

**Terms of Reference (ToRs)**  
**Consultancy Services for Chemical Assessments in 05 Textile and Leather Enterprises**  
**across Pakistan under WWF-Pakistan's Project 'International Labour and Environmental**  
**Standards Application in Pakistan's SMEs (ILES)**

**1. BACKGROUND**

WWF-Pakistan is implementing the European Union (EU) funded project namely “International Labour & Environmental Standards Application in Pakistan's SMEs” (ILES) aims at enhancing capacities of the textile and leather sectors to adopt Smart Environmental Management Practices (SEMPs) to reduce overall consumption of Chemicals via effective Chemical Assessment and Management.

**2. OBJECTIVES**

The objective of this consultancy is to assist WWF-Pakistan in enabling the 05 Textile and Leather Enterprises of Pakistan to achieve Chemical Conservation through making Chemical Assessments.

The objective is to hire services of a consultant/consultancy firm to conduct a baseline assessment to identify and quantify the chemical consumption areas where processes can be streamlined and optimized, leading to improved efficiency in chemical management practices and demonstrate the reduction of 10% of chemical consumption taking baseline as reference

**3. TIME FRAME**

The expected duration of the consultancy is **8 Months** starting from the date of contract signing. The consultant is expected to provide regular progress reports and updates throughout the consultancy period.

**4. SCOPE AND DELIVERABLES**

The scope of the service shall include the following

- Obtain consent from the selected enterprises for working and implementation of Chemical Management Practices in their premises
- Conduct Chemical baseline assessments of 05 (03 Textile and 02 Leather) Industries across Pakistan chemical consumptions including comprehensive review of the organization's chemical procurement, storage, handling, usage, and disposal practices.
- Develop action plan Opportunities for reduction in chemical consumption in 05 industries
- To develop training modules and program for each enterprise using need-based assessment to upskill workforce for effective and sustainable implementation.
- Perform post-assessments in those 5 enterprises where performance assessment is already conducted to reflect the scale of the implementation against the baseline and achievement of the committed savings i.e., 10-15%.

- Prepare Pre and Post Assessment comprehensive report, including findings, recommendations, action plans and savings achieved.
- Sustainability/Continuity Plan
- Providing expert guidance and support throughout the consultancy period
- Update WWF-Pakistan about the progress of the project on regular basis (Bi-Monthly)

## **5. QUALIFICATIONS AND EXPERTISE:**

The Consultant/Consultancy Firm should possess the following qualifications and expertise:

- The consultant/consultancy firm (Lead Consultant) should have a degree in Textile/Chemical/Environmental Engineering/Sciences with more than 10 years of working experience with the Textile Sector and Leather Sector and with at least 5 verifiable reference projects implemented in the last 3 years related to Chemical Management/Chemical Assessment protocol in the Textile and Leather Industry.
- The organization/consultant company should be a registered organization
- Proven experience in conducting chemical assessments and GAP analyses in similar Industries.
- In-depth knowledge of chemical management best practices, regulations, and industry standards.
- Expertise in developing and implementing action plans for process optimization and cost savings.
- Strong analytical skills and ability to provide practical recommendations for improvement.
- Excellent communication skills, both written and verbal.

## **6. INTELLECTUAL PROPERTY:**

All reports, documents, and deliverables produced by the consultants/Consultancy firm as part of the consultancy will be considered the intellectual property of the WWF-Pakistan and should not be shared with any third party without prior written consent from the organization.

## **7. CONFIDENTIALITY:**

The consultant will be required to sign a non-disclosure agreement (NDA) to ensure the confidentiality of all sensitive information obtained during the consultancy, including data, documents, and findings.

## **8. PROCESS OF SUBMISSION OF PROPOSAL:**

Consultancy firms or interested consultants are required to submit the following documents in two separate sealed envelopes. One envelope should contain a detailed technical proposal, and the second envelope should contain a financial proposal with clear titles specifying the nature of the proposal on each envelope. The envelopes should be addressed to the Procurement & Consultancies Department at WWF-Pakistan and delivered to the following address: [Ferozepur Rd, WWF-Pakistan office inside Ali Institute of Education premises, Block M Block P Gulberg III, Lahore, Punjab]. The deadline for submission is (Deadline (Date)).

## **9. TECHNICAL PROPOSAL**

- i. Detailed workplan
- ii. Expression of interest (EOI)
- iii. Company's Profile
- iv. Detailed methodology
- v. Consultant's/Team's resume(s) along with their role in this assignment
- vi. Consultant's /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

## **10. 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

## **11. Guideline for submission**

Guideline for submission of proposal/expressions of interest Interested consultants should submit the following documentation to **Muzzammil Ahmed (mahmed@wwf.org.pk)**, **Maham Zahara (mzahara@wwf.org.pk)** and **Faiza Khan (fakhan@wwf.org.pk)**

- 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 consists of the cost of assignment in lump sum including all applicable taxes of the Government of Pakistan and out of pocket expenses.

## **12. 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