



Consultancy Ref No: 175/WRAP/25-26

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

## **SUBJECT:**

**Training Needs Assessment and Capacity Building on Natural Resource Management (NRM) for Local Communities and Field Staff of Forest, Wildlife, and Environment Departments in District Khushab in Punjab**

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### **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:	2 Months
Type:	Firm

### Background of Project & Assignment:

The World-Wide Fund for Nature-Pakistan (WWF-Pakistan) is a leading conservation organization in the world and has a mission to stop the degradation of the planet by conserving biodiversity, and renewable natural resources for a sustainable environment, and Nature-based solutions to the challenges. WWF-Pakistan with the financial support of Foreign Commonwealth Development Office (FCDO) of UK Government, aims to Scale-up Nature-based Solutions for Improving Integrated Water Resources Management and Enhanced Water Security in Pakistan.

The project proposes to undertake demonstrations of Nature-based Solutions (NbS), including Ecosystem-based Adaptation (EbA) interventions that will improve water security and governance, build the resilience of communities to climate change at the target sites in Punjab (PB), Gilgit-Baltistan (GB) and Khyber Pakhtunkhwa (KP), and enable the Government and relevant stakeholders to implement and replicate NbS in Pakistan for building climate change resilience. The capacity development interventions for the government will be critical to scale and replicate these approaches. The consultancy aims to conduct training needs assessment (TNA) for the local communities, and field staff of Forest, Wildlife and Environment departments and their capacity building/ on NRM related issues i.e., survey techniques, grazing management, forest fire control, wetlands management, catchment protection, etc.

## 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:

- Conduct training needs assessment (TNA) for local communities and field staff of Forest, Wildlife, and Environment Departments on NRM-related issues.
- Design and deliver capacity-building programs tailored to the identified needs, focusing on sustainable practices, participatory approaches, and resilience building.
- Strengthen inter- and intra-departmental coordination for improved NRM in Soon Valley.

## b. Scope of the Consultancy:

- Reviewing existing reports, policies, and practices relevant to NRM in Soon Valley.
- Designing and conducting a TNA survey with communities, and field staff of Forest, Wildlife, and Environment Departments.
- Identifying knowledge and skill gaps on the following thematic areas:
  - Survey techniques and participatory approaches
  - Grazing management and rangeland restoration
  - Rangeland management and restoration
  - Forest fire prevention and control
  - Wetlands conservation and management
  - Catchment protection and watershed management
  - Integrated water resource management
- Developing a comprehensive training plan and modules based on TNA findings (in English and Urdu).
- Conducting capacity-building workshops and hands-on sessions with communities and department staff.
- Documenting lessons learned, best practices, and recommendations for long-term capacity development.

## 4) DELIVERABLES

1. Inception Report with methodology, work plan, and tools for TNA;
2. Training Needs Assessment (TNA) report highlighting gaps, challenges, and priorities;
3. Training modules and resource materials (in English and Urdu);;
4. Delivery of 3 training sessions with local communities and departmental staff (Naushera and Khushab);
5. Final consultancy report summarizing activities, training outcomes, feedback, and recommendations;

## 5) REQUIREMENTS

### a. Qualification

- At least master's degree from a recognized university in Forestry, Wildlife, Environment, Natural Sciences or other related fields, 05 to 10 years of working experience with Foreign/Donor WB, ADB, EU & FCDO funded projects.
- Proven experience in conducting TNAs, training, and capacity-building on NRM, forestry, rangeland, and water resource management.
- Strong knowledge of community-based approaches, nature-based solutions, and climate resilience.
- Experience working with government line departments (Forest, Wildlife, Environment) and local communities in Punjab.

## 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. 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](mailto:fakhan@wwf.org.pk))

**Cc:** Assadullah ([assadullah@wwf.org.pk](mailto:assadullah@wwf.org.pk))

3. The RFP submission deadline mentioned on WWF-Website.
4. 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 Punjab.

**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 are **PKR 1,050,000/-**