



Consultancy Ref No: 77/ILES/CENTRAL/23-24

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

Consultancy Services for training on “REACH- EU Regulation for Registration, Evaluation, Authorization, and Restriction of Chemicals”

Application Submission:

Interested consultants should submit the Proposal on **Application Form Available Online** or can access through following Link:

<https://forms.gle/qazomXoWh7FSWcL29>

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	03 months
Type:	Consultant Firm

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 “REACH- EU Regulation for Registration, Evaluation, Authorization, and Restriction of Chemicals” that aims to protect human health and the environment from chemical risks.

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 and WWF's Environment Social & Safeguard for consultant agreement** 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.

a. Objective of the Consultancy:

3) PURPOSE

The objective of the training session is to enhance the capabilities of the leather and textile sector to comply with EU's REACH (Registration, Evaluation, Authorization, and Restriction of Chemicals) regulation.

4) Deliverables

b. Specific Tasks:

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 capacity building sessions on " REACH- EU Regulation for Registration, Evaluation, Authorization, and Restriction of Chemicals " at 04 project sites i.e., Karachi, Lahore, Faisalabad and Sialkot.

The scope of the service includes the following:

- Develop knowledge product for the participants from textile and leather factories including training content, exercises, pre and post-feedback formats, quizzes, and relevant EU's regulation for REACH compliance documentation.
- Plan and execute 01-day training sessions on 4 project sites i.e. KHI, LHR, FSD and SKT on EU's regulation for REACH compliance.
- 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 content of the session shall be designed with the consent of WWF Pakistan and will be approved by the WWF Pakistan.
- 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:

Training content includes but not limited to
<ul style="list-style-type: none">• Introduction to REACH, ECHA and its significance in the chemical businesses• Regulatory Processes (Registration, Authorization, Restrictions)• Chemical Safety and Assessment (SVHCs, SDS, Compliance)• Supply Chain Management (Communication, Data Sharing, Collaboration)• Industry-Specific Considerations (Exemptions, Needs)• Adapting to Changes and Future Updates• Compliance Strategies and Monitoring• Complying with REACH requirements and best practices• Case Studies and Practical Applications• Key differences between REACH and other regulatory frameworks• Establishing effective REACH compliance programs

- Reporting and documentation in line with EU's regulation for REACH compliance

5) REQUIREMENTS

- The institute shall have resource personnel with a Master's degree in Chemistry, Chemical engineering, Toxicology or Environmental Health and Safety (EHS), with over 05 years of experience in training.
- Moreover additional 05 years of experience in various donor funded development sector projects.
- The institute shall have resource personnel with extensive knowledge of EU's regulation for REACH compliance and must be acquainted with the latest updates which are ongoing.
- The institute shall have Regulatory Specialist REACH (Registration, Evaluation, Authorization, and Restriction of Chemicals).
- Basic knowledge of HSE SAP (Health, Safety, and Environment Systems, SAP), IUCLID (International Uniform Chemical Information Database), CHESAR (Chemical Safety Assessment and Reporting), REACH IT, ERP (Enterprise Resource Planning) systems.
- 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.

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. **Application Submission:**

Interested consultants should submit the Proposal on **Application Form Available Online** or can access through following Link:

<https://forms.gle/qazomXoWh7FSWcL29>

2. If Any **Queries** may send through Email by attention to the Following:

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

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

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 and all related Information.
- 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.

11) BUDGET

Total Budget for this activity inclusive of all taxes and Out of Pocket expenses are 2.0 Million