



Reference Number: 242/GSK/26-27

## RFP for Consultancy Services-WWF Pakistan

Subject:

**Consultancy Services for the Design, Development, & Delivery of a Capacity Building Training for Government Officials on Water Stewardship and Governance**

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**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:** 1.5months

WWF, the world's leading independent conservation organization, and GSK, a global biopharma company, have launched a long-term, multi-million-pound partnership through 2030 to support nature-positive solutions across GSK's operations and supply chains. As part of this partnership, WWF-Pakistan is implementing the project titled "*Building Water-Sensitive Societies: Collaborative Solutions for Freshwater Resilience and Sustainability*," with a strong focus on improving freshwater ecosystems in Karachi, Lahore, Keenjhar Lake, and the Indus Delta to strengthen water governance, promote nature-based solutions, and enhance collective action among stakeholders.

Karachi, Pakistan's largest metropolitan and economic hub, faces increasing pressure on its freshwater resources due to rising demand, groundwater over extraction, limited infrastructure capacity, and climate related risks such as urban flooding and heat stress. Beyond the urban context, important freshwater and coastal ecosystems including Keenjhar Lake and the Indus Delta, both recognized as Ramsar Sites and Important Bird Areas (IBAs), are also experiencing growing pressures from upstream water diversion, salinity intrusion, ecological degradation, and changing climatic conditions. These pressures threaten biodiversity and critical habitats while also affecting the livelihoods of communities that depend on these ecosystems.

Addressing these interconnected challenges requires strengthened institutional capacity, improved interdepartmental coordination, and integrated approaches to water governance and resource management. In particular, there is a need to enhance technical understanding, policy alignment, planning capacity, and institutional behaviour change within relevant public sector institutions.

To support these objectives, WWF Pakistan intends to engage a qualified consultant or training firm to design and deliver a capacity building training programme for government officials on water stewardship and governance.

## 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 (Annex 2) contained in the RFP, 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 OF CONSULTANCY

The purpose of this consultancy is to design and deliver a two-to-three-day capacity building training programme for government officials aimed at strengthening institutional understanding of water stewardship, integrated water resource management, and sustainable water governance.

The training programme should support participants in linking policy frameworks, identified gaps, development of strategic planning, along with practical planning processes within their respective departments. Furthermore, training will emphasize applied and participatory learning approaches, including scenario-based planning exercises, governance and policy case studies, group discussions, and practical planning tools that enable participants to translate knowledge into actionable departmental initiatives and collaborative interventions.

The training will place particular emphasis on:

- Existing Policy frameworks and regulatory mechanisms related to water governance
- Strategic planning approaches for sustainable water resource management
- Interdepartmental coordination and collaborative governance
- Nature based and ecosystem-based approaches to water management (including onground interventions/models developed by WWF Pakistan)
- Fostering institutional behavioural change to support sustainable water use and decision making

### 4) TASKS AND DELIVERABLES

The consultant(s)/Trainer is expected to perform the following tasks and submit the following deliverables as per the timeline:

#### **Task 1: Inception and Training Concept Development**

- The consultant will review the project background, objectives, and relevant documentation provided by WWF Pakistan and prepare an inception note outlining the proposed approach for the training programme.
- The inception note should include:
  - proposed training concept and methodology
  - detailed training agenda and session structure
  - learning objectives for each module
  - proposed facilitation methods and participatory approaches
  - proposed timeline for preparation and delivery of the training
  - Group activities and details of the tools to be used in the training
- The inception note will be submitted to WWF Pakistan for review and approval prior to the development of training materials.

## **Task 2: Development of Training Modules and Materials**

- The consultant will design and develop comprehensive training materials aligned with the objectives of the assignment, which includes but is not limited to:
  - preparation of training modules and session plans
  - development of presentation materials for all sessions
  - preparation of case studies relevant to developing country contexts
  - development of participatory exercises and planning tools
  - preparation of reference materials or resource documents for participants
  - Printing of materials, training activities etc
- The training materials should reflect either one or the combination of the following themes that are relevant to multiple government departments and focus on developing correlation of the existing environmental related policies.
  - Integrated Water Resource Management
  - Water governance and policy frameworks
  - Climate resilience and climate risk considerations in water planning
  - Nature based solutions and ecosystem-based water management (WWF's water related interventions)
  - Groundwater management and water conservation approaches
  - Behavioural change and institutional transformation in water management
- The training design should also consider the diverse institutional landscape of water governance and management in Pakistan. The training should therefore be structured in a way that ensures relevance and engagement for participants representing multiple government departments and technical institutions, including but not limited to:
  - Provincial Irrigation Department
  - Provincial Environment, Climate Change and Coastal Development Department
  - Pakistan Meteorological Department
  - Provincial Disaster Management Authority etc.
- All training materials will be submitted to WWF Pakistan for review and approval prior to the training.

## **Task 3: Training Delivery**

- The consultant will facilitate a two to three day in person training workshop in Karachi for approximately 25 to 30 government officials and technical representatives from relevant departments.
- The training delivery should:
  - follow a participatory and interactive learning approach
  - integrate policy, governance, and planning perspectives
  - encourage cross sector dialogue and collaboration
  - incorporate practical exercises and group work
- The consultant should ensure that the training is conducted in such a way that it enables participants to identify opportunities for improving water stewardship and governance within their respective institutional mandates.

## **Task 4: Documentation and Reporting**

- Following the completion of the training, the consultant will prepare and submit a training completion report summarizing:
  - overview of sessions conducted

- participant engagement and feedback
  - key discussion outcomes and insights
  - recommendations for strengthening institutional capacity on water stewardship and governance
- The report should also include copies of all training materials used during the workshop.

### **Task 5: Post Training Follow Up Support for Incorporation of the way forward into upcoming capacity building sessions**

- The consultant will also propose a simple monitoring and evaluation framework to assess the effectiveness of the training, including suggested indicators to track knowledge uptake, institutional application of learning, and progress on identified actions within participating departments.
- Where feasible, the consultant will provide recommendations for follow up engagement or capacity strengthening opportunities to support sustained implementation of water stewardship and governance practices.

### **Deliverables:**

- Detailed training agenda, concept note and workplan, covering session topics, learning objectives, facilitation approaches, and time allocation.
- Training modules and materials (presentation slides, session outlines, case studies, participatory exercises, and reference resources) aligned with the agreed thematic areas.
- Facilitation and delivery of the two to three days in person capacity building training for approximately 25 to 30 government officials and technical representatives.
- Training documentation and completion report (summary of sessions conducted, participant engagement, key discussion outcomes, and recommendations for strengthening institutional capacity on water stewardship and governance).
- Monitoring and evaluation framework and post training assessment plan (including tools or methods to assess participant learning, suggested indicators to track knowledge uptake, and recommendations to monitor the application of learning and progress on actions identified by participating departments following the training).

## 5) PROJECT/ ASSIGNMENT TIMELINE

Duration of assignment: 1.5 months, Days starting from 15 May 2026 till 30 June 2026

## 6) REQUIREMENTS

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

### **Minimum requirements**

- **Education:** Advanced degree (Master's or Ph.D.) in water resources management, public policy, climate change, natural resource management, or a related field.
- **Experience:** At least 5 of professional experience in water governance, water stewardship, integrated water resource management, climate resilience, or related environmental management fields.
- **Training Experience:** Demonstrated experience in designing and facilitating international or regional

capacity building programmes or professional training for government institutions and multi stakeholder platforms, particularly within developing country contexts.

- **Thematic Expertise:** Knowledge of one or more of the following areas is desired:
  - Water stewardship and collective action approaches
  - Integrated water resource management
  - Water governance and policy frameworks
  - Climate resilience and climate risk considerations in water planning
  - Nature based solutions and ecosystem based water management
- **Language:** Fluency in English and working knowledge of relevant local languages is added advantage.
- **Skills:** Strong facilitation and communication skills, experience in participatory training methodologies, and ability to engage diverse institutional stakeholders.
- **Contextual Understanding:** Familiarity with Pakistan’s water governance landscape, institutional arrangements, and policy frameworks will be considered an advantage.
- **Values and Compliance:** Demonstrated commitment to WWF’s values, code of conduct, and environmental and social safeguards is essential.

## 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. Interested consultants should submit the technical and financial Proposal to

**To:** Faiza khan ([fkhan@wwf.org.pk](mailto:fkhan@wwf.org.pk))

**Cc:** Asadullah ([Asadullah@wwf.org.pk](mailto:Asadullah@wwf.org.pk))

Mehak Sikandar ([msikandar@wwf.org.pk](mailto:msikandar@wwf.org.pk))

3. The proposal submission deadline is 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** - Completed application form including general information about the bidder, educational qualifications, relevant experience, and CV(s) of the proposed consultant(s) or training team.
- 2) **Experience:**
  - a) **Description of the complete projects:** A list and brief description of relevant assignments completed by the consultant or firm, particularly those related to capacity building, focused on water governance, water stewardship, integrated water resource management, climate resilience, or environmental management. The description should include the consultant’s role in the project, scope of work, and key outcomes achieved.
- 3) **Proposal outlining scope of consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions, methodology
- 4) **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- 5) **Financial Proposal-** the prices shall be provided in Pak Rs, the total price must be inclusive of all types of 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 prices shall be provided in Pak Rs, the total price must be inclusive of all types of applicable taxes.

The prices will include all the Travel, Boarding & Lodging and other expenses

**The Payment Terms** 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 cost for trainer and trainees will be reimbursed on actual basis.			
4. Boarding/Lodging	Boarding and lodging costs for trainer and trainees will be paid on actual basis.			
5. Others (Please specify) Training Material, Printing, Photocopies, Colour printing, practical demonstration equipments e.g candlering				
<b>Grand Total Inclusive of All direct or indirect Taxes and Out of Pocket Expenses</b>				

## 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%
- b) Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

Qualifications (maximum 30 points)

- Experience relevant to the assignment (maximum 30 points)
- Adequacy of the proposed methodology and work plan (maximum 20 points)
- Skills & Competencies for the assignment (maximum 10 points)
- Prior experience with WWF-Pakistan (maximum 10 points)

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

<b>Legends:</b>		<b>Maximum Points</b>
<b>Q</b>	Qualifications/CVs of team is mandatory	30
<b>E</b>	Experience relevant to the assignment	30
<b>A</b>	Adequacy of the proposed methodology and work plan	20
<b>S</b>	Skills & Competencies for the assignment	10
<b>P</b>	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 total Budget for this activity inclusive of all taxes and Out of Pocket expenses is PKR.2,300,000/-