



Consultancy Ref No: 81/ILES/CENTRAL/23-24

# **RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN**

## **DEVELOPMENT OF TRANSPARENCY AND TRACEABILITY GUIDELINES FOR LEATHER SUPPLY CHAIN OF PAKISTAN**

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### **APPLICATION SUBMISSION METHOD**

The **Sealed Technical and Financial Proposal** shall be submitted by mentioning Title on Envelope on below Address

The deadline for submission is on or before **15th January 2024 at 17:00 hours**.

**Manager Procurement & Consultancies**  
WWF-Pakistan Head Office, Inside Ali Institute  
Ferozepur Road Lahore



## REQUEST FOR PROPOSALS HIRING OF CONSULTANT



**WWF-Pakistan** is looking for qualified and experienced consultants for the purpose of the project titled "**DEVELOPMENT OF TRANSPARENCY AND TRACEABILITY GUIDELINES FOR LEATHER SUPPLY CHAIN OF PAKISTAN**". Interested consultants who meet the eligibility criteria are encouraged to review the detailed Terms of Reference (TORs) available on the WWF-Pakistan website:  
<https://wwf.org.pk/consultancy/>

To address any queries, please contact us at [mahmed@wwf.org.pk](mailto:mahmed@wwf.org.pk).

The deadline for submission is on or before **15<sup>th</sup> January 2024** at **17:00** hours.

**S** Sealed Technical and Financial Proposal shall be submitted by mentioning Title on Envelope on below Address

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## RFP – Consultancy Services

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## 1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services

Duration of assignment: The duration of study and final report submission is 90 days from signing of contract.

- 15 days for Inception report.
- 60 days for draft report along with presentation to WWF and its stakeholders.
- 15 days for submission of final report.

Type: International Firm

### Background of Project & Assignment:

WWF-Pakistan is implementing the European Union (EU) funded project namely “International Labour & Environmental Standards (ILES) Application in Pakistan's SMEs” which aims at enhancing capacities of the textile and leather sector SMEs to adopt (SEMPs) Smart Environmental Management Practices 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 project WWF Pakistan intends to formulate “Transparency and Traceability Guidelines for Leather Supply Chain of Pakistan” on following objective and scope.

## 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 consultancy aims to delineate Transparency and Traceability Guidelines for Leather Supply Chain of Pakistan as traceability plays a key role in assessing the sustainability of the whole leather chain and spreading good practices such as the ones related to raw material issues (eg. Deforestation, animal welfare). The guidelines should provide guidance for farms, hide/skin traders, tannery owners, brands and regulatory authorities regarding framework to develop transparency and traceability in Pakistan, associated benefits of having a supply chain traceability system in place and best practices and regulations related to

traceability of leather in different parts of the world.

**b. Specific Tasks:**

1. Build rationale why traceability is important and highlight associated benefits of transparent and traceable supply chain.
2. Perform market research (Interview, Survey or Focused groups) and understand local supply chain network of skins and hides in Pakistan. Review of animal types and any specific challenges or opportunities for traceability that it presents.
3. Research prevalent farming systems & characteristics, identify major steps involved in the supply chain of hide/leather from the farm to finished product.
4. Discuss major gaps and challenges in traceability of hides and skins in Pakistan including but not limited to including un-mechanised slaughtering, mass slaughtering on eid-ul-azha.
5. Suggest legislation and best practices on traceability implemented in other regions of the world including but not limited to European Union.
6. Discuss traceability requirement of international leather sustainability standards i.e. Leather Working Group, Sustainable Leather Foundation in the leather supply chain.
7. Review of the export market current trends and opportunities regarding leather traceability, discuss requirements from major brands to ensure practical transparency and traceability in their supply chains.
8. Discuss different global practices/marketing technologies available for ensuring traceability of hides, along with other data tracking technology currently available on the market and proven in other contexts.
9. Develop guidelines to achieve transparency and traceability (Physically & Digitally) in leather supply chain in Pakistan and recommend best suited practices in context of Pakistan considering the gaps, challenges and opportunities.
10. Identify respective government authorities to introduce legislation regarding animals for the food industry.
11. Delineate roles following to ensure traceable leather supply chain in Pakistan
  - a. Farms
  - b. Slaughter Houses
  - c. Hides and Skin Traders
  - d. Leather Tanneries
  - e. Leather Associations
  - f. International Brands
  - g. Government Authorities

**c. Report Guidelines**

- The citation of reference is must include field data, interviews, discussions and secondary information
- The references used in the report should not be before 2010 otherwise needs justification.
- The report should be plagiarism free.
- The report should be according WWF communication guidelines
- All the figures, pictures, graphs, maps need to be provided separately also in high resolution along the report
- Tables should not be in picture form.
- Multiple revisions will be required for mutual consent of author and ILES team

#### 4) Deliverables

- 1) Inception Report indicating detailed methodology and work plan within two weeks (at the time of Kick-off/Preliminary Meeting) of award of the contract.
- 2) Draft Guidelines Report after 90 Days from the award of the assignment.
- 3) Final Guidelines Report within two weeks of receiving comments/suggestions from WWF and stakeholders.

#### 5) REQUIREMENTS

**a. Qualification**

The consultant should have a degree in Leather/Chemical/Environmental Engineering/Sciences from reputed university/institute.

**b. Eligibility**

The consultant should have extensive knowledge of traceability requirements of LWG, SLF and present/upcoming EC Legislations.

**c. Experience**

- The consultant should have experience in beef and leather supply chain mapping of multiple international brands.

- The consultant should have at least 10 years of working experience and engagement with leather sector.

## 6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

### 1. **Application Submission:**

**Sealed Technical and Financial Proposal** shall be submitted by mentioning Title on Envelope on below Address

The deadline for submission is on or before **15th January 2024 at 17:00 hours**.

**Manager Procurement & Consultancies**  
WWF-Pakistan Head Office, Inside Ali Institute  
Ferozepur Road Lahore

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

**To:** Faiza khan ([fakhan@wwf.org.pk](mailto:fakhan@wwf.org.pk))

**Cc:** Muzzammil Ahmed ([mahmed@wwf.org.pk](mailto: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 Contains** - 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.