



Consultancy Ref No: 279/RP/26027

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT

Translation of ESSF Documents in Urdu Language

**Output 1.1: EbA Interventions Implemented to Restore
Floodplain and Watershed Ecosystems**

**Output 1.2: Green Infrastructure Interventions Established in
Pakistan's Indus Basin**

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 for one
ESMP/LRP/IPP
Type: Individual

Background of Project & Assignment:

1. Project Background

Recharge Pakistan (RP) is a flagship climate resilience initiative aligned with the Government of Pakistan's climate commitments, including the 2021 Nationally Determined Contributions (NDCs). The project aims to strengthen the resilience of communities and ecosystems in Pakistan's Indus Basin by reducing risks associated with floods and droughts through nature-based solutions, particularly Ecosystem-based Adaptation (EbA) and Green Infrastructure (GI).

The project will be implemented across the following project landscapes:

1. D.I. Khan, Ramak
2. Chakkar Lehri
3. Manchar Lake

Under Output 1.1: EbA Interventions Implemented to Restore Floodplain and Watershed Ecosystems:

The project will restore degraded agro-ecological and riverine ecosystems and rehabilitate degraded wetlands, flow paths, channels, and associated water systems across the project landscapes. The interventions include restoration of 14,215 ha of degraded riverine ecosystems in D.I. Khan, rehabilitation of flow paths and wetlands in the Ramak Watershed, including Badri Village and Paniala, and restoration of existing water channels associated with the Manchar Wetland.

Under Output 1.2: Green Infrastructure Interventions Established in Pakistan's Indus Basin:

The project will design and implement 127 Green Infrastructure interventions for flood risk reduction. These interventions include flood protection and flood dispersal embankments, gabion bunds, retention areas, and recharge basins. Collectively, the EbA and GI interventions are intended to reduce flood impacts, control soil erosion and sedimentation, improve water retention and infiltration, enhance groundwater recharge, and strengthen the climate resilience of vulnerable communities and ecosystems.

In accordance with the project's environmental and social safeguard requirements, Activity-Based Environmental and Social Management Plans (ESMPs)/LRP/IPP are being prepared for relevant project activities to ensure that environmental and social risks and impacts are appropriately identified, assessed, managed, monitored, and disclosed in accordance with applicable national regulatory requirements and project safeguard standards.

As the project interventions are implemented across diverse landscapes and involve local communities and other stakeholders, the availability of safeguard documents in Urdu is essential to facilitate meaningful stakeholder engagement, consultation, disclosure, and accessibility for project-affected communities and other relevant stakeholders.

2. Assignment

The assignment involves the engagement of an individual consultant to translate relevant Activity-Based Environmental and Social Management Plans (ESMPs), Livelihood Restoration Plans (LRPs), and Indigenous Peoples Plans (IPPs) from English into Urdu for project interventions implemented across the identified project landscapes, as and when required during the year, based on the activities planned under the Annual Work Plan and Budget (AWPB).

The translation assignment will cover ESMPs, LRPs, and IPPs associated with relevant interventions under Output 1.1 and Output 1.2, as applicable, including the restoration of degraded agro-ecological and riverine ecosystems, rehabilitation of wetlands and flow paths and associated embankment works, Karez system rehabilitation, restoration of water channels associated with the Manchar Wetland, and Green Infrastructure interventions under Activity 1.2.1. The translation requirements will be determined in accordance with the activities planned under both outputs in the approved AWPB.

The consultant will be responsible for producing an accurate, technically appropriate, and context-sensitive Urdu translation while maintaining the meaning, terminology, structure, and intent of the original English ESMPs, LRPs, and IPPs. Particular attention shall be given to environmental and social safeguard terminology, technical descriptions, mitigation and management measures, stakeholder engagement provisions, grievance redress mechanisms, and other community-facing information. Depending on the nature and requirements of each document, individual documents may range from approximately 80 to 150 pages.

The translated ESMPs, LRPs, and IPPs will facilitate public disclosure, stakeholder consultation, and community-level accessibility, enabling project-affected communities and relevant stakeholders to understand the proposed interventions, potential environmental and social risks and impacts, mitigation and management measures, and applicable stakeholder engagement and grievance redress mechanisms.

The final Urdu-translated ESMPs, LRPs, and IPPs will form part of the project's environmental and social safeguard disclosure and compliance process and will be made publicly accessible through the appropriate project disclosure platforms, including the WWF-Pakistan and Green Climate Fund (GCF) websites, as applicable.

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) OBJECTIVE/PURPOSE

a. Objective of the Consultancy:

8) The consultancy aims to engage a qualified individual translator with experience in environmental and social safeguards to accurately translate relevant ESMPs, LRPs, IPPs, and their annexures from English into Urdu, as required under the approved AWPB. The objective is to ensure the accessibility of safeguard documents for project-affected communities and relevant stakeholders, thereby supporting effective public disclosure, stakeholder consultation, and implementation of environmental and social safeguard measures.

a. Specific Tasks:

- Review and understand the English ESMPs, LRPs, IPPs, and their annexures assigned for translation.
- Accurately translate the assigned documents from English into Urdu, ensuring technical accuracy, clarity, consistency, and ease of understanding for government counterparts, project stakeholders, and communities.
- Maintain the original meaning, structure, safeguard terminology, technical content, and context of the source documents.
- Ensure appropriate and consistent translation of environmental and social safeguard terminology, mitigation measures, stakeholder engagement provisions, grievance redress mechanisms, and community-facing information.
- Coordinate with the project team, incorporate feedback, and finalize the translated documents as required.
- Submit the final translated documents in editable and print-ready formats suitable for disclosure,

4) Deliverables

- consultation, and project implementation.
- Accurate and culturally appropriate translations of all ESMPs/LRPs/IPP materials in Urdu.
- Translated materials aligned with WWF's ESSs and ESMF guidelines.
- Finalized Urdu version of ESMPs/LRPs/IPP incorporating project team feedback.
- Submission of all translated materials in both editable (e.g., Word) and print-ready (e.g., PDF) formats.

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.

- Proven experience in professional translation, specifically Urdu, with a focus on Environmental development, social, or community-based content.
- Strong understanding of cultural and linguistic nuances relevant to diverse communities in Pakistan.
- Familiarity with environmental and social safeguards, including WWF's Environmental and Social Standards (ESSs) and guidelines, is highly desirable.
- 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(assaduulah@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 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.

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
- CVs of team lead and team members

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

The maximum approved budget rate for this activity, inclusive of all applicable taxes and out-of-pocket expenses, is **PKR 2,250/- per page** for translation services. Payments will be made based on the actual number of pages translated and accepted by WWF-Pakistan, in accordance with the agreed deliverables and contract terms.