



World Wildlife Fund

WWF Bhutan Program Office

P.O. Box No. 210

Kawajangsa

Thimphu 11001

BHUTAN

Tel: +975 2 323528; Fax: +975 2 323518

Website: www.wwf bhutan.org.bt

Global: www.panda.org

USA : www.worldwildlife.org

Reference No: WWF/ Ops/GAC/FY26/2197

December 10, 2025

REQUEST FOR PROPOSAL

Design & Delivery of Training on Emergency First Aid at Workplace & Earthquake Disaster Preparedness Training for WWF-Bhutan

WWF-Bhutan invites qualified and experienced firms, accredited training institutions, and certified professionals to submit an Expression of Interest for the design and delivery of:

“Emergency First Aid at Workplace and Earthquake Disaster Preparedness Training”

1. Background

The purpose of the training is to enhance the safety, emergency readiness and response capacity of WWF-Bhutan staff and facilities. WWF-Bhutan operates field offices and project activities exposed to occupational and disaster risks. This training is part of its safety and risk management priority.

2. Objectives of the Training

The overall objective of the training is to:

- 2.1 Equip participants with knowledge and skills to respond to medical emergencies.
- 2.2 Demonstrate procedures including CPR, bleeding control, fractures, burns, unconscious victims, and shock management.
- 2.3 Increase awareness on earthquake vulnerabilities, risks, etc.
- 2.4 Demonstrate emergency drills, evacuation procedures, and rapid assessment, etc.

3. Scope of Work

The selected firm will deliver:

- 3.1 Design & Deliver Training on Emergency First Aid and Earthquake Disaster Preparedness Training (maximum of 2 days)
- 3.2 Delivered onsite at WWF-Bhutan Office

4. Expected Deliverables

- 4.1 Detail proposal and methodology for training/Terms of References
- 4.2 Training curriculum, presentations and materials/facilitation tools
- 4.3 Onsite delivery of training (maximum of 27 participants)

5. Qualifications & Experience

- 5.1 Valid Trade Licence / Training Licence/Certifications
- 5.2 Availability of qualified facilitators with experience in adult learning and participatory training approaches
- 5.3 Relevant experiences of such training



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6. Submission Requirements

Interested firms/individuals are invited to submit an Expression of Interest containing the following:

- 6.1 Cover letter expressing interest and understanding of the assignment.
- 6.2 Profile of the firm, including legal registration and years of operation.
- 6.3 Proposed approach and methodology.
- 6.4 CVs of key facilitators and experts.
- 6.5 Evidence of relevant experience.
- 6.6 Fee structures and workplan

7. Evaluation Criteria

The proposal will be evaluated based on following criteria:

- 7.1 Technical Capacity – 50%
- 7.2 Financial Capacity – 50%

8. Training Schedule

Training must be completed no later than March 31, 2026.

9. Financial proposal and payment details

- 9.1 Bidders should quote the total aggregated fees.
- 9.2 The aggregated fees shall be inclusive of all other fees, expenses, travel and taxes.
- 9.3 The full payment will be made upon delivery of assignment.

10. Submission Details

Please submit your Expression of Interest in sealed envelope to **Grant & Agreement Coordinator**, WWF Bhutan, Kawajangsa, Thimphu **on or before 12:00 pm on January 12, 2026.**

11. Rights Reserved

WWF-Bhutan reserves the right to accept or reject proposals, request clarification or cancel the program.

12. Further Information

For clarifications, please contact:

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