



Consultancy Ref No: 83/ILES/CENTRAL/23-24

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

**SUBJECT: Capacity Building of Effluent Treatment Plant (ETP)
Operators in Textile and Leather Industries**

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:	February-March 2024 (02 months)
Type:	Firm and Individual both

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. This consultancy concentrates on enhancing the skills of Effluent Treatment Plant (ETP) operators in these industries. Through this capacity building initiative, sustainable practices and environmentally responsible approaches are fortified within Pakistan's textile and leather sectors."

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.

3) PURPOSE

a. Objective of the Consultancy:

The objective of this consultancy is to assist WWF-Pakistan in the capacity building of 05 Textile and Leather Enterprises for effective ETP operation and waste water management/handling.

The primary objectives of this consultancy are:

- Enhancing the operational proficiency of ETP operators in managing ETPs within textile and leather facilities.
- Building comprehensive knowledge of industry-specific treatment processes and technologies.
- Implementing best practices for efficient wastewater treatment and compliance with environmental standards.
- Developing troubleshooting skills for effective operation and maintenance of ETPs.

b. Specific Tasks:

- Designing and delivering tailored training modules on ETP operation and maintenance specific to the 05 textile and leather industries.
- Conducting hands-on training sessions encompassing theoretical and practical aspects of ETP management.
- Developing comprehensive training materials, including manuals, presentations, and practical guidelines.
- Facilitating interactive sessions to ensure practical understanding and knowledge retention.
- Encouraging discussions and sharing of best practices among operators to drive optimal ETP management.

4) Deliverables

Training Modules Development

Development of detailed training materials including manuals, presentations, and guidelines focusing on ETP operation and maintenance in textile and leather industries

Capacity Building Sessions

Conducting in-depth training sessions for ETP operators covering both theoretical and practical aspects. Hands-on demonstrations, troubleshooting exercises, and operational simulations

Feedback and Follow-up

Compilation of participant feedback and development of a comprehensive summary report.
Providing follow-up guidelines for ongoing skill enhancement.

5) REQUIREMENTS

The consultant(s) should possess:

Relevant academic qualifications or certifications in environmental engineering, wastewater treatment, or related fields. A minimum of 10 years of experience conducting training programs for ETP operators within the textile and leather industries.

Expertise in ETP operation, troubleshooting, and compliance with environmental regulations.

Demonstrated ability in developing effective training materials and facilitating interactive learning sessions.

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 allproponents. 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 is PKR 2 million.