



Consultancy Ref No: 178/Marine/25-26

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

**SUBJECT: TERMS OF REFERENCE FOR CONSULTANCY FOR
PREPARATION OF REPORTS OF PROJECT IN KALMAT KHORR**

Application Submission:

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

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

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	1 Months (October 01, 2025 to October 30, 2025)
Type:	Individual/Firms

Background of Project & Assignment:

WWF Pakistan, founded in 1970, is the most significant independent nature conservation NGO in Pakistan, with over 20 offices nationwide and an average annual budget of 5.06 million euros, mainly financed by private and public funding. WWF Pakistan has a mission to preserve the country's incredible biodiversity and natural resources through the aforementioned practices. Since its inception, WWF Pakistan has implemented over 200 projects and programmes. WWF Pakistan collaborates closely with local and national partners, the government, private sector partners, researchers, and communities.

The World Wide Fund for Nature-Pakistan (WWF-Pakistan) has been implementing the "Sustainable Mangrove Management and Community Development in the Indus Delta II" project in 36 villages across Keti Bunder, Kharo Chan, and Shah Bunder. The project aims to restore mangrove ecosystems, enhance community resilience, and promote sustainable management of natural resources. As the project nears its completion in December 2024, an external final evaluation is required to assess the project's impact, sustainability, and lessons learned.

Brief Project Description: The Government of Monaco, through the Prince Albert II of Monaco Foundation, collaborates with IUCN Pakistan to support a Project "Freeing Coastal Fishing Communities from the Shackles of Debt in the Kalmat Khor Region". The objectives of this Project are to empower fishing communities by implementing a holistic approach, including the provision of fishing gear and infrastructure, postharvest training on best practices, and direct access to markets through a joint transportation system and to improve the financial resilience of communities through direct access to formal loans from banks and a system of informal savings involving women, to reduce dependence on middlemen and eliminate debt-related challenges. In order to prepare various progress report, training manuals and other training report a consultancy services will be obtained.

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

Objective of the Consultancy:

The objective of this consultancy is to provide **technical and reporting support** to ensure effective documentation, monitoring, and communication of project progress and outcomes related to **sustainable fisheries management in the Kalmat area**. The consultant will play a key role in organizing project data, developing reporting tools, and preparing comprehensive technical and progress reports for submission to **IUCN** and other relevant stakeholders.

The consultant will be responsible for **collecting, reviewing, and compiling project information** to assess ongoing progress and achievements. This includes developing standardized templates for report submissions, preparing quarterly progress reports, and compiling baseline information on fisheries resources in the Kalmat area..

4) Deliverables

- Collection of information about progress reports
- Preparation of the template for submission of reports to IUCN
- Preparation of quarterly report for submission to IUCN
- Preparation of the report on baseline data about fisheries of Kalmat area
- Preparation of report for credits in Kalmat area
- Preparation of the report for meeting with banks
- Preparation of report of trainings on IPCs use, low-cost processing and fish handling.
- Any other report required for the project.

5) REQUIREMENTS

- Master's in Marine Biology, Zoology or any other relevant discipline
- Demonstrated experience of 5-7 years in Fishery project evaluations, strategies in environmental conservation, community development or natural resource management projects.
- Expertise in participatory approaches and stakeholder engagement, especially with local communities and government and non-government organizations.
- Fluency in English, Urdu and Sindhi languages.
- Cultural awareness and sensitivity to gender issues.
- Experience in providing quality technical reports.
- Knowledge of WWF's work globally and regionally is an asset
- Expertise in coastal ecosystem management and marine conservation.
- Experience in ecological field assessments and socio-economic research.
- A track record of publishing in peer-reviewed scientific journals.

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) BUDGET

The total budget available for this consultancy is fixed at PKR 500,000 (inclusive of all applicable taxes and out-of-pocket expenses).

All documents, reports, datasets, and other deliverables produced under this consultancy shall be the property of WWF-Pakistan and may not, without WWF-Pakistan's prior written consent, be used, reproduced, or shared with any third party except as required for the fulfilment of this assignment. All information provided by WWF-Pakistan to the Consultant shall be treated as strictly confidential.