

## **Terms of Reference (ToRs)**

### **Consultancy Services for Environmental and Energy Audits in Textile and Leather Enterprises based in Khyber Pakhtunkhwa and Baluchistan under WWF-Pakistan's Project 'International Labour and Environmental Standards Application in Pakistan's SMEs (ILES)'**

#### **OBJECTIVES:**

WWF-Pakistan is implementing an EU funded project with International Labour Organization (ILO) on the compliance of labour and environmental standards in Leather and Textile sector titled "International Labour and Environmental Standards Application in Pakistan's SMEs (ILES)".

The programme's **Overall Objective** is to support the economic integration of Pakistan into the global and regional economy by increasing exports and competitiveness through improved compliance with labour (Component -1) and environmental (Component 2) standards through two Specific Objectives focusing on the (i) public-sector and (ii) private sector. The programme's overall **Specific Objective** is to support the enforcement, implementation and compliance with the international labour and environmental standards (ILES) by public and private sector in Pakistan.

WWF-Pakistan is seeking consultancy services of some consultants for the activities of ILES project. The Consultant/company will be implementing following tasks but will not be limited to:

The consultant company will be responsible for performing the environmental and energy audits (Performance Analysis) in 06 textile and leather enterprises, from Baluchistan (Quetta, Hub, Lasbela and adjoining areas) and From Khyber Pakhtunkhwa (KPK) (Peshawar, Hattar, D.I Khan and adjoining areas) and as per need in Lahore and Karachi supporting these total 06 enterprises for Implementation of Smart Environmental Management Practices (SEMPs) in their premises.

The consultant will also present the findings of performance analysis at the selected enterprises, conduct one to one on job trainings and preform post-audits in those 6 enterprises where performance audit is already done to access the scale of the implementation of SEMPs in the target enterprises and their economic and environmental impacts.

**NOTE:** The Post Audit must be performed after 6 months of the successful delivery of the findings of performance analysis at these enterprises so that they get plentiful time to implement Smart Environmental Management Practices SEMPs before the Post Audit is conducted.

#### **SCOPE OF WORK AND EXPECTED OUTPUTS:**

The Consultant/company will be responsible for the delivery of the tasks assigned by WWF-Pakistan. The consultant will be bound for executing the duties as mentioned in the TORs.

- Obtain consent from the selected enterprises for working and implementation of Smart Environmental Management Practices (SEMPs) in their premises
- Identify and review key Smart Environmental Management Practices (SEMPs) around the world, existing National Environmental Legislation and International Environmental Standards and Multilateral Environmental Agreements (MEAs)
- Perform Performance Analysis of selected 06 enterprises focusing on specific Environmental Concerns [including water, wastewater, solid waste, chemicals and air emissions], Production Inefficiencies [including resource utilization and utilities consumption] and Energy Concerns [including thermal energy, electrical energy and compressed air].
- Manage, maintain and share all the data pertaining to aforementioned environmental aspects.
- Update WWF-Pakistan about the progress of the project on regular basis (Weekly basis or when need be)
- Draft customized recommendations for compliance on water and energy stewardship, safe use and management of hazardous chemicals and pollution mitigation
- Prepare comprehensive content for the training of enterprises on resource conservation, industrial pollution abatement through cleaner production, Implementation, measurement & monitoring of SEMPs.
- Conduct Training of the concerned enterprises staff on Smart Environmental Management Practices.
- Maintain and share the list of key staff from the selected enterprises, attendance sheets from on-job training sessions and pictures with WWF-Pakistan,
- Facilitate capacity building of ISO-14001 implementation at the industrial level
- Provide technical support to the selected enterprises for the implementation of Smart Environmental Management Practices (SEMPs).
- Provide documentation for the technical support for implementation of SEMPs i.e. field visit reports signed by enterprises. Technical correspondence for implementation phase i.e. sizing, material selection, vendor selection etc., pictorial evidences, implementation specific trainings, impact sheets
- Consultant will prepare a database of resource consumption, potential savings and savings realized.
- Perform post-audits in those 6 enterprises where performance audit is already done to assess the scale of the implementation of SEMPs in the target enterprises and their economic and environmental impacts.
- Prepare Pre and Post audit reports for all audits conducted (covering all areas discussed above also mentioning the percentage reductions) and must be submitted in hard copies.
- Ensure availability of the technical resource person on demand of WWF-Pakistan to participate in other project-related meetings, events and sessions during the time of the engagement.
- Organize and co-ordinate field visits for donors or relevant authorities.
- Collaborate with WWF-Pakistan ILES teams for Field visits.

The consultant/company will be given contract on deliverable basis.

## **REQUIREMENTS:**

- The team lead should have a degree in BSc. Engineering in the relevant subject with more than 15 years of working experience with the Industrial sector or MSc. Engineering in the relevant subject with 10 years of working experience with the industrial sector.
- The organization/consultant company should be a registered organization.
- The company/consultant should have at least 10 years of experience with engagement of Industrial associations.
- Have minimum experience of 10 years for conducting environmental audits.

## **Time Frame:**

One (01) Year

## **Process of Submission of Proposal**

Interested firm should submit the below mentioned documents in a two separate sealed envelopes (one envelope should have detailed technical proposal only and the second envelope should have financial proposal only with clear titles on each envelope specifying their nature) addressed to Procurement & Consultancies Department WWF-Pakistan and deliver it by **March 2<sup>nd</sup>, 2023** to [Ferozepur Rd, WWF-Pakistan office inside Ali Institute of Education premises, Block M Block P Gulberg III, Lahore, Punjab] by (**Deadline March 2<sup>nd</sup>, 2023**).

- a. Technical proposal i. Detailed workplan
- ii. Expression of interest
- iii. Company's profile/brochure
- iv. Detailed methodology
- v. Team's resume(s) along with their role in this assignment
- vi. Company's prior experience in the similar capacity
- vii. Recommendation letter(s) - if any
- viii. Acknowledgement Letter and Warranties (i.e., Firm is not proscribed, banned or restricted by any governmental department to work in the site areas as mentioned in the TORs)
- ix. Letter of Declaration regarding validity and authenticity of information provided in proposal

## **Financial proposal**

- i. Detailed financial proposal which should be inclusive of all applicable taxes and out of pocket expenses in Pakistani Rupees (PKR). The financial proposal should follow a breakdown structure i.e., specifying cost(s) to each head and subhead and remuneration as per man days
- ii. Company's registration certificate
- iii. NTN detail(s)
- iv. Any legal or technical certification required for the task
- v. Audited Accounts Report (if available) of last FY

## **1. Guideline for submission of proposal/ expression of interest:**

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

Work plan

- A technical proposal not exceeding 10 pages
- An understanding and interpretation of the TORs
- Methodology to be used in undertaking the assignment
- Time and activity schedule
- Evidence of relevant experience and samples of products related to the assignment
- Curriculum vitae of the lead consultants to undertake the assignment
- Work Plan
- A financial proposal consist of the cost of assignment in lump sum including all applicable taxes of the Government of Pakistan and out of pocket expenses.

## **2. 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.

