



Consultancy Ref No: 261/RP/26-27

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT

**Translation of GAP Assessment, ESMF & SEP documents In Urdu
Language**

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: 15 working days

Type: Individual

Background of Project & Assignment:

Recharge Pakistan is a flagship initiative aligned with the Government of Pakistan's 2021 Nationally Determined Contributions (NDCs), aimed at enhancing climate resilience through Ecosystem-based Adaptation (EbA) and green infrastructure interventions. To ensure compliance with Recharge Pakistan Gender Action Plan, Environmental and Social safeguard requirements and facilitate effective stakeholder engagement, key project safeguard documents, including the Environmental and Social Management Framework (ESMF) and Stakeholder Engagement Plan (SEP), have previously been translated into Urdu for disclosure and consultation purposes.

Subsequently, minor revisions were made to the ESMF and SEP documents. Therefore, there is a requirement to translate the updated sections and incorporate these revisions into the existing Urdu versions of the ESMF and SEP. In addition, the project's Gender Assessment and Action Plan is required to be translated in its entirety from English into Urdu for the first time to enhance accessibility, stakeholder understanding, and compliance with project disclosure requirements.

These Terms of Reference (TORs) are for the engagement of an individual consultant to undertake an accurate and context-appropriate translation of the complete Gender Assessment and Action Plan document, translate the revised sections of the ESMF and SEP, and incorporate these revisions into the existing Urdu translations. The finalized Urdu versions of all documents will support stakeholder consultations and public disclosure on the WWF and Green Climate Fund (GCF) websites in accordance with project transparency and compliance requirements.

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 the service provider 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 consultancy aims to engage a qualified translator with expertise in Gender, environmental and social safeguard documentation, particularly in gender mainstreaming, to undertake the translation of the complete Gender Assessment and Action Plan and the revised sections of the Environmental and Social Management Framework (ESMF) and Stakeholder Engagement Plan (SEP) into Urdu. The assignment also includes incorporating the translated revisions into the existing Urdu versions of the ESMF and SEP. The translated documents will support effective stakeholder engagement, consultation, disclosure, and implementation by ensuring that project safeguard requirements, gender considerations, and stakeholder responsibilities are accessible, understandable, and contextually appropriate for government counterparts, project staff, and local communities.

b. a. Specific Tasks

- c.** Review and thoroughly familiarize themselves with the content of the Recharge Pakistan Annex 8: Gender Assessment and Action Plan, ESMF, and SEP documents developed in English.
- d.** Translate the complete Gender Assessment and Action Plan, including all annexes, tables, and supporting materials, from English into Urdu.
- e.** Translate the revised sections of the ESMF and SEP and incorporate these revisions into the existing Urdu-translated versions of both documents.
- f.** Ensure that all translations are accurate, clear, culturally appropriate, and easy to understand for a diverse range of stakeholders, including government counterparts, implementing partners, and community-level audiences.
- g.** Accurately translate gender-related concepts, terminology, and recommendations to maintain the intent and integrity of the original documents.
- h.** Maintain consistency in terminology, concepts, formatting, and language with the existing Urdu versions of the GAP, ESMF and SEP and other relevant project Gender and safeguard documents.
- i.** Coordinate closely with the Recharge Pakistan project team to address comments, incorporate feedback, and finalize the translated documents.
- j.** Submit finalized Urdu translations in both editable and print-ready formats suitable for stakeholder consultations, disclosure, and project implementation purposes.

4) Deliverables

- k.** Accurate, high-quality, and culturally appropriate Urdu translation of the complete document of Recharge Pakistan Gender Assessment and Action Plan, including all annexes and supporting materials, and translation of the revised sections of the ESMF and SEP with incorporation into the existing Urdu versions of both documents.
- l.** Translated documents aligned with project safeguard requirements, WWF's gender and environmental and social safeguard frameworks, and the terminology used in existing project documentation.
- m.** Finalized Urdu versions of the Gender Assessment and Action Plan, ESMF, and SEP incorporating all comments and feedback received from the Recharge Pakistan project team.
- n.** Submission of all translated documents in both editable (MS Word) and print-ready (PDF) formats, ready for disclosure, consultation, and project implementation purpose.
- o.** Final payment will be released upon the successful completion, approval, and acceptance of all translated documents by the WWF-Pakistan Recharge Pakistan team

5) REQUIREMENTS

- Master's degree in environmental sciences, Gender Studies and or Social Sciences.
- Minimum 5 years proven experience in translating gender and Environmental and Social safeguards related studies, assessments, Action Plans, policies, strategies, frameworks and development programme documents, with a strong understanding of ESS, Gender mainstreaming concepts and gender-responsive approaches.
- Demonstrated experience in professional English-to-Urdu translation of environmental, social development, climate change, or community-based development documents.
- Strong understanding of cultural, social, and linguistic nuances relevant to diverse communities across Pakistan, with the ability to communicate technical and gender-related concepts in clear, accurate, and accessible Urdu.
- Familiarity with environmental and social safeguard frameworks, including Environmental and Social

Standards (ESSs), stakeholder engagement processes, grievance mechanisms, and gender-related safeguard requirements.

- Knowledge of WWF's Gender Policy/Guidelines and Gender Equality Standards, Environmental and Social Standards (ESSs), and related safeguard documentation will be considered a strong advantage.
- Excellent written communication skills with the ability to maintain accuracy, consistency, and contextual relevance across translated documents.
- Demonstrated ability to deliver high-quality, clear, and accessible translations suitable for community-level understanding.

6) LOCATION OF THE CONSULTANCY

The consultancy can be **home-based or remote** within Pakistan. The consultant should be available for **virtual coordination** with the project team and **occasional in-person meetings** if required.

7) 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 send through Email by attention to the Following:

To: Faiza khan (fakhan@wwf.org.pk)

Cc: Assadullah (asadullah@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.

8 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 preferably, include projects where translation services have been provided for gender-related and environmental and social safeguards (ESS) documents.
 - b) General information about the completed 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.

9) 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

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
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				

10) 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

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

11) 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.

12) BUDGET

Total Budget for this activity inclusive of all taxes and Out of Pocket expenses are **PKR 200,000/-**