



Consultancy Ref No: 221/PVH/26-27

# **RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN**

**SUBJECT: HIRING OF INDIVIDUAL CONSULTANT FOR  
COMMUNITY MOBILIZATION, AWARENESS AND FIELD  
SURVEYS UNDER PROJET TITLED “PROMOTING WATER  
REPLENISHMENT AND CLIMATE RESILIENCE IN INDUS BASIN”  
IN NATHIYA GALI REGION**

**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:	January 1, 2026, to October 31, 2026 (10 Months)
Type:	Individual Consultant

### Background of Project & Assignment:

WWF-Pakistan have been working on the corporate water stewardship and replenishment initiatives in the Indus basin. It has worked with selected communities to install interventions in the Northern areas (Nathiagali, Ayubia National Park), Uchali Complex and Southern Punjab (Multan region) to promote the water replenishment initiatives. To continue those efforts, a 2<sup>nd</sup> phase of water stewardship and climate resilience activities shall execute in the Northern areas and Southern Punjab under the project titled “**Promoting Water Replenishment and Climate Resilience in Indus Basin**”. This project is funded by the PVH in collaboration of WWF-US.

The project will implement water replenishment and climate resilient activities in southern areas of Punjab (Cotton belt) and flood affected areas featuring flood protection, bioremediation and water replenishment activities by implementing nature-based solutions. Similarly, promoting the Nature based solutions (NbS) in the Northern areas (Nathiagali and Ayubia NP) and working on the rehabilitation of springs, construction of rainwater collection ponds/pits and capacity building of communities on climate resilience. The project also expands on the approach of water replenishment and climate resilience among the vulnerable communities by expanding more communities. It will also start a dialogue of a collective action programme (CAP) among the communities and stakeholders to promote water stewardship work and its link to local and federal policy/advocacy.

Under the project WWF-Pakistan require services of an individual consultant to assist project team in conducting field surveys, community mobilization and awareness in selected communities in Nathiya Gali Region. The individual consultant will help organize meetings with local communities, assist in performing household surveys, focus group discussions and community awareness on water conservation, replenishment and climate resilience to the communities. Since Nathiya Gali Region lies in the Sub-Himalayan belt, and is characterized with mountainous terrain, tough weather conditions and receives high precipitation, therefore, the services of a local resident of Nathiya Gali region will be highly required.

## 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
- 8) 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. Background and Objective

Under the project titled ‘Promoting Water Replenishment and Climate Resilience in Indus Basin’ WWF-Pakistan requires services of Individual Consultant (preference shall be given to local candidate) for community mobilization, awareness and field surveys at North Region (Nathiya Gali). The major objective of the assignment will be to provide assistance to project teams in engaging with local communities, field surveys and awareness on various water conservation and climate resilient initiatives in Nathiya Gali region.

#### b. Specific Tasks:

- Conduct field surveys at household level, key informant interviews and focus group discussions with communities
- Facilitate Project team in developing CBOs, VO's at selected communities
- Identify the issue related to water availability in the proposed site
- Organize awareness raising, capacity building and dissemination programs for the communities in the catchment area related to climate resilience, WASH and water conservation, watershed management
- Conduct surveys for the number of beneficiaries of the communities on the basis of project interventions.
- Maintain the socioeconomic data/information and reports in hard and soft form.
- Accomplish any other task assigned apart from the project activities by the Project Team

### 4) Deliverables

The following deliverables shown in the table below shall be submitted by the consultant for completion of Project. The timelines of the project deliverables are stringent and non-negotiable.

Sr. No.	Deliverable	Timeline
1.	Means of verification (MOVs) for field surveys, community meetings and awareness including attendance sheets, photographs and other relevant information/data	One quarterly basis

### 5) REQUIREMENTS

#### a. Experience

- i. Good knowledge and understanding of community mobilization and awareness on water conservation, climate resilience and biodiversity
- ii. At least 2 years of field working experience on in teaching or community related work in national or international organization (preference shall be given with a greater number of years of experience in field and community mobilization work).
- iii. Past work experience with WWF-Pakistan would be a great asset
- iv. Familiarity with social, cultural and geo graphical context and ability to communicate in local languages
- v. **Shall be a local resident of Nathiya Gali Region.**

### 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. 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.

## 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 (Methodology, detailed CV and past experience) (70%)
- B) Financial Proposal (30%)

## 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 inclusive of all taxes and Out of Pocket expenses are : **PKR 900,000/- (Inclusive of Tax and out of pocket expenses)**