



Consultancy Ref No: 219/IWT/26-27

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT:

Translation of SMART 7 Technical Training Manual in Urdu

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:	2 months – (February 01, 2026 to March 31, 2026)
Consultant	Firm/Individual (Both)

SMART (Spatial Monitoring and Reporting Tool) is an innovative tool designed to assist protected areas and wildlife protection authorities in better monitoring, evaluating and adaptively managing wildlife monitoring and conservation activities. This tool includes a software application and a mobile app designed to be used on the ground, by researchers, and staff of wildlife authorities, communities, etc. (<https://smartconservationtools.org/en-us/Resources/SMART-Manuals>).

Under the project “Combatting Wildlife Trafficking in Pakistan (IWT – INL), WWF- Pakistan aims to enhance the patrolling for better monitoring, management and protection of wildlife species through SMART at Deva Vatala National Park – AJK for the implementation of Zero Poaching Plan. WWF-Pakistan trains the wildlife authorities on SMART for wildlife monitoring and is looking for consultant (individual or firm) to translate its technical training manuals into Urdu to help local staff and partners better use the system for conservation, focusing on clear, simple language for wider understanding. The translated SMART manual would support the wildlife authorities to understand the key features of the SMART application better.

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 provide the translation of the SMART 7 manual from English to Urdu.

b. Specific Tasks:

- Urdu translation of SMART 7 Manual (317 pages) [SMART 7 Manuals - Google Drive](https://drive.google.com/drive/folders/1zMzvi6jegz7fEaiKOyaix0ydU4jSLIA7e)
<https://drive.google.com/drive/folders/1zMzvi6jegz7fEaiKOyaix0ydU4jSLIA7e>
- Proofreading of the final draft and deliver the final translated and designed version.

4) DELIVERABLES

- Urdu translated and Designed Smart 7 Technical Training Manual (317 pages) – digital version

5) PROJECT/ ASSIGNMENT TIMELINE

2 months – (01st February 2026 to 31st March 2026)

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 3 (three) years of relevant experience in technical translation, specifically for technical manuals or similar documents
2. At least a Bachelor's / master's degree in relevant field
3. Must be proficient in Urdu language and writing
4. Possess a strong command over Inpage and relevant software/tools
5. Review and editing of translated content for clarity, accuracy, and consistency
6. Incorporation of feedback from the project team.
7. 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).
8. The consultant will be responsible for delivering high-quality services, maintaining client confidentiality
9. The consultant will provide all the deliverable as per given timelines for review from WWF Pakistan team and will be responsible for adhering to given timelines
10. Collaborate with WWF-Pakistan IWT – INL project team about the progress of the project on regular basis (as needed)
11. Incomplete quotations, quotations not conforming to tender requirements or with vague replies will not be considered.
12. All the taxes levied must also be clearly stated.

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. 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)

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

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 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	15	1	26,880	403,200
2. Air Travel	N/A			
3. Road Travel	N/A			
4. Boarding/Lodging	N/A			
5. Others (Please specify) Training Material,	N/A			

Printing, Photocopies, Color printing, practical demonstration equipment	
Grand Total Inclusive of All direct or indirect Taxes and Out of Pocket Expenses	

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 PKR 403,200/-