



Consultancy Ref No: 205/COKE IV/25-26

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT: TERMS OF REFERENCE FOR CONSULTANCY Monitoring and Evaluation Unit of the Programme Development Department FOR Sustainable Urban Water Solutions: A blueprint for sustainable development in Gujranwala and Faisalabad regions funded by the Coca-Cola Foundation

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: 20 Months (18-Dec-2025 to 15-Aug-2027)
Type: 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 Monitoring & Evaluation (M&E) component of the Sustainable Urban Water Solutions project is designed to systematically track, assess, and report on project performance, results, and compliance in Gujranwala and Faisalabad. The M&E function will support evidence-based decision-making, accountability to the donor, and adaptive management across all project interventions related to groundwater recharge, wastewater reuse, and efficient agricultural water use.

Brief Project Description

Sustainable Urban Water Solutions: A blueprint for sustainable development in Gujranwala and Faisalabad regions funded by the Coca-Cola Foundation addresses Lahore's growing water scarcity and quality issues driven by urbanization and climate change. The project promotes nature-based and community-led solutions to enhance groundwater recharge, improve wastewater management, and encourage water reuse.

Key interventions include:

- Rainwater harvesting systems for water collection and reuse.
- Recharge wells to replenish groundwater aquifers.
- Floating treatment wetlands (FTWs) to naturally treat wastewater.
- Ablution water reuse systems in mosques for non-potable purposes.
- On-farm water management practices and urban afforestation to conserve water and improve soil cover.

These interventions aim to benefit over 400,000 people, improve water quality, and replenish around 183,000 cubic meters of water annually, fostering long-term sustainability and community resilience.

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:

- Track project progress, effectiveness, and efficiency against planned objectives and donor requirements.
- Ensure accuracy, reliability, and consistency of monitoring data.
- Identify implementation gaps, risks, and lessons learned.
- Support learning and adaptive management.
- Strengthen accountability and transparency.

4) Deliverables

- Approved Project M&E Plan.
- Annual Internal Monitoring Reports.
- Final Internal Monitoring Report.
- Corrective Action Plans and follow-up updates.

5) REQUIREMENTS

- The firm/ consultant should have a strong technical understanding of monitoring and evaluation methodologies, tools, and best practices. Experience relevant to monitoring water sector projects will be preferred.
- The firm/ consultant should have experience managing large M&E projects, including the ability to develop and implement M&E plans, manage data collection and analysis, and produce high-quality reports.
- Strong analytical, communication, and report-writing skills.

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.

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) BUDGET

The total budget available for this consultancy is fixed at PKR 1,350,000 (inclusive of all applicable taxes and out-of-pocket expenses).