



Consultancy Ref No: 262/Comms/26-27

**RFP FOR CONSULTANCY SERVICES
WWF-PAKISTAN**

SUBJECT: Production of WWF-Pakistan's Brand Film

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:	11 days (27 July 2026- 7 August 2026)
Type:	Firm/individual(both)

Background of Project & Assignment:

WWF-Pakistan is seeking a consultant to develop an introductory brand film that captures the organisation's work and impact across the country. The assignment includes producing three high-resolution, high-quality videos of 2–3 minutes each, along with a one-minute adaptation optimised for social media. The videos should be bilingual, featuring voiceovers in both English and Urdu, and incorporate compelling visuals of Pakistan's landscapes, biodiversity, communities, wildlife, and WWF-Pakistan staff in action. Appropriate background music should be used to enhance the storytelling, and where existing footage is insufficient or unavailable, additional filming may be required to ensure comprehensive coverage.

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:

To develop a compelling, high-quality introductory brand film and supporting video assets that effectively showcase WWF-Pakistan's conservation work, impact, people, and Pakistan's rich biodiversity, while strengthening the organisation's brand presence and engagement across digital and social media platforms through bilingual storytelling.

b. Specific Tasks:

This includes the following activities:

- Develop three hi-res, hi-quality 2-3 minute videos showcasing WWF-Pakistan's work
- Develop one 1 minute adaptation for social media use (in appropriate resolution and format)
- Bilingual videos (with voiceovers in English and Urdu)
- Use visuals of landscapes, communities, species; reflecting Pakistan's biodiversity
- Use visuals of WWF's staff at work
- Use appropriate background music
- Special shoot may be required where existing footage is inadequate/missing

4) Deliverables

- Develop three high-resolution, high-quality brand videos of 2–3 minutes each showcasing WWF-Pakistan's work and impact.
- Produce one 1-minute adaptation optimised for social media in the appropriate resolution and format.
- Deliver all videos in both English and Urdu with professional voiceovers.
- Incorporate visuals of Pakistan's landscapes, biodiversity, wildlife, and local communities.
- Include footage of WWF-Pakistan staff in the field to highlight the organisation's work and impact.
- Use appropriate background music that complements the narrative and brand identity.
- Conduct additional filming where existing footage is inadequate or unavailable.
- Deliver final videos in formats suitable for digital platforms, presentations, and broadcast, along with all project files if required.

5) project / Assignment timeline

The consultancy assignment must be completed within 11 days starting from 27 July 2025 to 7 August 2026.

5) REQUIREMENTS

- Bachelors in any discipline
- Min. 3 years experience in filmmaking, voice recording, editing, etc.
- Fluent in English and Urdu
- Previous experience with WWF is beneficial

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>

- 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)

Cc: Assadullah (assadullah@wwf.org.pk)

The RFP submission deadline mentioned on WWF-Website.

- 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:

- Application Form available at WWF-Website** - General information about the Bidder, covering, qualification and experience, CV and all related Information.
- Experience:**
 - 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.
- Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions;
- Provide template of already complete similar type of reports-** the WWF-PAKISTAN may request additionally;
- Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- 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.

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				

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 (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

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 (lodging& boarding and all type of travel) are 130,000/PKR.