



Consultancy Ref No: 213/GSK/26-27

RFP FOR CONSULTANCY SERVICES  
WWF-PAKISTAN

**SUBJECT: Terms of Reference (ToRs) for  
Consulting Services to Establish  
Vermicompost Farms and Development of  
the Value Chain**

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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>

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:	03 Months 1 <sup>st</sup> February 2026 to 30 <sup>th</sup> April 2026
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.

Under the Freshwater Programme, WWF-Pakistan, in collaboration with GSK, is implementing a five-year project across strategically important regions of the Indus River Basin, including Karachi, Lahore, Keenjhar Lake, and the Indus Delta. The project aims to protect and restore freshwater ecosystems through nature-positive solutions, aligned with global frameworks such as the Sustainable Development Goals (SDGs), the Global Biodiversity Framework, and the Freshwater Challenge.

### Assignment Description:

WWF-Pakistan is implementing nature-based, climate-resilient solutions to promote sustainable agriculture, circular economy principles, and biodiversity conservation. Excessive use of chemical fertilizers, unmanaged organic waste, and declining soil health pose significant environmental and agricultural challenges. Vermicomposting is a proven, low-cost, and environmentally sustainable practice that converts organic waste into nutrient-rich organic fertilizer while enhancing soil biodiversity and reducing pollution. Under this initiative, WWF-Pakistan intends to engage a qualified consulting firm to design, establish, operationalize, and support vermicompost farms in Jhimpir Town, Keenjhar (200-250 km from Karachi) while ensuring farmer capacity building, post-establishment care, and development of sustainable market linkages for vermicompost products.

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) GENERAL CONDITIONS

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) The RFP is not a binding agreement between the parties, submission of a proposal or response by a proponent is voluntary.
- 6) 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 establish fully functional vermicompost farms in Jhampir Town, Keenjhar (200-250 km from Karachi), through end-to-end technical support, including infrastructure development, training, production management, post-establishment care, and development of sustainable value chains to ensure long-term financial and environmental sustainability.

#### a. Scope of Work:

The selected consultant/firm will be responsible for the following tasks:

#### Task 1: Farm Establishment, Vermicomposting Operations and Production Management and

- Assess and finalize suitable sites for vermicompost farms.
- Design vermicompost units (beds of approx. 10 × 4 feet or as required).
- Plan layout including shade structures, drainage, water supply, and storage areas.
- Supervise construction of vermicompost beds and shade/net sheds.
- Ensure installation of protective water-resistant layers, vermiwash collection systems, and water arrangements.
- Ensure compliance with environmental, health, and safety standards during construction
- Procurement and handling of biodegradable raw materials (cow dung, crop residues, kitchen and farm waste).
- Procure and introduce suitable earthworm species (e.g., *red wigglers*; *Eisenia foetida*).
- Establish pre-composting and material preparation protocols.
- Guide layering, moisture control, temperature, and pH management.
- Establish standard operating procedures (SOPs) in the local language for daily operations.
- Monitor composting cycles (3 months or until harvest return generated) and harvesting schedules.
- Ensure quality control, sieving, and packaging of vermicompost.

#### Task 2: Capacity Building and Training

- Conduct hands-on training in the local language for farmers and workers on vermicomposting techniques, organic waste management, health, safety, and hygiene practices, and quality control and storage.
- Develop simple training manuals and farmer guidebooks in the local language.
- Provide regular monitoring and consultancy visits during the initial operational phase.
- Troubleshoot operational challenges (moisture imbalance, pest issues, worm health).
- Ensure sustained production quality and farmer confidence.

#### Task 3: Value Chain and Market Linkage Development

- Identify potential buyers of vermicompost
- Support development of packaging, branding, and pricing strategies.
- Facilitate linkages with local markets, cooperatives, and Agri-value chain actors.
- Advise on aggregation, storage, and transport of vermicompost.
- Develop a simple business and sustainability plan for farm operators.

#### Task 8: Monitoring, Reporting, and Documentation

- Develop monitoring indicators (input waste volume, compost output, quality parameters).
- Maintain documentation aligned with WWF reporting requirements.
- Submit progress reports and a final completion report, including lessons learned, change in income, and diversification with scalability recommendations

### 4) Deliverables

- Site assessment and farm design report
- Fully established and operational vermicompost farms
- Training sessions conducted with documented materials in the local language
- SOPs for vermicompost production and quality control in the local language
- Market linkage and value-chain development plan
- Monitoring reports and final consultancy reports with the impact on income generation and livelihood diversification

### 5) REQUIREMENTS

- Degree in Agriculture, Environmental Sciences, Rural Development, or related fields
- Proven experience of three to five years in vermicomposting, organic agriculture, or sustainable farming, with at least ten farms developed.

- Demonstrated experience in farmer training and community-based projects
- Knowledge of organic fertilizer markets and Agri-value chains
- Strong reporting and documentation skills
- Familiarity with WWF sustainability frameworks will be an asset

## 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](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.

## 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, shall be provided following this template

S.no	Item	Cost
1	Land Preparation	
2	Bed Preparation	
3	Water Resistant Layer	
4	Roof Shed (UV-resistant HDPE material)	
5	Shed Structure (Wooden or resistant material)	
6	Cow dung	
7	Red Wigglers with Quantity (25kg/farm)	
8	Manual Sieve	
9	Native Plants (To protect from extreme weather)	
10	PH, Moisture, and Temperature Meter	
11	Water for Land preparation	
12	Harvesting Tools	
13	On-field Training cost (transport, labour, experts)	
14	Training Material (Manual, stationery, etc)	
15	Monitoring & Consultancy Visits w/numbers	
16	Transportation	

**Total budget, inclusive of all taxes and out-of-pocket expenses for this consultancy, is PKR 2,700,000**