

Request for Proposal

Title: **Consultancy: ITT Lead – Hazina Global Finance & Accounting Solution**

1. Introduction

WWF International is seeking a qualified consultant/firm to provide services to lead the Invitation to Tender (ITT) process for selecting an implementation partner to implement a unified, cloud-based Global Finance & Accounting Solution across the WWF International offices.

2. Purpose of the RFP

The purpose of this RFP is to invite proposals for the assignment described in the attached Terms of Reference (Annex 1).

3. Proposal Requirements

A. Technical Proposal

The technical proposal must include:

- Understanding of the assignment
- Methodology and approach
- Work plan and timeline
- Relevant experience and examples of similar work
- CVs of key personnel
- References (minimum two)

B. Financial Proposal

The financial proposal must include:

- Total cost (currency: CHF)
- Daily or hourly rate
- Number of days
- Breakdown of all expenses

4. Evaluation Criteria

Proposals will be evaluated according to the following criteria:

Technical – 70%

- Methodology and approach – 10%
- Relevant experience – 40%
- Workplan – 20%

Financial – 30%

- Cost competitiveness – 30%

5. Submission Guidelines

Bidders must submit:

- One technical proposal (PDF)
- One financial proposal (PDF)

Send to: **procurement@wwfint.org**

Subject: “RFP – [ITT Lead – Hazina Global Finance & Accounting Solution] – [Bidder Name]”

Deadline: 31 January by 23:59 (CET)

Late submissions will not be considered.

6. Terms & Conditions

- WWF International reserves the right to reject any proposal.
- WWF International may request additional information.
- Offer must be valid for at least 30 days before its acceptance.

Annex 1 - attached



Terms of Reference (ToR)

Consultancy: ITT Lead – Hazina Global Finance & Accounting Solution

1. Background

WWF International is embarking on Project Hazina, a strategic initiative to implement a unified, cloud-based Global Finance & Accounting Solution across the WWF International offices. As the project moves into the procurement phase, WWF International seeks an experienced consultant to lead the Invitation to Tender (ITT) process for selecting an implementation partner. This process is critical to ensuring the chosen solution aligns with WWF's strategic objectives, supports global operations, and delivers value for money.

2. Objective

The consultant will lead the ITT process for the Hazina project, managing the end-to-end procurement cycle from finalising the RFP through to partner selection and contract negotiation. The consultant will ensure the process is robust, transparent, and aligned with best practices for global finance system procurement in the non-profit sector.

3. Scope of Work

The consultant will be responsible for:

- Reviewing and refining the draft RFP and associated procurement documentation to ensure clarity, completeness, and alignment with WWF's requirements.
- Supporting the Project Team in conducting internal validations of proposed technology stacks, ensuring compatibility and alignment with WWF's strategic and operational requirements.

- Undertaking a return-on-investment (ROI) budgetary analysis to assess the financial viability and long-term value of shortlisted solutions, providing clear recommendations to inform decision-making.
- Managing the ITT process, including publication, responding to queries, and facilitating bidder engagement sessions.
- Coordinating communications with prospective implementation partners, ensuring all parties have a clear understanding of requirements and timelines.
- Designing and managing the evaluation process, including the development of technical and commercial evaluation criteria, scoring matrices, and moderation of evaluation panels.
- Supporting the Project Team in shortlisting, interviewing, and conducting due diligence on prospective partners.
- Leading negotiations with shortlisted vendors to ensure optimal contractual terms, value for money, and alignment with WWF's strategic and operational needs.
- Preparing summary reports and recommendations for the Project Team, SPOC, and senior management to support decision-making.
- Ensuring compliance with WWF procurement policies and donor requirements throughout the process.

4. Deliverables

- **Refined RFP and Procurement Pack:** Finalised RFP and supporting documents ready for issue to the market.
- **ITT Process Plan:** A detailed plan outlining the ITT timeline, milestones, and responsibilities.
- **Evaluation Framework:** Technical and commercial evaluation criteria, scoring matrices, and guidance for panel members.
- **Shortlist Report:** Summary of the evaluation process and rationale for shortlisted partners.
- **Negotiation Briefs:** Documentation to support contract negotiations with shortlisted vendors.
- **Final Recommendation Report:** Comprehensive report summarising the ITT process, evaluation outcomes, and final partner recommendation for approval by senior management.

5. Duration

The consultancy is expected to run from **February to May 2026**, aligning with the Hazina project's procurement timeline. Flexibility may be required to accommodate bidder engagement and evaluation panel schedules across multiple time zones.

6. Ways of Working

- The consultancy will be delivered remotely, with the expectation of flexible working hours to accommodate global stakeholders.
- The consultant will report to the Hazina Project Business Owner and work closely with the Project Team, Procurement, and Finance leads.
- Proactive communication, responsiveness, and adaptability are essential.

7. Experience and Qualifications

- Minimum 5 years' experience in leading ITT or RFP processes for large-scale finance or ERP systems, ideally in the international non-profit sector.
- Demonstrable expertise in procurement, partner evaluation, and contract negotiation for technology solutions.
- Strong understanding of finance and accounting systems, including integration and compliance requirements.
- Proven ability to manage complex, multi-stakeholder procurement processes in a global context.
- Excellent communication, facilitation, and project management skills.
- Experience working remotely with distributed teams.

8. Application Process

Interested consultants (individuals or firms) are invited to submit:

- A detailed CV or company profile
- A cover letter outlining relevant experience and approach to delivering the ITT process
- A proposed work plan and fee structure

Applications should be sent to: procurement@wwfint.org. Applications will be reviewed on a rolling basis, with a closing date of 31 January 2026.