



RFP for Consultancy Services-WWF Pakistan

Subject:

Development of a Virtual Training Module for Smart Environmental Management Practices for Leather and Textile Sector (20 Credit Hours)

CONTENT

1) Introduction & Background.....	2
2) General Conditions	2
3) Purpose of Consultancy.....	3
4) Deliverables.....	3
5) Project/Assignment Timelines	3
6) Requirements.....	4
7) Correspondence and Submission of Proposal.....	4
8) Format of Proposal.....	4
9) Financial Proposal	5
10) Evaluation Process	5
11) Documentation and Confidentiality.....	5

1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services

Duration of assignment: 5 Months starting from 15th Aug 2023 – 31st December, 2023

This document contains terms of reference (TOR) for hiring services of Consultant/s to Develop a Virtual Training Course for Smart Environmental Management Practices for Leather and Textile Sector “(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 build capacity of professionals from textile & Leather sector to implement “Smart Environmental Management Practices (SEMPs)” through the online course. Following are the objectives and scope of this project.

2) GENERAL CONDITIONS

The consultancy firm will be responsible for the following tasks:

1. Conduct a needs assessment to identify the knowledge gaps and training needs of the target audience in the leather and textile sector through surveys.
2. Review the existing literature on best and smart environmental management practices in the leather and textile sector
3. Develop a comprehensive virtual course/programme with voice over in all modules that includes (but not limited to) the following components:
 - 3.1. An overview of smart environmental management practices in the leather and textile sector, including the Case Studies & Practical Exercises.
 - 3.2. On the basis of the outcomes of surveys and literature review, develop a virtual training course for textile and leather sector including the following modules:
 - 3.2.1. Chemical Management
 - 3.2.2. Energy Efficiency
 - 3.2.3. Water efficiency and Wastewater Treatment & management
 - 3.2.4. Process Efficiency
 - 3.2.5. Solid Waste Management

3.2.6. Air and noise pollution mitigation

- 3.3. Best practices and case studies on sustainable production methods, waste reduction, water conservation, energy efficiency, and chemical management.
- 3.4. Guidelines and tools for monitoring and measuring environmental performance needs to be embedded in relevant modules
- 3.5. Modules quizzes, assignments based on practical exercises along with scoring rubric
4. Design and develop the virtual training course easily accessible for learning management system (LMS) or online platforms, such as Coursera or LinkedIn Learning etc. along with feedback mechanism.
5. Develop an LMS and integrate the develop course in the LMS. (This LMS will be further integrated into WWF Pakistan website)
6. Review and incorporate feedback from stakeholders, including industry representatives, environmental experts, and training participants.
7. Deliver the final virtual training module in a user-friendly format that includes interactive elements, voice over, video animations (where possible) and visual aids.

3) PURPOSE OF CONSULTANCY

To develop a comprehensive virtual training course/programme with different modules for the leather and textile sectors on smart environmental management practices to promote sustainable production and reduce the environmental footprint of leather & Textile Sector.

4) DELIVERABLES

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

- A needs assessment report that includes the findings and recommendations (learning outcomes, session plans etc.).
- A draft virtual training course that covers all the components listed in the scope of work including voice over, based on need assessment survey
- A final virtual training course that incorporates feedback from stakeholders and is ready for implementation on the chosen LMS or online platform.
- A user manual that provides guidance on how to navigate the virtual training module effectively.
- One Virtual Dissemination session (How to Use) for the designed course

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 **December 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

- A proven track record in developing virtual training modules, courses and capacity-building programs related to environmental management or sustainability.
- A strong understanding of the leather and textile sector and its environmental challenges nationally and globally
- A team of experts with diverse skills and experiences, including environmental specialists, graphic designer, instructional designers, and virtual course developers.
- Strong communication and stakeholder engagement skills.
- Familiarity with international standards and best practices related to environmental management in the leather and textile sector.
- Experience with learning management systems (LMS) or online platforms, such as Coursera or LinkedIn Learning.

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.