



Consultancy Ref No: 208/IWT/26-27

**RFP FOR CONSULTANCY SERVICES**

**WWF-PAKISTAN**

**SUBJECT:**

**Develop Training Material and Deliver Training to Wildlife Rangers from Punjab, Sindh, And Azad Jammu and Kashmir (AJ&K) Wildlife Departments On “Ranger’s Safety and Wellbeing”**

---

**Application Submission:**

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>

CONTENT

1) Introduction & Background ..... 2

2) General Conditions ..... 2

3) Purpose of Consultancy ..... 2

4) Deliverables ..... 3

5) Project/Assignment Timelines ..... 3

6) Requirements ..... 3

7) Correspondence and Submission of Proposal ..... 4

8) Format of Proposal ..... 4

9) Financial Proposal ..... 4

10) Evaluation Process ..... 5

11) Documentation and Confidentiality ..... 5

## 1) INTRODUCTION & BACKGROUND

Contract Type	Consultancy and Services
Duration of assignment:	05 months – (1 <sup>st</sup> January 2026 to 31 <sup>st</sup> May 2026)
Consultant	Firm/Individual (Both)

Wildlife Rangers are on the frontline of conservation, providing a crucial service to nature – and humanity. Many of them face difficult and dangerous situations on regular basis. They may encounter poachers and other criminal and potentially armed groups while on patrol, support rescue missions, fight fires or prevent wildlife from damaging crops, thus risking and sometimes even losing their lives. Despite these dangers and hardships, the provisions in place to safeguard their interests and safety often fall short of providing meaningful response and protection and they lack the same acknowledgement other frontline workers receive.

Ranger's work is fundamental to achieving global conservation goal, including the Target 3 of the Kunming Montreal Global Biodiversity Framework, multiple Sustainable Development Goals (SDGs) and commitments under the United Nations Framework Convention on Climate Change. Traditionally focused on ecosystem management, biodiversity conservation, and the protection of cultural heritage, the scope of rangers' responsibilities has significantly expanded. Today, they are also involved in biodiversity monitoring mitigation of human-wildlife conflict, delivering environmental education, serving as first responders during environmental emergencies, mitigating climate change, engaging with local communities and managing habitat and tourism.

Despite the critical importance of their work, many rangers continue to face precarious and challenging working conditions. These include limited institutional capacity, inadequate training and support, unequal access to professional opportunities, and a general lack of representation and recognition – all while operating in hazardous and high-risk environments. A safe, equitable, and well-supported working environment contributes to improved morale, which, in turn, enhances workforce productivity and effectiveness. The provision of fair pay, the enforcement of work-life balance, and promotion of equality and non-discrimination are vital measures to reduce turnover and enhance performance across ranger forces. Safety standards are also of paramount importance, as rangers often operate in remote, physically and mentally demanding environments and sometimes in conflict-prone areas.

Inadequate safety provisions have led to disproportionately high rates of injury and mortality, undermining not only the individual rangers' welfare but also the broader conservation capacities of the institutions they serve. A survey conducted by WWF-Pakistan in 29 Protected Areas (PAs), engaging 550 rangers, indicated that over 70% of the surveyed wildlife rangers lacked access to basic equipment and skills required to perform their duties effectively. This presents a consistent challenge contributing to increased poaching and IWT. As ranger's responsibilities grow more; so, does the need for their safeguards, well being and protection. WWF Pakistan under its project, "Combating Wildlife Trafficking in Pakistan" intends to hire the services of consultant for;

1. Developing comprehensive resource/training material on "Rangers Safety and Wellbeing" in line with International Rangers Federation (IRF) and the Universal Ranger Support Alliance (URSA) guidelines and standards
2. Delivering one (01) day comprehensive training on above said subject each at AJK, Punjab and Sindh

## 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:**

The objective of this consultancy is to technically equip the wildlife rangers regarding legal, safety and community engagement protocols while at work. It will empower the wildlife rangers in identifying and mitigating the occupational risks and hazards, promoting safety culture, ensuring legal compliance, enhancing employee confidence and performance, and build better working relationships with custodian communities and relevant stakeholders. The consultancy has two major objectives;

1. Developing comprehensive resource/training material on "Rangers Safety and Wellbeing" in line with International Rangers Federation (IRF) and the Universal Ranger Support Alliance (URSA) guidelines and standards
2. Delivering one (01) day comprehensive training on above said subject each at AJK, Punjab and Sindh

#### **b. Specific Tasks:**

The consultant will be required to;

1. **Developing comprehensive resource/training material on "Rangers Safety and Wellbeing",**  
Under this assignment, the consultant will be required to develop comprehensive training material for the said subject in line with International Rangers Federation (IRF) and the Universal Ranger Support Alliance (URSA) guidelines and standards. The resource/training material must cover the following chapters;
  - i. Role of Rangers in Biodiversity Safeguarding
  - ii. State of World Rangers and 2030 Strategic Plan
  - iii. Rangers for 30 by 30 (KMGBF)

- iv. Global Rangers Competences
  - v. The Protected and Conserved Area Rangers Convention
  - vi. Protecting those who protect: rangers and labor rights
  - vii. Rangers Code of Conduct
  - viii. Rangers and Communities (working and building trust with communities and people)
  - ix. First Aid and Emergency Response
  - x. Mental Health and Stress Management
  - xi. Use of Protective Gear and Safety Equipment
2. **As key resource person; deliver one day comprehensive training on “Rangers Safety and Wellbeing” each at AJK, Punjab and Sindh;** Under this assignment, the consultant will be required to;
- i. Deliver engaging, in depth, interactive and informative training by preparing interactive lectures using multimedia content, scenario-based and tabletop exercises, case study analysis and group discussions aligned with the operational realities and enforcement challenges faced by frontline wildlife rangers in site specific context and assessments through quizzes for the training sessions
  - ii. The training content, presentations, and reading material should be developed in a manner that is linguistically accessible, with Urdu bilingual content wherever necessary to ensure clarity and comprehension among all field staff and participants.
  - iii. All resource materials, session content, and presentations will feature the logos of WWF-Pakistan, INL, and the U.S. flag, in accordance with the branding guidelines provided by WWF-Pakistan.
  - iv. Share the training session materials in advance before sessions with WWF-Pakistan’s IWT Project Team Lead for review, feedback, and suggested improvements.
  - v. The training sessions will be planned and scheduled through mutual agreement between WWF-Pakistan and the consultant, considering the project timeline. All dates and specific venues will be jointly determined by both the parties.
  - vi. There will be in total three training courses, one day each at decided venues in Punjab, Sindh and AJK

#### 4) DELIVERABLES

1. Digital copies of comprehensive resource/training material developed on “Rangers Safety and Wellbeing”
2. Tentative Agenda for technical training sessions
3. Delivery of three (03) training sessions of one (01) day each at Punjab, Sindh and AJK
4. Final Report, lessons learnt and way forward

#### 5) PROJECT/ ASSIGNMENT TIMELINE

1<sup>st</sup> January 2026 to 31<sup>st</sup> May 2026 (05 months)

Consultant will be required to provide the breakup of workplan in accordance with the given timeline.

#### 6) REQUIREMENTS

The interested consultant(s) should meet the following criteria:

1. The consultant (Firm / Individual) should have at least 5 (five) years of relevant experience in the field of developing and designing awareness material, conducting awareness sessions and reporting
2. Strong understanding of wildlife rangers’ roles and responsibilities, roles of rangers in wildlife

- conservation, labor laws, wildlife in Pakistan, including relevant national and provincial laws.
3. Proven ability to engage with senior-level stakeholders including judges, prosecutors, and law enforcement agencies.
  4. Excellent writing, communication, and facilitation skills.
  5. The firm should be registered with income tax and / or sales tax departments (NTN numbers should be clearly mentioned and valid documentary evidence be attached).
  6. The consultant will be responsible for delivering high-quality services, maintaining client confidentiality, and providing expertise in ecological advocacy / policy/ governance
  7. The consultant will provide the reports and presentations as per given timelines and deliverables for review from WWF Pakistan team and will be responsible for adhering to given timelines
  8. Update WWF-Pakistan about the progress of the project on regular basis (Weekly basis or when need be)
  9. Collaborate with WWF-Pakistan IWT – INL project team for visits.
  10. Incomplete quotations, quotations not conforming to tender requirements or with vague replies will not be considered.
  11. All the taxes levied must also be clearly stated.

## 6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

### 1. Application Submission:

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. 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))

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

1. The proposed prices shall be provided in PKR
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 the consultant (individual or team) will be covered by WWF-Pakistan as per maximum budget ceiling available

**The Payment Term:** shall be defined by the contract to be concluded between WWF -Pakistan and the consultant.

Financial Proposal				
Description	Units	Quantity	Rate	Total Amount (PKR)
1. Remuneration	12	1	56,000	672,000
2. Air Travel	Air travel cost for trainer will be covered by WWF-Pakistan as per available budget			
3. Road Travel	Road travel cost for trainer will be covered by WWF-Pakistan as per available budget			
4. Boarding/Lodging	Boarding and lodging cost for trainer will be covered by WWF-Pakistan as per available budget			
5. Others (Please specify) Training Material, Printing, Photocopies, Color printing, practical demonstration equipment	All the costs related to training sessions (venue & meals), trainees (boarding and lodging), training material, printing, photocopies etc. will be covered by WWF-Pakistan			
<b>Grand Total Inclusive of All direct or indirect Taxes and Out of Pocket Expenses</b>				

## 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 (lodging& boarding) are 1,276,240/ - /PKR.