



Consultancy Ref No: 252/RP/26-27

RFP FOR CONSULTANCY SERVICES
WWF-PAKISTAN

SUBJECT:

**Establishment of Community Based Watch & Ward (W&W) System,
Training Manual Development, Capacity Building of W & W groups and
development of W & W Plans**

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>

Table of Contents

1. INTRODUCTION.....	2
2. PROJECT BACKGROUND AND CONTEXT.....	2
3. PURPOSE OF THE ASSIGNMENT	3
4. SPECIFIC OBJECTIVES	3
5. WORKING MODALITY AND COORDINATION.....	4
6. SCOPE OF WORK	4
7. DELIVERABLES.....	8
8. TIMELINE & WORK PLAN	10
9. REVIEW AND APPROVAL PROCESS	11
10. GENERAL TERMS & CONDITIONS.....	11
11. REQUIREMENTS	11
12. CORRESPONDENCE & SUBMISSION OF PROPOSAL.....	12
13. FORMAT OF THE PROPOSAL.....	12
14. FINANCIAL PROPOSAL	13
15. EVALUATION PROCESS	13
16. DOCUMENTATION AND CONFIDENTIALITY	14
17. BUDGET	14

1. INTRODUCTION

Contract Type:	Consultancy Services
Duration of Assignment:	6.5 months (18-20 weeks)
Type of Consultant:	Firm or Individual Consultant

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, the government, private partners, research, and communities

2. PROJECT BACKGROUND AND CONTEXT

The Recharge Pakistan Project is a flagship climate resilience initiative being implemented across Khyber Pakhtunkhwa, Sindh, and Balochistan. It is a collaborative effort led by the Ministry of Climate Change & Environmental Coordination, the Federal Flood Commission under the Ministry of Water Resources, the Green Climate Fund, The Coca-Cola Foundation, and WWF. With a total investment of USD 72.8 million over seven years, the project focuses on strengthening the resilience of vulnerable communities by restoring natural ecosystems within the Indus Basin. Through Ecosystem-based Adaptation (EbA) and green infrastructure, it aims to reduce flood and drought risks by restoring wetlands, rehabilitating natural water channels, and promoting community-led climate-smart practices, ultimately serving as a scalable model for nature-based solutions in Pakistan.

A key investment under the project is the restoration and rehabilitation of approximately 12,115 hectares of degraded forests and associated ecosystems, including priority sites in Dera Ismail Khan and South Waziristan. These interventions are expected to deliver long-term ecological and hydrological benefits; however, their sustainability critically depends on effective protection, operation, and maintenance at the community level. **Since project inception, WWF-Pakistan's Recharge Pakistan (RP) site teams have been continuously engaged with local communities and government departments, resulting in the establishment and strengthening of Village Organizations (VOs), Community-Based Organizations (CBOs), and Village Development Committees (VDCs). These existing community institutions form the backbone of project implementation and represent an important social asset for long-term stewardship of restored ecosystems. To institutionalize protection mechanisms and ensure continuity beyond project interventions, the establishment of community-based Watch & Ward (W&W) arrangements is envisaged. Rather than creating parallel or standalone community structures, the intended approach is to operationalize Watch & Ward functions through existing, functional VOs/CBOs, by assigning clearly defined protection, monitoring, and coordination roles to selected and agreed members (locally referred to as Negehban).**

In this context, WWF-Pakistan intends to engage a consultant/consulting firm to work in close coordination with RP PMU & site teams, relevant Forest Departments, and existing community institutions to: Systematically assess current community protection practices, Develop a coherent and practical Watch & Ward framework aligned with field realities, Support capacity building and

documentation of operational procedures, and Develop site-specific Watch & Ward plans that can be implemented and owned by communities. **The consultancy is therefore designed as a facilitative and technical support assignment, complementing WWF-Pakistan's on-ground presence and experience, rather than an independent implementation arrangement.**

3. PURPOSE OF THE ASSIGNMENT

The purpose of this consultancy is to support WWF-Pakistan in systematically designing, documenting, and operationalizing a community-based Watch & Ward (W&W) system for the protection and sustained management of forestry and ecosystem restoration interventions under the Recharge Pakistan Project in Dera Ismail Khan and South Waziristan. **The consultancy is intended to build upon existing community institutions (VOs/CBOs/VDCs) and WWF-Pakistan's ongoing field engagement, and to translate on-ground practices and experience into a coherent, implementable, and scalable Watch & Ward framework, including site-specific operational plans, training material, and monitoring tools.** The assignment is facilitative and technical in nature and shall be implemented in close coordination with WWF-Pakistan's Recharge Pakistan PMU & site teams and relevant government departments, ensuring that the resulting Watch & Ward arrangements are context-specific, institutionally embedded, and practically executable beyond the consultancy period.

4. SPECIFIC OBJECTIVES

The specific objectives of this consultancy are to:

1. Assess and integrate existing community-based protection arrangements and field practices to ensure W&W systems are realistic, practical, and adoptable within local socio-institutional settings
2. Develop a structured, practical, and community-based Watch & Ward (W&W) framework for the protection and sustainable management of plantations, ANR sites, and ecosystem/watershed restoration interventions, integrated with existing VDCs/CBOs/VOs and aligned with provincial forestry regulations, local socio-institutional contexts, and community governance mechanisms.
3. Prepare a practical, user-friendly, field-oriented Training Manual and Toolkit for W & W personnel & communities covering ecosystem-based adaptation (EbA), biodiversity conservation, plantation and ANR management, ecological monitoring, fire and grazing management, and operation & maintenance of restoration interventions to support capacity building of community-based Watch & Ward members, grounded in Ecosystem-based Adaptation (EbA) and site-specific operational needs.
4. Conduct and support practical trainings, field demonstrations, validation exercises, and targeted capacity-building activities for Watch & Ward (W&W) personnel, VDCs/CBOs, and relevant stakeholders in Dera Ismail Khan and South Waziristan to strengthen technical capacity, community stewardship, ecological monitoring, and the sustainable management of restored ecosystems.
5. Develop site-specific Watch & Ward (W&W) Plans for D.I. Khan and South Waziristan, focusing on ecosystem protection, biodiversity conservation, watershed management, and ecological monitoring, ensuring that the plans are practical, resource-feasible, and suitable for long-term implementation and adoption by communities and WWF field teams.
6. Develop clear operational, reporting and monitoring mechanisms for Watch & Ward (W&W) teams, including defined roles and responsibilities, reporting lines for W&W personnel, communities, WWF RP site teams, and relevant government departments, patrolling/work plans (detailed patrolling and operational work plans) covering area assignments, reporting systems, monitoring protocols, , and fire and grazing management measures for effective implementation in coordination with communities, WWF RP site teams, and relevant government departments.

7. Strengthen coordination, communication, and collaborative management mechanisms among communities, VDCs/CBOs, Forest Department, WWF-Pakistan, and other stakeholders for effective implementation and long-term stewardship of ecosystem restoration interventions.

5. WORKING MODALITY AND COORDINATION

The consultant/consulting firm shall work in close and continuous coordination with WWF-Pakistan's Recharge Pakistan site teams, who have been engaged in the project areas since inception and have established functional linkages with local communities and government departments. Key principles guiding the consultancy's working modality include: Watch & Ward arrangements shall be developed through and within existing community institutions (VOs/CBOs/VDCs); creation of parallel or standalone community structures is discouraged. Selection or nomination of Watch & Ward members shall be community-led and facilitated through existing governance mechanisms, in consultation with WWF PMU & site teams and forest departments. All major outputs, including the Watch & Ward framework, training manual, and site-specific plans, shall be developed iteratively, incorporating feedback from WWF RP teams and key stakeholders. The consultant shall participate in joint field visits, review meetings, and validation workshops as required to ensure alignment with field realities and project priorities. Final deliverables shall be subject to technical review and approval by WWF-Pakistan prior to submission.

6. SCOPE OF WORK

The consultant/consulting firm shall undertake the following scope of work **in close coordination with WWF-Pakistan's Recharge Pakistan (RP) teams**, relevant Forest Departments, and existing community institutions. The scope is structured into three interlinked phases to ensure logical sequencing, quality control, and field relevance.

Phase 1: Assessment, Scoping, and System Design

1. Review of Existing Field Arrangements:

- Review available project documentation, plantation designs, restoration sites, and protection practices under the Recharge Pakistan Project.
- Conduct consultations with WWF RP PMU & site teams to understand:
 - Existing community institutions (VOs/CBOs/VDCs)
 - Current informal or formal protection arrangements
 - Site-specific risks (grazing, fire, illegal cutting, encroachment, etc.)

Note: This phase shall explicitly build on existing systems and practices and shall not duplicate baseline assessments already conducted by WWF.

• Design of Watch & Ward (W&W) System Framework

- Develop a **structured yet flexible community-based Watch & Ward framework** rooted in:
 - Existing community governance structures
 - Local socio-cultural norms
 - Provincial forestry rules and enforcement mechanisms
- Define
 - Criteria and process for identifying/selecting Watch & Ward members (Negehban) from existing VOs/CBOs
 - Allocation ((indicative area per watcher) and organization of Community Watchers/Negehban with clear area-wise responsibilities, ensuring effective coverage of plantations, ANR sites, wetlands, and soil and water conservation structures.
 - Basic incentive, accountability, and motivation mechanisms
- Define **clear roles, responsibilities, and reporting lines** for:
 - Watch & Ward (W&W) members
 - Community institutions (VDCs/CBOs)

- WWF RP site teams
- Relevant Forest Department staff to support long-term ecosystem stewardship.
- Establish effective coordination, communication, and information-sharing mechanisms among communities, WWF-Pakistan, VDCs/CBOs, and the Forest Department to ensure smooth implementation and collaboration.

Phase 2: Development of Operational Tools and Capacity-Building Materials

• Development of Training Manual and Toolkit

- Prepare a comprehensive, context-specific Training Manual and practical Toolkit for Watch & Ward (Negehban) personnel under the Recharge Pakistan Project, covering
 - Introduction to EbA, Nature-based Solutions (NbS), forestry restoration, and community-based ecosystem protection
 - Include guidance on Roles, ethical responsibilities, and coordination mechanisms of Watch & Ward personnel with WWF field teams, Forest Department, and other relevant stakeholders
 - Plantation protection, Assisted Natural Regeneration (ANR) , gap filling, replenishment of failed plants and monitoring and reporting of survival and regeneration rates.
 - Cover biodiversity and wildlife protection, fire prevention and response, grazing management and reporting of illegal activities, protection measures and operation & maintenance (O&M) of restoration activities.
 - Coordination with Forest Department and WWF field staff
 - Community engagement, communication, and stakeholder coordination
 - Conflict resolution, ethics, workplace health and safety, and conflict-sensitive engagement approaches
 - Visuals and infographics to be developed in line with the mentioned topics to ensure greater understanding and retention by participants. These visuals must not be developed using AI tools such as, but not limited to, ChatGPT and Claude. Any photos that may be used that include people must be accompanied with the submission of signed consent forms from the people in those photos.
 - All printing costs of items such as, but not limited to, training manuals, will be the responsibility of the consultants
- Develop a practical, user-friendly Toolkit including checklists, field registers, and simple reporting formats designed for community members with varying literacy levels to support effective implementation and field-level monitoring.

All materials shall be developed in consultation with WWF RP PMU & Site teams and finalized after their review.

• Capacity Building and Validation Support

- Organize two structured capacity-building trainings (one each in Dera Ismail Khan and South Waziristan) for Watch & Ward (W&W) personnel in coordination with WWF-Pakistan, **focusing on** ecosystem restoration, protection, monitoring, fire prevention, and grazing management.
- Ensure practical, field-based, and demonstration-oriented learning, including hands-on training on plantation management, Assisted Natural Regeneration (ANR), biodiversity protection, soil and water conservation measures.

- Facilitate participatory validation and clarification of W&W roles and routines, in consultation with KP Forest Department, WWF-Pakistan, VDCs/CBOs, and other relevant stakeholders to ensure ownership, operational clarity, and effectiveness.
- Document training proceedings, key outputs, and lessons learned for future reference and application by WWF-Pakistan to strengthen long-term implementation and scaling of the Watch & Ward system.
- Ensure the use of IEC and branding material during the trainings, in accordance with the branding guidelines of Recharge Pakistan and WWF-Pakistan. All visuals used must not be developed using AI tools such as, but not limited to, ChatGPT and Claude. These materials are subject to approval before printing and dissemination. IEC material is to be handed over to participants for greater understanding.
- The consultant must ensure visual coverage of all training sessions in the form of high-quality (HD/720 P or above) photos, videos, trainer and participant testimonials, and b-roll footage. All raw data is to be submitted to Recharge Pakistan through drive and cloud storage.
- Using the above-mentioned HD/720 P or above footage, the consultant is to develop and submit a professional 2–3-minute video (final and editable versions) covering training highlights, ensuring gender representation, contextual storytelling, and including short feedback interviews from participants and trainers. This video will be subject to Recharge Pakistan and WWF-Pakistan branding guidelines and will be used for social media dissemination, subject to approval
- All printing costs of items such as, but not limited to, IEC and branding material, will be the responsibility of the consultants.

Phase 3: Site-Specific Planning, Monitoring, and Coordination

- **Development of Site-Specific Watch & Ward Plans**
 - Develop two site-specific Watch & Ward Operational Plans (one for each project area) that include:
 - **Ecosystem and Plantation Protection Measures**
 - Protect plantations, ANR sites, and restoration areas through Watch & Ward systems and regular field monitoring.
 - Prevent and report illegal activities such as tree cutting, hunting, overgrazing, fire incidents, encroachment, and damage to natural resources.
 - Implement fire prevention and response measures, including risk monitoring, fire lines, emergency response plans, and community awareness.
 - Protect plantation fencing, boundaries, and regenerated vegetation through controlled access and grazing management.
 - Control invasive species and protect water resources, soil conservation structures, and biodiversity through regular patrolling and monitoring.
 - Conduct routine patrolling, keep monitoring and incident records, and carry out community awareness activities for long-term ecosystem protection.
 - **Rotational patrolling plans and duty rosters**
 - Divide restoration sites into operational blocks and assign clear areas to Watch & Ward (W&W) personnel for effective coverage.
 - Maintain updated records of W&W members with contact details, assigned areas, roles, and reporting responsibilities.

- Develop duty rosters and rotational shifts to ensure continuous patrolling, monitoring, and emergency response coverage.
 - Define patrolling routes, checkpoints, monitoring schedules, and shift-wise responsibilities for all restoration sites and infrastructure.
 - Maintain attendance registers, duty logs, and incident reporting systems for monitoring, accountability, and performance tracking.
 - Ensure regular supervision, field inspections, and compliance checks by the Forest Department and relevant authorities.
- **Operation & Maintenance (O&M)**
 - Develop and implement O&M procedures for plantations, ANR sites, wetlands, soil and water conservation structures, fencing, signage, and other restoration interventions.
 - Carry out regular maintenance activities such as watering, weeding, soil working, gap filling, and care of planted and naturally regenerated areas.
 - Monitor and record survival rates, regeneration, and site conditions through regular field inspections and reporting.
 - Maintain fencing, fire lines, signage, and boundaries to protect sites from grazing, encroachment, fire, and other risks.
 - Support patrolling, coordinate with Forest Department and WWF-Pakistan, and report operational issues and incidents in a timely manner.
 - Ensure proper documentation, record keeping, and management of maintenance activities and resources.
 - Promote community participation and stewardship for long-term protection and sustainability of restoration sites.
- **Building community ownership through active participation**
 - Mobilize and engage local communities, VDCs/CBOs, and stakeholders in ecosystem restoration, protection, monitoring, and management activities.
 - Conduct awareness sessions on biodiversity conservation, fire and grazing management, climate resilience, and sustainable natural resource use.
 - Strengthen capacity of CBOs and Watch & Ward groups to promote ownership and long-term sustainability of interventions.
 - Ensure active community participation in plantation, ANR, patrolling, monitoring, protection, and maintenance activities.
 - Establish community-based coordination and conflict resolution mechanisms for issues like grazing, encroachment, and resource use.
 - Provide practical training on ecosystem restoration, biodiversity protection, soil and water conservation, and O&M of green interventions.
 - Develop sustainability and exit strategies for continued community-led management of Watch & Ward systems beyond the project period.
- Plans shall be realistic in scope, aligned with available resources, and implementable by communities with WWF facilitation
- **Monitoring, Reporting, Coordination Framework & Roles and Responsibilities of Stakeholders**
 - Develop standardized and simple monitoring, documentation, and reporting formats for routine patrols, O&M activities, survival/plantation conditions, and incident-based reporting (weekly, monthly, and emergency).

- Ensure regular reporting of key field information, including patrol activities, biodiversity observations, plantation and ANR site conditions, fire, grazing, encroachment, and other operational issues.
 - Establish emergency reporting and rapid response mechanisms for fire outbreaks, illegal activities, floods, grazing pressure, and other environmental or operational risks.
 - Define performance indicators and tracking systems to assess effectiveness, accountability, and operational performance of Watch & Ward groups and restoration interventions.
 - Use GPS/GIS tools, geo-tagged photos, mobile-based reporting, and digital documentation where feasible to support monitoring and verification.
 - Define clear reporting hierarchy, communication channels, and coordination mechanisms among WWF-Pakistan, Forest Department, field teams, Watch & Ward groups, VDCs/CBOs, and local communities.
 - Assign clear roles and responsibilities for supervision, implementation, patrolling, monitoring, reporting, O&M, and protection of restoration interventions.
 - Establish responsibilities for emergency response, fire management, grazing control, conflict resolution, and reporting of illegal activities and environmental risks.
 - Conduct regular coordination and review meetings to assess progress, address challenges, and improve implementation.
 - Maintain proper records, incident logs, and corrective action tracking systems to support accountability, adaptive management, and long-term sustainability.
- **Finalization and Consolidation**
 - Incorporate feedback from WWF-Pakistan and key stakeholders into all deliverables.
 - Submit **final consolidated outputs** in an integrated and user-friendly format that can be directly used by WWF field teams beyond the consultancy period.

7. DELIVERABLES

The consultant/consulting firm shall produce the following deliverables. All deliverables shall be **developed in consultation with WWF-Pakistan** and finalized after incorporating feedback from RP teams and relevant stakeholders.

Sr. No.	Deliverables	Details
1	Inception Report	<ul style="list-style-type: none"> – Detailed understanding of the assignment, refined methodology, and workplan – Stakeholder mapping and engagement approach – Clear plan for field consultations and coordination with RP teams
2	Functional Design Framework for establishment and operationalization of community-based Watch & Ward (W&W)	<ul style="list-style-type: none"> – Develop a structured yet flexible community-based Watch & Ward framework – Define criteria and selection process for Watch & Ward (Negehban) from VOs/CBOs, including area-wise allocation and responsibilities to ensure full coverage of restoration sites, along with incentive, accountability, and motivation mechanisms – Define clear roles, responsibilities, and reporting lines for W&W members, communities (VDCs/CBOs), WWF RP teams, and Forest Department, and establish coordination and communication mechanisms for effective implementation and ecosystem stewardship – Development of implementation guidelines

		<ul style="list-style-type: none"> – Development of implementation guidelines for ecosystem protection, patrolling, fire management, grazing control, plantation protection, and maintenance activities
3	Training Manual and Community-Level Toolkit	<ul style="list-style-type: none"> – Prepare a practical, field-oriented Training Manual and simple operational Toolkit for Watch & Ward (Negehban) covering EbA/NbS, roles and coordination, plantation and ANR management, biodiversity protection, fire and grazing control, O&M procedures, monitoring/reporting tools (patrol logs, checklists for plantation protection and monitoring, reporting formats), and other key protection measures. – Materials adapted for local context and usability – Development of IEC material for W & W personnel community awareness <ul style="list-style-type: none"> – Development of IEC material for W & W & community for ecosystem restoration, biodiversity conservation, fire prevention, and sustainable resource management ○ Development of Practical Toolkit <ul style="list-style-type: none"> – Development of practical field toolkit for W&W personnel including monitoring, patrolling, reporting, safety, and emergency response protocols – GIS/GPS-Based Mapping and Monitoring Tools Development, GIS/GPS-based maps, patrol plans, operational coverage plans, and monitoring tools where feasible
4	Capacity Building & Validation Report	<p>Organization of training events for W&W groups in D.I. Khan and South Waziristan including field demonstrations, training reports, and participant records</p> <ul style="list-style-type: none"> – Documentation of training sessions conducted in: <ul style="list-style-type: none"> – Dera Ismail Khan – South Waziristan – Summary of participant feedback and validation outcomes – Key adjustments made to framework/manual based on field inputs – Comprehensive Training report
5	Development of two Site-Specific Watch & Ward O&M Operational Plans for D.I. Khan and South Waziristan	<ul style="list-style-type: none"> – Dera Ismail Khan – South Waziristan <p>Each plan shall include:</p> <ul style="list-style-type: none"> – Protection and risk management measures – Patrol and duty rosters – Community engagement mechanisms – Practical O&M guidance ○ Roles & responsibilities of Stakeholders <ul style="list-style-type: none"> – Preparation of Stakeholder Roles and Responsibilities Matrix for WWF-Pakistan, Forest Department, VDCs/CBOs, W&W groups, and other stakeholders activities

		<ul style="list-style-type: none"> ○ Integrated Stakeholder Coordination and Response Mechanism <ul style="list-style-type: none"> – Development of coordination, communication, emergency response, and conflict resolution mechanisms for effective implementation and stakeholder engagement ○ Monitoring, Reporting, Documentation, and Coordination Framework Development <ul style="list-style-type: none"> – Standardized reporting & monitoring formats (simple and usable) – Reporting hierarchy – Incident and reporting system – Coordination structure between: <ul style="list-style-type: none"> – W&W Groups – WWF RP teams – Forest Department <p>Performance indicators & tracking approach</p>
6	Final Consolidated Report	<p>Submission of final consolidated report comprising all deliverables, plans, manuals, training reports, formats, guidelines, and implementation recommendations</p> <ul style="list-style-type: none"> – Integrated and refined version of all outputs – Incorporating WWF feedback and validation inputs – Structured for long-term use by WWF field teams

8. TIMELINE & WORK PLAN

Overall Duration

4.5 to 5 months (18-20 weeks)

S.no	Outputs/Deliverables	Key Activities	Duration
1	Inception Report	<ul style="list-style-type: none"> • Document review • Consultations with RP teams and stakeholders • Field visits (both locations) • Initial design of W&W framework 	2 weeks
2	Draft W&W System Framework	<ul style="list-style-type: none"> • Functional Design Framework for establishment and operationalization of community-based Watch & Ward (W&W) 	3 weeks
3	Draft Training Manual, design Toolkit and operational formats	<ul style="list-style-type: none"> • Develop training manual • Prepare toolkit and formats • Iterative review with WWF teams 	4–5 weeks
4	Capacity Building & Validation Report, revised framework/manual	<ul style="list-style-type: none"> • Conduct 2 training/validation workshops • Field testing of tools and formats • Incorporate feedback 	4-5 weeks

		from participants	
5	Site-specific W&W Plans (2), Monitoring & Reporting Framework and Final Consolidated Report	<ul style="list-style-type: none"> • Develop 2 site-specific W&W plans • Finalize monitoring & coordination framework • Consolidate all deliverables 	4 weeks
6	Finalized W&W framework, tools, plans, and reports	Implementation of all deliverables	18 to 20 weeks (4.5 to 5 months)

9. REVIEW AND APPROVAL PROCESS

Each key deliverable shall be submitted in draft form and will be subject to review by WWF-Pakistan. The consultant shall incorporate feedback and submit revised versions prior to finalization. Final deliverables shall only be accepted upon formal approval by WWF-Pakistan.

10. GENERAL TERMS & 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 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.

11. REQUIREMENTS

The consultant/consulting firm must meet the following requirements:

- Master’s degree in Forestry, Environmental Science, Natural Resource Management, or a related field
- Minimum 5 years of relevant experience including:
 - Community-based natural resource management, Watch & Ward systems, or similar protection mechanisms
 - Forestry, ecosystem restoration, and biodiversity conservation initiatives
 - Working with government departments and local communities in field-based projects
 - Demonstrated experience in:
 - Ecosystem-based Adaptation (EbA), watershed restoration, ANR, and community-based natural resource management
 - Development of operational frameworks and site-specific implementation plans
 - Experience in forest/fire management and biodiversity monitoring preferred.
 - Preparation and delivery of training manuals and field-oriented capacity-building programs
 - Community engagement and facilitation, including working with CBOs/VOs or similar grassroots institutions
 - Designing practical monitoring and reporting systems for field use
 - Preparation of O&M and sustainability-oriented plans
 - Experience in KP merged districts and fragile landscapes will be an advantage.
- Proven ability to work in close coordination with field teams, communities, and line departments, and to incorporate field feedback into technical outputs
- Experience in donor-funded projects (e.g., WWF, FAO, UN, GCF) will be preferred
- Working knowledge of GIS/GPS tools for mapping and basic monitoring is desirable (where relevant and feasible)
- Strong skills in report writing, coordination, and stakeholder engagement
- Proficiency in English, Urdu, and the relevant local language is required.
- The consultant/firm shall demonstrate commitment to WWF’s core values of Courage, Respect, Integrity, and Collaboration, while promoting diversity, inclusion, ethical conduct, and effective stakeholder engagement throughout the assignment.

12. CORRESPONDENCE & SUBMISSION OF PROPOSAL **Application Submission:**

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. Application Submission:

If any queries, these may be sent through email to:

To: fakhan@wwf.org.pk
Cc: assadullah@wwf.org.pk and mhali@wwf.org.pk

The RFP submission deadline shall be as mentioned on the WWF-Pakistan website.

Any information and responses to enquiries will be communicated in writing and shared with all proponents. Enquiries received after the specified deadline may not be responded to.

13. 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.

14. 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.

Financial Proposal				
Description	Units	Quantity	Rate	Total Amount
1. Remuneration: • Field • Office	Man Days [MD] / Man Months [MM]			
2. Air Travel	N/A	N/A	N/A	0
3. Road Travel	Road travel costs for consultants will be reimbursed 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	Please separate remuneration and out-of-pocket expenses.			
Grand Total Inclusive of All direct or indirect Taxes and Out of Pocket Expenses				

15. 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
 - Team Composition and 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
 - 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

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.

Legends:	Maximum Points
Q Qualifications/CVs of team is mandatory	30
E Experience relevant to the assignment	30
A Adequacy of the proposed methodology and work plan	20
S Skills & Competencies for the assignment	10
P Prior experience with WWF-Pakistan	10

17. BUDGET

Total Budget for this activity **PKR 3.8 million** inclusive of all taxes and out-of-pocket expenses.