



RFP for Consultancy Services-WWF Pakistan

Subject:

“Consultancy Services for training “Environmental, Social & Governance (ESG) & Global Reporting Initiative (GRI) Sustainability Reporting”

CONTENT

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

1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	From Signing of Contract

Background of Project & Assignment:

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 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 ambit of ILES Project, WWF Pakistan intends to support the sectors through capacity building on Environmental, Social & Governance (ESG) & Global Reporting Initiative (GRI) Sustainability Reporting.

2) GENERAL CONDITIONS

- 1) The WWF-PAKISTAN reserves the right to reject or accept any proposal. The WWF-PAKISTAN reserves the right to proceed with the implementation of any Service, in whole or in part, as described in the Proposal.
- 2) The WWF-PAKISTAN reserves the right to engage in discussions with any BIDDER to clarify responses or discuss certain issues with regards to the proposal or services requested. The WWF-PAKISTAN has no obligation to notify the other BIDDERS of the discussions, clarifications, or other information provided by a BIDDER. Any additional information required for preparation of the BID shall be distributed to all participants at the same time.
- 3) The WWF-PAKISTAN reserves the right to award the proposal based on experience, qualification, completion date, service cost and other criteria, and not necessarily the lowest cost.
- 4) Based on the RFP BID the WWF-PAKISTAN is entitled to change/replace or omit any clause/part of the preliminary defined scope of services of the proposal. The WWF-PAKISTAN shall conduct negotiations with WWF to achieve the full compliance to the requirements.
- 5) The WWF-PAKISTAN reserves the right in the event the successful CONSULTANT fails to comply with the terms and conditions as listed, to cancel this contract and award it to another CONSULTANT without penalty or action against the WWF-PAKISTAN. The RFP does not constitute an agreement or order.
- 6) The RFP is not a binding agreement between the parties, submission of a proposal or response by a proponent is voluntary.
- 7) By submitting a bid, the BIDDER is deemed to have acknowledged all of the undertakings, specifications, terms and conditions, **WWF Fraud and Corruption Prevention and Investigation Policy (Annex 2)** contained in the RFP, and to be bound by them if the BID is accepted. All expenses incurred by the Bidder in connection with the preparation of its proposal are to be borne by the RFP participant, and the WWF-PAKISTAN shall not incur any obligation whatsoever toward the Bidder regardless of whether such bid is accepted or rejected.

3) PURPOSE

Objective of the Consultancy:

The objective of the training session is to strengthen the capacities of leather and textile sector for Environmental, Social & Governance (ESG) reporting and provide guidance in adopting Global Reporting Initiative (GRI) formats.

Scope of Consultancy:

The institute will be responsible for the delivery of the tasks assigned by WWF-Pakistan as per TOR's. The scope of this consultancy is conducting 01-day interactive capacity building sessions on " Environmental, Social & Governance (ESG) &

Global Reporting Initiative (GRI) Sustainability Reporting " at 2 project sites i.e., Lahore and Karachi. It is expected to have 25 participants from textile and leather enterprises at each site

The scope of the service includes the following:

- Develop knowledge product for the participants from textile and leather factories containing training material, exercises, pre and post feedback formats, Quiz, Relevant ESG reporting formats
- Plan and execute 01 days training sessions in KHI and LHR on ESG and GRI Sustainability Reporting
- The content of the session shall be designed with the consent of WWF Pakistan and will be approved by the WWF Pakistan
- The institute shall designate a liaison person for the time period of the consultancy to coordinate with the employer (ILES project team) and participants for the training
- The institute shall be responsible for providing all the related documents including standard, manual, guidelines via email/courier before the course commencement date.
- Institute shall provide attendees with a training certificate at the end of the session.
- Following essentials components will be covered during the 01-day training

Content
<div>ESG</div> <ul style="list-style-type: none">• ESG and its relevance to the businesses• ESG v. CSR and how to reconcile them• ESG framework for the businesses• Trends and updates of rapidly-changing ESG world• Establish an effective ESG program• ESG reporting best practices <div>GRI Standard</div> <ul style="list-style-type: none">• Where and How to find data• Holistic and multi-dimensional approach to sustainability• Sustainability challenges and how reporting contributes to sustainable development• Key elements of a sustainability report and the value and benefits of disclosure• Concepts, features and structure of the GRI Standards and Reporting

4) PROJECT/ ASSIGNMENT TIMELINE

- From signing of contract

5) REQUIREMENTS

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

Minimum requirements

- The institute shall have resource personnel with Master’s degree in environmental engineering/sciences over 05 years of experience in audits and trainings,
- Moreover additional 05 years of experience in various donor funded development sector projects.
- The institute shall have resource personnel with extensive knowledge of ESG and other CSR Reporting and must be acquitted with the latest updates which are ongoing
- The institute shall have Lead Assessor Global Reporting Initiative (GRI), Environmental Social & Corporate Governance (ESG)
- The institute shall identify and align the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- The institute shall demonstrate WWF behaviors in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- The institute shall adhere to WWF’s brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging

- WWF-Pakistan reserves the right to accept any proposal or reject all proposals.
- Only shortlisted consultants will be contacted for further consideration.

6) 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 RFP 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.

7) 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-** 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.

8) 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 consultant will submit the cost of the assignment in a lump sum, including all applicable taxes according to the Government of Pakistan and the Government of KP

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

9) 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%)

- Detailed workplan
- Expression of interest (EOI)
- Company's Profile
- Detailed methodology

B) Financial Proposal (30%)

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

Note: Late/ incomplete submissions will not be accepted. Only three (03) top-ranked firms will be included in the comparative process

10) 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.