



Consultancy Ref No:281 /Unilever Lahore/26-27

RFP FOR CONSULTANCY SERVICES
WWF-PAKISTAN

**SUBJECT: Terms of Reference (ToRs) for
Monitoring and Evaluation of Ongoing Field
Activities and Infrastructure Interventions**

Application Submission:

Interested consultants should submit the Proposal on Application Form Available Online or can access through following Link:

<https://forms.office.com/e/sxNStCNxPM>

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	01 Year 1 st July 2026 to 30 th June 2027
Type:	Firms

Background of Project & Assignment:

WWF Pakistan, founded in 1970, is the most significant independent nature conservation NGO in Pakistan, with over 20 offices nationwide and an average annual budget of 5.06 million euros, mainly financed by private and public funding. WWF Pakistan has a mission to preserve the country's incredible biodiversity and natural resources through the aforementioned practices. Since its inception, WWF Pakistan has implemented over 200 projects and programmes. WWF Pakistan collaborates closely with local and national partners, the government, private sector partners, researchers, and communities.

Under the Freshwater Programme, WWF-Pakistan, in collaboration with Unilever, initiated efforts to enhance water sustainability at Unilever's facilities and within the surrounding catchment through the implementation of effective water conservation measures. The project aims to increase groundwater recharge by harvesting and infiltrating rainwater, promote wastewater treatment and reuse, and reduce water losses through efficient water management interventions. These efforts will strengthen water security, improve resource efficiency, and support long-term environmental sustainability and responsible water stewardship.

Assignment Description:

The assignment will involve monitoring and evaluating the implementation and performance of project activities and water-related interventions. The consultant will review project progress against approved targets, indicators, and work plans. Regular field visits will be conducted to verify the quality, completion, and functionality of interventions. The assignment will assess key outcomes, including water savings, groundwater recharge, water quality, community engagement, and infrastructure performance. The consultant will also review operation and maintenance practices and identify implementation gaps. Data will be collected through field observations, measurements, documentation, and stakeholder consultations. Findings will be analyzed to assess project effectiveness and sustainability. Periodic reports will provide key findings, lessons learned, and recommendations for corrective actions and future improvement.

2) GENERAL CONDITIONS

- 1) 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.
- 2) 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.
- 3) 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.
- 4) 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.
- 5) The RFP is not a binding agreement between the parties, submission of a proposal or response by a proponent is voluntary.

6) 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

Objective of the Consultancy:

The purpose of monitoring the project is to assess the progress of the project and process of implementation.

- The progress of the project will be assessed in two dimensions, i.e., progress against the output indicators and progress against annual and consolidated project plan.
- The M&E exercise will also evaluate the project implementation process by assessing the involvement of contractors and vendors in the execution of project activities.
- Meeting will be held with the project staff to get information about project implementation process and any feedback.

a. Scope of Work:

The selected consultant/firm will be responsible for the following tasks:

- Conduct site visits annually to project interventions to monitor the progress, quality and status of the implementation
- Review and assess the annual tangible outcomes and field level execution of the interventions against the approved project objectives, targets and the implementation plans.
- Undertake the annual field monitoring and verification visits to the sites.
- Prepare the field monitoring reports documenting the key observations, milestones achievements and recommendation for the follow-up actions.

4) Deliverables

- A comprehensive M&E report annually summarizing the project's achievements, challenges, lessons learned, gaps and recommendations

5) REQUIREMENTS

- The firm/consultant should have experience managing large M&E projects, including the ability to develop and implement M&E plans, manage data collection and analysis, and produce high-quality reports.
- Experience relevant to monitoring water sector projects will be preferred.
- Bachelor's or master's degree, preferably with experience in M&E, data analysis, project management, or development projects.

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

- Excellent reporting and communication skills.

1. Application Submission:

Interested consultants should submit the Proposal on Application Form Available Online or can access through following Link:

<https://forms.office.com/e/sxNSStCNxPM>

2. If Any **Queries** may be sent 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.

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.

7) 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 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 are 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

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 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:

Q Qualifications/CVs of team is mandatory

Maximum Points

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, shall be provided following this template

Total budget, inclusive of all taxes and out-of-pocket expenses for this consultancy, is PKR 685,810