



Consultancy Ref No: 250/RP/26-27

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

## **SUBJECT:**

**Individual Consultancy for Technical Assistance South  
Waziristan Lower (Forestry Component)**

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**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

Contract type:	Consultancy and Services
Duration of assignment:	18 months
Type:	Individual

### Background of Project & Assignment:

World-Wide Fund for Nature-Pakistan (WWF-Pakistan), the global conservation organization, has a mission to stop the degradation of the planet's natural environment and to build a future in which humans live in harmony with nature by Conserving the world's biological diversity, ensuring that the use of renewable natural resources is sustainable and Reducing pollution and wasteful consumption

Under its global mission, WWF-Pakistan works with central and local government agencies, the private sector, civil society organizations (CSOs), and the local communities to implement its various conservation programs in the Eight thematic areas, including Climate and Energy, Forest, Freshwater, wildlife, food and Agriculture, ocean, Biodiversity, Recharge Pakistan and Sustainable Infrastructure. WWF Pakistan has substantial experience in working with international donors. WWF Pakistan, founded in 1970, is Pakistan's most significant independent nature conservation NGO, with over 20 offices nationwide. WWF Pakistan has a mission to preserve the country's incredible biodiversity and natural resources through the practices above. Since its inception, WWF Pakistan has implemented over 200 projects and programs. WWF Pakistan works closely with local and national partners, government, private partners, research, and communities.

### Brief Project Description:

The Forest Component of the Recharge Pakistan Project aims to restore 12,115 hectares of degraded land over a period of five years through afforestation and Assisted Natural Regeneration (ANR). The activities are being implemented in D.I. Khan Forest Division and South Waziristan Forest Division.

## 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 key objectives of this consultancy are:

The Consultant will technically supervise and monitor afforestation/reforestation techniques and approaches are being followed by the Forest Department Field staff.

- Support the planning, execution, including site preparation, plantation establishment, Area demarcation, GIS Mapping & Analysis and monitoring of forest activities (Block plantations, ANR, Dry Afforestation and Nurseries) under the Recharge Pakistan.
- Conduct field surveys, site assessments and survival check of plantation and nurseries in D.I. Khan, South Waziristan Upper & Lower.
- Facilitate community mobilization, awareness sessions, and capacity building of Village Development Committee (VDC's) & Watch & Ward system.
- Facilitate GIS mapping and site analysis, verification of plantation activities.
- Assist in data entry, compilation of field reports, and preparation of technical progress summaries for internal and PMU reporting.
- Liaise with local stakeholders, forest department staff, and

#### Deliverables

The Contract is for 18 Months so the Individual Consultant will generate monthly reports for each month that comprises the following details.

- Plantation Site verification Report
- Plantation survival audit report
- Gender and Environmental compliance status
- Base line geo tagging
- Physical and financial verification reports
- Monthly Progress Reports
- Monthly field visits to the project sites on need bases
- Quarterly progress Reports
- Final Report

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#### Reporting

The consultant will report to WWF/Project Management Unit and coordinate with Forest Department.

### 4) REQUIREMENTS

The consultant must meet the following requirements:

Requirements:

- Graduation in Forestry and technical understanding of afforestation plantation, monitoring and silvicultural practices.

- At least 2 years of experience in forestry field related interventions.
- Good communication and interpersonal skills for community engagement and coordination.
- Skills in photography, videography, and field documentation will be an asset
- Fluency in Urdu and Pashto; English proficiency is desirable.
- Proven experience working with WWF, Forest Department, or other development organizations.
- Willingness to travel in remote areas of South Waziristan Lower, if Consultant is local will be an asset. Preference will be given to the local candidates.
- Strong facilitation, communication, and stakeholder engagement skills

## 5) 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.
3. 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.

4. 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.

## 6) 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.

Financial Proposal				
Description	Units	Quantity	Rate	Total Amount
1. Remuneration:	Man Days [MD] /			
• Field	Man Months			
• Office	[MM]			

2. Air Travel	N/A	N/A	N/A	0
3. Road Travel	Road travel costs for consultants will be re-imbursed on actual basis.			
4. Boarding/Lodging	Boarding and lodging costs for consultants will be paid on actual basis.			
5. Others (Please specify) Training Material, Printing, Photocopies, Colour printing, practical demonstration equipments e.g candling				
<b>Grand Total Inclusive of All direct or indirect Taxes and Out of Pocket Expenses</b>				

## 7) 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, Sindh and Baluchistan.

**The Payment Term:** The payment terms will be decided in accordance with WWF policy at the time of signing the agreement

## 8) 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 for a maximum score of 100 points.

### A) Technical Proposal (70%)

- Detailed workplan
- Expression of interest (EOI)
- Profile
- Working Experience
- 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 (if available)
- 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 individuals will be included in the comparative process

### Legends:

Qualifications/CVs of team is mandatory

### Maximum Points

30

Experience relevant to the assignment	30
Adequacy of the proposed methodology and work plan	20
Skills & Competencies for the assignment	10
Prior experience with WWF-Pakistan	10

## 9) 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.

## 10) BUDGET

Total Budget for this activity **PKR 1300,000** inclusive of all taxes and out-of-pocket expenses