



RFP for Consultancy Services-WWF Pakistan

Subject:

**Terms of Reference for Resource Efficiency Gap Assessment of
Recycling Process of Fabric Waste and Conversion into Recycled Yarn**

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1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services

Duration of assignment: 3 Months starting from 15th August 2023 – 31st October 2023

This document contains terms of reference (TOR) for hiring services of Consultant/s to Resource Efficiency Gap Assessment of Recycling Process of Fabric Waste and Conversion into Recycled Yarn “(herein called the consultant), to be engaged by WWF Pakistan (hereinafter called Employer).

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 chemical, energy and water footprint of textile and leather manufacturing, and address other relevant environmental issues such as air and noise pollution, and solid waste management. Under the umbrella of ILES project, WWF-Pakistan intends to resource efficiency and pollution reduction in textile & Leather sector through the implementation of Smart Environmental Management Practices (SEMPs). Following are the objectives and scope of this project.

One of the key objectives of the project is to enhance resource efficiency and circularity in the textile value chain, especially in the processing and manufacturing stages. Recycling of fabric waste and conversion into recycled yarn is one of the potential interventions that can reduce the environmental footprint of the textile industry and contribute to a circular economy.

However, there are several challenges and gaps in the existing recycling process, such as lack of quality standards, inefficient use of energy and water, high emissions and waste generation, low productivity and profitability, and limited market access. Therefore, there is a need to conduct a resource efficiency -gap assessment of the recycling process to identify the current status, best practices, improvement opportunities, and recommendations for enhancing resource efficiency and circularity.

2) GENERAL CONDITIONS

The consultancy firm will be responsible for the following tasks:

- Review of relevant literature, reports, standards, guidelines, etc. on resource efficiency and circularity in textile recycling
- Selection of three units for conducting the gap assessment in consultation with WWF Pakistan
- Development of a detailed gap assessment methodology and plan
- Conducting site visits to collect data on material flow, resource consumption, environmental impact, economic performance, etc. using appropriate tools and techniques
- Analysis of data and preparation of gap assessment reports for each unit

- Presentation of findings and recommendations to WWF Pakistan and relevant stakeholders
- Preparation of a consolidated report summarizing the main findings and recommendations from all three units

The audit/gap assessment will cover the following aspects:

- Material flow analysis: quantification and characterization of input materials, output products, by-products, and waste streams
- Resource consumption analysis: measurement and benchmarking of energy, water, and chemical consumption per unit of output
- Resource efficiency indicators: calculation and comparison of key performance indicators such as resource productivity, resource intensity, waste generation rate, recycling rate, etc.
- Environmental impact assessment: estimation and evaluation of environmental impacts such as greenhouse gas emissions, water pollution, solid waste disposal, etc.
- Economic analysis: assessment of costs, revenues, profitability, payback period, etc. of the recycling process
- Gap analysis: identification and prioritization of gaps between the current situation and the best practices or standards
- Recommendations: formulation of practical and feasible recommendations for improving resource efficiency and circularity in the recycling process

3) PURPOSE OF CONSULTANCY

The objective of this assignment is to conduct a resource efficiency audit/gap assessment of the recycling process of fabric waste trimmings and conversion into recycled yarn in three selected units: one unit for bleaching, one unit for converting trimmings into cotton, and one unit for converting cotton into yarn.

4) DELIVERABLES

The consultants / consultancy firm will be responsible for delivering the following outputs:

- A detailed audit/gap assessment methodology and plan
- Three audit/gap assessment reports for each unit covering all aspects mentioned in the objective section
- A consolidated report summarizing the main findings and recommendations from all three units
- A presentation on the findings and recommendations to WWF Pakistan and relevant stakeholders

5) PROJECT/ ASSIGNMENT TIMELINE

The consultant/Firm shall provide detailed service provision timeline per milestones and phases. The assumed commencement date of the assignment is **Aug 15th, 2023** and the

completion date is **October 31st, 2023**

Note:

Timelines may be amended based on actual agreement dates and Mutual Consent of Both Parties)

6) REQUIREMENTS

The interested consultant(s) should meet the following criteria:

Minimum requirements

- At least 10 years of experience in conducting resource efficiency audits/gap assessments in textile or related sectors
- MS/PhD in the relevant field of studies
- Demonstrated knowledge and expertise on resource efficiency and circularity concepts, principles, tools, techniques, standards, etc.
- Familiarity with textile recycling processes and technologies
- Experience in working with textile industry stakeholders such as manufacturers, suppliers, buyers, associations, etc.
- Excellent analytical, report writing, presentation, communication, and interpersonal skills
- Ability to work independently as well as in a team

7) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Interested consultants should submit the Proposal and can send their Queries through Email by attention to the Following:

To: Faiza khan (fakhan@wwf.org.pk)

Cc: Muzzammil Ahmed (mahmed@wwf.org.pk)
Maham Zahara (mzahara@wwf.org.pk)

2. The BID submission deadline mentioned on WWF-Website.
3. Any information and responses to enquiries will be made in writing and distributed by email to all proponents. Enquiries after the foregoing deadline will not receive a response.

8) FORMAT OF THE PROPOSAL

The BID submitted by the participant must be structured as per the below provided instructions:

- 1) **Application Form available at WWF-Website** - General information about the Bidder, covering, qualification and experience, CV.
- 2) **Experience:**
 - a) **Description of the complete projects:** the list and general information about the complete projects, description of the role in the project, other accomplishments of the Consultant.
- 3) **Proposal outlining scope consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions;

- 4) **Provide template of already complete similar type of reports including learning modules-** the WWF-PAKISTAN may request additionally;
- 5) **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- 6) **Financial Proposal-** the prices shall be provided in Pak Rs, the total price shall include all costs related to service provision including applicable taxes.

Note:

Templates of all Information is provided on Application form available at WWF-Website. Any Additional Information related to the RFP can be attached along with application Form.

9) FINANCIAL PROPOSAL

The proposed prices shall be provided in PKR, the total price shall include all costs related to service provision including all Direct and Indirect taxes, Travel, Boarding & Lodging shall be based on actual receipt up to max Ceiling (If Any).

The Payment Term: shall be defined by the contract to be concluded between WWF -Pakistan and the consultant.

10) EVALUATION PROCESS

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

11) DOCUMENTATION AND CONFIDENTIALITY

All documents completed based on requirements of the present RFP shall be the property of the WWF-Pakistan, and shall not without the consent of the WWF-Pakistan be used, reproduced or made available to third parties beyond what is necessary in respect of the fulfilment of the Project. All documents issued and information given to the BIDDER shall be treated as confidential.