TERMS OF REFERENCE (TORs)
FOR
"DEVELOPMENT OF TRANSPARENCY AND TRACEABILITY GUIDELINES FOR LEATHER SUPPLY CHAIN OF PAKISTAN"

Duration: 1ST February, 2023 to 30th May, 2023

1. Background:

WWF Pakistan implementing the European Union (EU) funded project namely "International Labour & Environmental Standards (ILES) Application in Pakistan's SMEs" aims at enhancing capacities of the textile and leather sector SMEs to adopt (SEMPs) Smart Environmental Management Practices to reduce overall energy and water footprint of textile and leather manufacturing, in addition to addressing other relevant environmental issues such as air and noise pollution, and solid waste management. Under the project WWF Pakistan intends to formulate "Transparency and Traceability Guidelines for Leather Supply Chain of Pakistan" on following objective and scope.

2. Objectives:

Terms of reference (TORs) aims to delineate Transparency and Traceability Guidelines for Leather Supply Chain of Pakistan as traceability plays a key role in assessing the sustainability of the whole leather chain and spreading good practices such as the ones related to raw material issues (eg. Deforestation, animal welfare). The guidelines should provide guidance for farms, hide/skin traders, tannery owners, brands and regulatory authorities regarding framework to develop transparency and traceability in Pakistan, associated benefits of having a supply chain traceability system in place and best practices and regulations related to traceability of leather in different parts of the world.

3. Scope of Consultancy:

1. Build rationale why traceability is important and highlight associated benefits of transparent and traceable supply chain.
2. Perform market research (Interview, Survey or Focused groups) and understand local supply chain network of skins and hides in Pakistan. Review of animal types and any specific challenges or opportunities for traceability that it presents.
3. Research prevalent farming systems & characteristics, identify major steps involved in the supply chain of hide/leather from the farm to finished product.
4. Discuss major gaps and challenges in traceability of hides and skins in Pakistan including but not limited to including un-mechanised slaughtering, mass slaughtering on eid-ul-azha.
5. Suggest legislation and best practices on traceability implemented in other regions of the world including but not limited to European Union.
6. Discuss traceability requirement of international leather sustainability standards i.e. Leather Working Group, Sustainable Leather Foundation in the leather supply chain.

7. Review of the export market current trends and opportunities regarding leather traceability, discuss requirements from major brands to ensure practical transparency and traceability in their supply chains.
8. Discuss different global practices/marking technologies available for ensuring traceability of hides, along with other data tracking technology currently available on the market and proven in other contexts.
9. Develop guidelines to achieve transparency and traceability in leather supply chain in Pakistan and recommend best suited practices in context of Pakistan considering the gaps, challenges and opportunities.
10. Identify respective government authorities to introduce legislation regarding animals for the food industry.
11. Delineate roles following to ensure traceable leather supply chain in Pakistan
    - (i)   Farms
    - (ii)   Slaughter Houses
    - (iii)   Hides and Skin Traders
    - (iv)   Leather Tanneries
    - (v)   Leather Associations
    - (vi)   International Brands
    - (vii)   Government Authorities

4. Requirements/Qualification of Consultant

- The consultant should have a degree in Leather/Chemical/Environmental Engineering/Sciences from reputed university/institute.
- The consultant should have experience in beef and leather supply chain mapping of multiple international brands.
- The consultant should have extensive knowledge of Leather Working Group (LWG) Environmental Stewardship Protocol 7 traceability requirements.
- The consultant should have at least 10 years of working experience and engagement with leather sector.

5. **Report Guidelines**

- The citation of reference is must include field data, interviews, discussions and secondary information
- The references used in the report should not be before 2010 otherwise needs justification.
- The report should be plagiarism free.
- The report should be according WWF communication guidelines
- Specimen Report / Sample write is required along with the proposal
- All the figures, pictures, graphs, maps need to be provided separately also in high resolution along the report
- Tables should not be in picture form.

- Multiple revisions will be required for mutual consent of author and ILES team

6. Duration:

- The duration of study and final report submission is 90 days from signing of contract.
    - 15 days for Inception report.
    - 60 days for draft report along with presentation to WWF and its stakeholders.
    - 15 days for submission of final report.

7. Deliverables:

1) Inception Report indicating detailed methodology and work plan within two weeks (at the time of Kick-off/Preliminary Meeting) of award of the contract.
2) Draft Guidelines Report after 90 Days from the award of the assignment. (Two Hard Copies and One Soft Copy in for of CD/DVD/USB).
3) Final Guidelines Report within two weeks of receiving comments/suggestions from WWF and stakeholders. (Three Hard Copies and One Soft Copy in for of CD/DVD/USB).

8. Guideline for submission of proposal/expression of interest:

Interested consultants should submit the following documentation to Muzzammil Ahmed (mahmed@wwf.org.pk) and Maham Zahara (mzahara@wwf.org.pk)

- Brief introduction of consultant (attach detailed CV with references)

- Understanding of the context

- Methodology

- Design Portfolio

- Work plan

- The consultant will submit the cost of assignment in lump sum including all applicable taxes of the Government of Pakistan.

9. Selection Criteria:

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.