



Consultancy Ref No: 275/1WT/26-27

RFP for Consultancy Services-WWF Pakistan

Subject: Implementation of a SMART Refresher Training Programme for the AJK Wildlife Department, aligned with SMART Global Competencies, to enhance capacities for wildlife crime monitoring and prevention

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>

RFP – Consultancy Services

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1) INTRODUCTION & BACKGROUND

Contract Type	Consultancy and Services
Duration of assignment:	17 days – (14 th September 2026 to 30 th September 2026)
Consultant	Firm/Individual (Both)

WWF-Pakistan is leading the project “**Combating Wildlife Trafficking in Pakistan**” with the support of the **U.S. Department of State’s Bureau of International Narcotics and Law Enforcement Affairs (INL)** to strengthen frontline efforts against wildlife crimes. The project focuses on enhancing the capacity of relevant wildlife authorities and frontline staff to improve detection, monitoring, reporting, and response to wildlife crime and illegal wildlife trade.

Spatial Monitoring and Reporting Tool (SMART) is an innovative platform designed to help protected areas and wildlife authorities effectively manage and monitor conservation activities, including efforts to combat illegal wildlife trade. It consists of desktop software and a mobile app intended for use by field staff, researchers, and community stakeholders, enabling efficient data collection, analysis, and reporting. SMART supports a wide range of functions such as biodiversity monitoring, law enforcement, visitor management, and threat assessments ensuring that critical field data reaches decision-makers. In Pakistan, WWF has been training wildlife department staff in two protected areas on the use of SMART to enhance conservation outcomes and address threats such as poaching and illegal trade

Under the project, staff of the Wildlife Department of Azad Jammu & Kashmir (AJ&K) have already received a **five-day main SMART training** covering the basic concepts and application of the Spatial Monitoring and Reporting Tool (SMART). To build on this training and strengthen practical application in the field, refresher and follow-up training is required for rangers, ranger officers, park managers, and team leaders.

The training will focus on reinforcing participants’ existing knowledge and improving their practical skills in SMART tool usage, field data collection, data management, analysis, reporting, GIS-based visualization, and the use of SMART information for patrol planning and wildlife crime prevention, in line with relevant **SMART Global Competencies**.

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 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

The purpose of this consultancy is to technically equip the wildlife rangers regarding legal, safety and community engagement protocols while at work. It will empower the wildlife rangers in identifying and mitigating the occupational risks and hazards, promoting safety culture, ensuring legal compliance, enhancing employee confidence and performance, and build better working relationships with custodian communities and relevant stakeholders. The consultancy has two major objectives;

1. Strengthening the practical understanding and application of SMART among rangers and relevant officers of the Wildlife Department, AJ&K
2. Refresh and enhance participants' skills in SMART-based data collection, management, analysis, and reporting, building on the previous five-day SMART training.
3. Enhance the use of SMART data and GIS-based outputs for patrol planning, threat identification, and effective wildlife crime monitoring and prevention.

1.1. Specific Tasks: The consultant will be required to;

1. Coordinate closely with the WWF-Pakistan IWT-INL Project Team to finalize the training agenda, methodology, and practical exercises based on the participants' previous SMART training.
2. Conduct a refresher session of three days on SMART tools, workflows, and practical field application, including relevant functions of SMART Mobile and SMART Desktop.
3. Provide practical guidance on effective field data collection strategies, including patrol, wildlife, threat, and wildlife crime-related observations.
4. Strengthen participants' understanding of data quality, validation, synchronization, management, and storage within SMART.
5. Conduct practical exercises on data analysis, including patrol effort, coverage, threats, trends, and wildlife crime patterns.
6. Demonstrate GIS-based mapping and visualization of SMART data to support interpretation and decision-making.
7. Provide guidance on SMART-based report generation and interpretation of results for management purposes.
8. Demonstrate how SMART information can support patrol planning, identification of priority areas, and wildlife crime prevention efforts.
9. Ensure the training content and practical application are aligned with relevant SMART Global Competencies.
10. Conduct pre- and post-training assessments to evaluate knowledge uptake and the effectiveness of the training.
11. Prepare a concise training report summarizing the training delivered, participant feedback, key learning outcomes, challenges, and recommendations.

4) DELIVERABLES

1. Finalized SMART refresher training agenda and methodology, customized training materials and practical exercises based on the participants' previous SMART training and field requirements.
2. Delivery of a Three-day SMART refresher and practical follow-up training for rangers, ranger officers, park managers, and team leaders of the Wildlife Department, AJ&K, in Islamabad.
3. Pre and post training assessment

5) PROJECT/ ASSIGNMENT TIMELINE

14th September 2026 – 30th September 2026 (17 days)

Consultant will be required to provide the breakup of workplan in accordance with the given timeline.

6) REQUIREMENTS

The interested consultant(s) should meet the following criteria:

1. The individuals/firm should have post graduate degree in GIS and remote sensing or closely related field
2. At least five (3) years of demonstrated experience in designing, implementing, and training rangers using SMART-based monitoring systems at the national, regional, or global level, preferably within protected areas or national parks.
3. Strong expertise in developing customized SMART data models, training modules, and ranger training materials tailored for protected area staff and law enforcement personnel.
4. Familiarity with WWF's approach to using SMART as part of broader wildlife crime prevention and anti-poaching effort is highly desirable.
5. Prior experience in training rangers or protected area staff on SMART use in Pakistan is essential, along with an understanding of local governance structures, enforcement challenges, and institutional frameworks.
6. Demonstrated ability to develop technical SMART content into user-friendly training materials and adapt content to the local context of Pakistani wildlife departments
7. Experience in developing GIS based maps of protected areas
8. Excellent writing, communication, and facilitation skills
9. Collaborate with WWF-Pakistan IWT – INL project team for visits.
10. Incomplete quotations, quotations not conforming to tender requirements or with vague replies will not be considered.
11. All the taxes levied must also be clearly stated.

7) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. **Application Submission:**

2. 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>

3. If Any **Queries** may send 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.

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.

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.
- 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 Pakistani Rupees (PKR), the total price shall include all costs related to service provision including applicable taxes.

Note: Templates for all Information are provided on the Application form available at WWF-Website. Any Additional Information related to the RFP can be attached along with the application Form.

9) FINANCIAL PROPOSAL

1. The proposed prices shall be provided in PKR
2. The consultant will submit the cost of the assignment in a lump sum, including all applicable taxes according to the Government of Pakistan
3. **Maximum Remuneration Budget ceiling quoted here is inclusive of all taxes and out of pocket expenses**
4. 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	Please separate remuneration and out-of-pocket expenses.			

equipments e.g candling	
Grand Total Inclusive of All direct or indirect Taxes and Out of Pocket Expenses	

10) 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 work plan
- Expression of interest (EOI)
- Consultant's Profile
- Detailed methodology

B) Financial Proposal (30%)

Detailed financial proposal which should be inclusive of all applicable taxes. The financial proposal should follow a breakdown structure i.e., specifying cost(s) to each head and subhead.

Consultant's registration certificate

- NTN detail(s)

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

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked Consultants will be included in the comparative process

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 Ceiling

Maximum Remuneration Budget ceiling for this activity is PKR 1,250,000/- inclusive of all taxes and out-of-pocket expenses