



Consultancy Ref No: 211/BTASP/26-27

## RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

**SUBJECT: Financial Monitoring Expert Billion Tree Afforestation Support Project (BTASP)**

**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>

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## 1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	22 days (15 <sup>th</sup> January- 28 <sup>th</sup> Feb 2026)
Type:	individual

### Background of Project & Assignment:

The BTASP is financed through the German Cooperation with Pakistani funds and a German government grant of 13.5 million EUR. The Climate Change Forestry, Environment and Wildlife Department (CCFEWD) of Khyber Pakhtunkhwa Province is the Project Executing Department (PED). The Project Implementation Consultant (PIC) – DFS GmbH in association with WWF Pakistan- provides technical and administrative support to the PED.

The BTASP's main objective is to contribute to the protection and sustainable use and management of forests established in Khyber Pakhtunkhwa under the Billion Tree Afforestation Project (BTAP) and the Ten Billion Tree Tsunami Afforestation Project (10BTTP) as part of the National Clean Green Pakistan initiative and the Bonn Challenge. The BTAP was designed as a plantation project and had successfully achieved the plantation of one billion trees and the restoration of above 348,000 ha of degraded forests over 5 years. Its successor, the 10BTTP has a broader scope. It encompasses forestry, wildlife, biodiversity and landscapes; and integrates equity, social, and institutional dimensions. And is being implemented across the country including the Khyber Pakhtunkhwa province

The BTASP will contribute to improved and more sustainable government services, to increased local participation in decision making and to poverty reduction.

The BTASP outcome is two-fold: (i) the restored forest landscapes are managed in a participatory and sustainable manner, and (ii) the livelihoods of the population in the project areas have improved. The project is technically supported by a team of consultants

Six outputs are expected:

- Output 1: Participatory Forest Development Plans for 10BTTP & BTAP
- Output 2: Nationally replicable Management Information System (MIS) for the FEWD
- Output 3: Performance-based payment
- Output 4: Support to 10BTTP afforestation measures in all BTASP areas
- Output 5: Strengthened capacities of FEWD as PED and of implementation partners
- Output 6: Establishment of at least two forest resources value chains per forest division

The existing consultancy services is needed for the quality control of the capacity building component (Output 5) of the BTASP Project. The Project Implementation Consultation (PIC), is a joint venture of DFS, a German Consultant Company and WWF-Pakistan providing technical support for the implementation of the BTASP.

## 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 purpose of this consultancy is to design, develop, and operationalize a Financial Monitoring System for the BTASP project that enables effective tracking, monitoring, verification, and reporting of all project-related financial flows.

The consultant will work closely with PIC, PMU, and relevant project staff to ensure that the system supports transparency, prevents double accounting, and meets KfW and WWF fiduciary standards.

#### Specific Tasks:

The Financial Monitoring Expert will be part of the PIC team and will coordinate closely with the PMU Finance Section. The consultant shall undertake the following tasks:

##### a) Analysis & Needs Assessment

- Review existing financial management and reporting mechanisms under BTASP
- Consult with PIC, PMU Finance staff, and selected Forest Divisions
- Identify gaps, risks, and inefficiencies in current financial monitoring practices
- Assess options for reducing reliance on hard-copy vouchers and improving digital documentation

##### b) System Design

- Develop a conceptual framework for a Financial Monitoring System covering:
- Transfers from donor to PMU
- Disbursements to sub-accounts and Planning Units
- Monitoring of expenditures against approved budgets and management plans
- Define user roles, access rights, data flow, and reporting lines

##### c) System Development & Customization

- Identify appropriate software solutions (e.g., enhanced Excel-based tools, Access, or light ERP systems) considering cost-effectiveness and practicality
- Customize the selected solution to BTASP operational realities
- Integrate plausibility checks to minimize data entry errors and detect potential double accounting
- Develop automated reporting formats (monthly, quarterly, annual) and dashboards

##### d) Testing & Validation

- Pilot the system with PIC Finance Expert and selected sub-accounts
- Refine the system based on feedback from users
- Ensure compatibility with donor audit and reporting requirements

##### e) Capacity Building & Handover

- Conduct hands-on training sessions for relevant PIC and PMU staff
- Develop a concise user manual and operational guidelines
- Support smooth handover and initial operationalization of the system

## 4) Deliverables

The consultant shall submit the following deliverables:

1. **Analysis and Needs Assessment Report**
2. **Concept Note for the Financial Monitoring System**
3. **Functional Financial Monitoring System** (including plausibility checks and reporting formats)
4. **User Manual and Operational Guidelines**
5. **Training Completion Report**

All deliverables shall be submitted in English and in soft copy format.

## 5) REQUIREMENTS

- Minimum **Master's degree** in Finance, Accounting, Economics, IT, or a related discipline
- At least 7 years of relevant experience in financial management, monitoring systems, or project controlling
- Proven experience in development or implementation of financial monitoring or MIS systems for development projects
- Familiarity with donor-funded projects, preferably KfW or similar international donors
- Strong command of financial software and data management tools
- Experience in training and capacity building
- Fluency in English; working knowledge of Urdu is preferred

## 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

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.

Financial Proposal				
Description	Units	Quantity	Rate	Total Amount
1. Remuneration: • Field • Office	Man Days [MD] / Man Months [MM]	22	30,000	660,000
2. Air Travel	N/A	N/A	N/A	0
3. Road Travel	Road travel cost for consultant will be paid by WWF on actual basis.			
4. Boarding/Lodging	Boarding and lodging cost for trainer and trainees will be paid by WWF on actual basis.			
5. Others (Please specify) Training Material, Printing, Photocopies, Colour printing, practical demonstration equipments e.g candling				
<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.

### DURATION & TIMELINE

The consultancy will be completed within **22 working days**, tentatively structured as follows:

Week 1: Analysis & Needs Assessment

Week 2: System Design

Week 3: System Development & Testing

Week 4: Validation, Training & Handover

## 11) BUDGET

- **Consultancy Fee: PKR 30,000 per day**
- **Total Working Days: 22**
- **Total Consultancy Cost: PKR 660,000** (inclusive of all applicable taxes)