand characteristics: Knowledgeable, Optimistic, Determined, and Engaging.
- b. Qualification**
- Master's degree in Communications, Information Management, Development Studies, M&E, or related field.

c. Experience

- Minimum 5 to 8 years of experience in report writing, data or knowledge management in development or humanitarian sectors

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/sxNSStCNxPM>

2. Interested consultants should submit the Proposal and can send their Queries through Email by attention to the following:

To: Faiza khan (fakhan@wwf.org.pk)

Cc: Muzzammil Ahmed (mahmed@wwf.org.pk)

3. The RFP submission deadline is mentioned on WWF-Website.

4. Any information and responses to inquiries 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, 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 **Pakistani Rupees / PKR**; 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.

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

The applicant's proposal shall be evaluated based on the Quality and Cost Based Selection

(QCBS) method. Under QCBS both technical and financial proposals shall be evaluated as per the following criteria against a maximum score of 100 points.

A) Technical Proposal (70%)

- Detailed work plan
- Expression of interest (EOI)
- Company 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 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 are **PKR 300,000/only**.