



Consultancy Ref No: 232/NCY4/26-27

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

**SUBJECT: Consultancy Services for Content
Development and Execution of Green
Entrepreneurship Skills Training for Young People
under Nature Clubs for Youth (NC4Y) initiative**

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

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|-------------------------|--------------------------|
| Contract type: | Consultancy and Services |
| Duration of assignment: | <u>4 months</u> |
| Type: | <u>Individual/Firm</u> |

Background of Project & Assignment:

World Wide Fund for Nature-Pakistan's (WWF-Pakistan) Nature Clubs for Youth (NC4Y) is a 14-month programme engaging 1,000 young people (between 15 and 22 years) across 5 project sites. As part of this initiative, participants first undergo the Eco Leaders of Tomorrow workshop, which builds awareness of region-specific environmental issues, their root causes and impacts, and introduces basic leadership and project planning skills. Participants are required to develop a draft concept proposing a solution to a local environmental problem. The **Green Entrepreneurship Skills** workshop builds on this foundation by equipping participants with practical entrepreneurial skills to refine their project ideas into financially viable, sustainable, and implementable community service projects.

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 and deliver a youth-friendly Green Entrepreneurship Skills workshop that enables participants to:

- Understand basic principles of social and green entrepreneurship
- Develop bankable project models capable of generating revenue and sustaining impact
- Apply entrepreneurial thinking to real-world community service projects

Content Development

Design age-appropriate training content (integrating examples and exercises where applicable) for young people (15–22 years) focusing on:

- Introduction to green and social entrepreneurship
- Basics of business proposal development
- Simple revenue and cost-recovery models
- Marketing and outreach strategies for community-based projects
- Sourcing sustainable and environmentally responsible materials

Training Delivery

- Facilitate interactive training sessions using participatory methods such as:
 - Group work, Case studies, Design thinking exercises, and Real-life examples
- Guide participants to:
 - Refine their draft project concepts
 - Translate ideas into clear, feasible, and bankable project models
- Support participants in applying entrepreneurial concepts directly to their existing project ideas

Training Manual & Knowledge Resources Handover

Develop and submit a Green Entrepreneurship Training Manual that includes:

- a. Comprehensive/detailed content covered in the training (editable file)
- b. Presentation materials
- c. Worksheets, templates, and practical tools used in the training

b. Specific Tasks:

The consultant shall be responsible for execution of the entire Green Entrepreneurship Skills workshop, that covers:

- A complete Green Entrepreneurship Skills training curriculum tailored for youth (15–22 years)
- Delivery of training sessions as per the agreed schedule
- A training manual (editable format)
- A short post-training report highlighting pre and post evaluation completed by the participants, the major components covered in the training, and reflections of the participants/groups.

c. Duration and geographic scope of the consultancy:

The consultancy services are required for a period of four months (April to July 2026). The expected frequency of training is two-day workshop in 3 to 6 institutions located at each project site i.e Nathiagali, Hyderabad, Gligit, Skardu, and Taunsa.

5) REQUIREMENTS

- At least 3-5 years of prior demonstrated experience in youth entrepreneurship training, social or green entrepreneurship, or environmental or sustainability-related programmes.
- Experience designing and delivering youth-friendly, participatory trainings.
- Ability to translate complex business concepts into simple, practical tools.
- Strong facilitation and mentoring skills, particularly with young people.

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. If Any Queries may be sent 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

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

Applicants' 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 for 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 (including traveling and accommodation at the project sites) are PKR 1,000,000