



Consultancy Ref No: 172/TNC/25-26

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT: National Consultant— TNC Report Stocktaking assessment conducted and institutional arrangements for preparation of subsequent NC described.

Application Submission:

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

<https://forms.office.com/e/sxNStCNxPM>

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1) INTRODUCTION & BACKGROUND

| | |
|-------------------------|--------------------------|
| Contract type: | Consultancy and Services |
| Duration of assignment: | 1 Month |
| Type: | Individual |

Background of Project & Assignment:

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:

To support the Ministry of Climate Change in conducting a comprehensive stocktaking assessment of the Third National Communication (TNC). The consultant will evaluate progress achieved, summarise results, identify institutional strengths and gaps, and propose measures to strengthen and sustain arrangements for the preparation of future National Communications (NCs) and Biennial Transparency Reports (BTRs) under the UNFCCC.

b. Specific Tasks:

The consultant will undertake the following tasks:

1. Self-Assessment and Stocktaking
 - Conduct a stocktaking exercise and prepare a summary of activities and results achieved for the TNC.
2. Stakeholder Engagement Strategy
 - Develop a strategy to incorporate relevant stakeholders.
 - Define roles and responsibilities.
 - Identify focal points in working groups.
 - Establish mechanisms to track financing, constraints, gaps, and technical/capacity needs.
3. Institutional Strengthening
 - Review existing institutional arrangements.
 - Propose measures to strengthen and retain them.
 - Recommend technical assistance needs and strategies to enhance synergies with other programmes and institutions.
4. Continuity of Reporting
 - Propose measures to ensure continuity and further strengthening of reporting to the UNFCCC.
 - Suggest sustainable institutional arrangements.
5. Qualitative Capacity Assessment
 - Undertake a final qualitative assessment of institutional capacity for NCs and BTRs.
 - Apply a structured 1–4 rating scale for evaluation.

4) DELIVERABLES

1. Stocktaking Report: Comprehensive summary of activities, achievements, and lessons learned from TNC.
2. Stakeholder Strategy Document: Roles, focal points, and tracking mechanisms for NC processes.
3. Institutional Strengthening Recommendations: Measures and proposals for technical assistance and synergies.
4. Continuity Measures Report: Proposed arrangements for sustainable and improved reporting to UNFCCC.
5. Capacity Assessment Report: Institutional rating (1–4 scale) with justification and recommendations.

5) REQUIREMENTS

Education

- Master's degree (or higher) in Climate Change, Environmental Sciences, Environmental Policy, Public Policy, or related field.

Professional Experience

- Minimum 15 years of experience in climate change, sustainable development, or environmental policy at technical and policy levels.
- Proven track record in preparing or guiding NCs, BURs, or BTRs under the UNFCCC.
- Demonstrated expertise in institutional assessments, stocktaking, and capacity-building in climate reporting.
- Experience with government ministries, inter-ministerial working groups, and UN agencies/international partners.
- Familiarity with UNFCCC guidelines and modalities (MPGs of the Enhanced Transparency Framework).

Skills

- Strong analytical and strategic thinking capacity.
- Excellent report writing, facilitation, and presentation skills.
- Proven ability to coordinate diverse stakeholders and build consensus.
- Fluency in English (written and spoken); knowledge of Urdu or other local languages is an advantage.

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. **Application Submission:**

Interested consultants should submit the Proposal on **Application Form Available Online** or can access through 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: Assadullah (assadullah@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-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.

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: USD /8620