



Ref No: 85/ILES/SOUTH/23-24

RFP for Consultancy Services-WWF Pakistan

Subject:

Development of the 'Online Portal for Sindh EPA' for the Self-Monitoring and Reporting Tool (SMART) and a survey on the 'Registered and Unregistered Industries of Karachi.'

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: 04 months, Days starting from 01st March 2024 till 30th June 2024

This document outlines the terms of reference (TOR) for the hiring of Consultant/s (hereinafter referred to as the consultant) by WWF Pakistan, hereinafter referred to as the Employer. The consultant is being hired for the 'Development of an Online Portal which serves as the Self-Monitoring and Reporting Tool (SMART) for Sindh EPA' and 'Conducting a survey on the Registered¹ and Unregistered² Industries of Karachi'.

WWF-Pakistan is currently implementing an eight-year project, the International Labour and Environmental Standards Application in Pakistan's SMEs (ILES), in collaboration with the International Labour Organization (ILO), funded by the European Union (EU). The project employs a two-pronged approach, aiming to improve environmental governance and compliance in the leather and textile sector to leverage the economic benefits of the European Union's Generalized Scheme of Preferences (GSP+)

Under the ILES project's umbrella, WWF-Pakistan intends to hire a consultant to conduct a survey of registered and unregistered industrial units situated in eight major industrial areas of Karachi. This will involve a comprehensive physical survey of a sample of industries, along with the presentation of data in a usable manner through GIS mapping and Google Earth, allowing easy access with a single click. Another responsibility of the consultant is to design an online portal for Sindh EPA for the collection of monthly reports from the industries. These reports should adhere to The Sindh Environmental Quality Standards (Self-Monitoring and Reporting by Industry) Rules, 2014, with categorization following Schedule I to VII and Category A, B and C of the rule.

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.

¹ Registered Industries are referred to as those industries that are registered with the Association of Trade & Industry of their respective industrial area/zone or with other sector specific association(s)

² Unregistered Industries are referred to as those industries which are not registered with the respective sector specific Association or association of Trade & Industry of their respective industrial area/zone

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 OF CONSULTANCY

The purpose of this consultancy is to perform two separate tasks for ILES project of WWF-Pakistan. Task one includes the physical and virtual survey of registered and unregistered industries in Karachi, situated in eight major industrial areas: 1) SITE, 2) Landhi Industrial Area, 3) Korangi Industrial Area, 4) Port Qasim Industrial Area, 5) Nazimabad Industrial Area, 6) FB Industrial Area, 7) SITE II and 8) Others (Ibrahim Hyderi, EPZ and West Wharf Zone). The survey will be conducted by acquiring information from the sample industries, Associations of Trade & Industry of the respective industrial areas and/or other associations. The information gathered through the survey must be represented through GIS mapping along with the provision of photographic evidence.

Task two involves the development of an online portal for Sindh EPA, which is to be linked with their website. This online portal will be based on the categorization of industries A,B,C as per 'The Sindh Environmental Quality Standards (Self-Monitoring and Reporting by Industry) Rules, 2014 which must include a user friendly interface and a platform for the reporting of sector-specific parameters for wastewater and gaseous emissions , following guidelines covering Schedule I to VII of the SEQS 2014

4) DELIVERABLES

The consultant(s) is expected to perform the following tasks and submit the following deliverables as per the timelines mentioned in clause 5 of this RFP:

1: Survey of Registered and Unregistered Industries in above mentioned 8 major Industrial Areas of Karachi:

- Gather the information including the numbers of registered and unregistered industries located in 8 major industrial areas of Karachi.
- The information for the registered industries can be collected from associations, FPCCI and KCCI etc.
- The information of the unregistered industries will be gathered from online reliable resources
- Validation of the data, acquired from different sources is mandatory and should be conducted through physical survey. The sampling number of the physically surveyed factories must be justifiable and is subject to be agreed by the employer
- Conduct GIS-based mapping of 8 major industrial areas of Karachi, including: SITE, Landhi Industrial Area, Korangi Industrial Area, Port Qasim Industrial Area, Nazimabad Industrial Area, FB Industrial Area, SITE-II and Other areas including export processing zone, West Wharf and Ibrahim Hyderi for the identification of registered and unregistered industries and their types.
- The maps also show the district boundary of all declared districts of Karachi lying within the above mentioned 08 industrial areas or vice versa.
- Map the identified industries on the GIS system for easy extraction of basic industry information with a single click.
- There should be a provision in the map to apply various filters and to view different maps.
- List the types of registered and unregistered industries operating in each industrial area.

2. Development of the 'Online Portal for Sindh EPA' for the Self-Monitoring and Reporting Tool (SMART)

- Development of an online portal for Sindh EPA linking it with their website.
- The portal must be designed to cover the legal requirements for reporting by industries according to The Sindh Environmental Quality Standards (Self-Monitoring and Reporting by Industry) Rules, 2014.
- There should be one super administrative access to the portal having a capability to generate further IDs with administrative access within SEPA.
- The portal must have separate tabs for industries in Category A, B, and C as per the SEQs.
- Under each category tab, a list of parameters must be aligned with Schedule I to VII, following the SEQs rule of 2014, along with an option to attach testing reports.
- Provide a platform for industries to register on the portal and submit their monthly/quarterly/biannual data. The new registration platform must contain a form asking for the necessary information required for the categorization of industry as A, B or C. Every new registration by the industries and allotment of category should be subject to approval by the authority in SEPA, before the allotment the user ID to the industries
- Maintain a database of submitted reports in the form of an extractable Excel sheet referencing the user ID and industrial unit.
- Online portal is also supposed to have option to generate a consolidated summary at any time to show the status of industries complying/non-complying with SEPA rules (SMART).
- Graphical analysis for the industries, should also be available any time for any period on the proposed SEPA portal.
- Unaltered/unchangeable reporting data must be available to users and Sindh EPA, with status indicated through color coding (Red, Yellow, Orange).
- The online portal, should have a provision to indicate the industries not complying with SMART rules on real time basis.
- Provide training to SEPA representatives on the usage of the portal.
- **The consultant is responsible for the sustainability of the portal and provides after-sales services/assistance (after completing the tasks) for a period of 6 months.**
- **The consultant is also responsible to provide an year-long (renewable) subscription of a private hosting server for the portal and its database.**

Final Deliverables:

1. A comprehensive report covering the following components:
 - Objectives and survey methodology
 - List of registered and unregistered industries, including their types and locations in the industrial area showing district boundaries of Karachi
 - GIS maps
 - Pictorial evidence from field visits
 - A guide for using the online portal
2. Handing over the operational portal to Sindh EPA and linking it with their official website. Covering all the details stated above under the task 2.
3. A clickable GIS map for extracting data from identified industrial units (registered/unregistered) Covering all the details stated above under the task 1.

5) PROJECT/ ASSIGNMENT TIMELINE

The assignment must be completed as per the following timelines:

Month	Task 1: Survey of Formal and informal industries	Task 2: Development of online portal
February	Submission of plans for physical survey, GIS mapping and its design	Draft of the portal containing the required tabs for CAT 1,2 and 3 and scheduled I-VII
March	Submission of the physical survey report	Final draft with the data base as per the ToRS
April	Handing over the clickable GIS maps and submission of inception report for task 1	Submission of final portal with the access to the users/industries
May	Submission of final report	Portal operating trainings to the Sindh EPA and final written guide

6) REQUIREMENTS

The interested consultant(s) should meet the following criteria:

Minimum requirements

- **Education:** The consultant should have a bachelors or master's degree in software engineering/software development/Computer Programming and any other relevant degree. Additional degree in environment is a plus point
- **Experience:** At least 03-05 years in developing online portals for industries related to environmental services
- **Skills/ language:** GIS, data handling, report writing and survey skills

7) 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.

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, experience and 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 of consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions, methodology
- 4) **Provide list of already developed portals**
- 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 must be exclusive of all types of 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 prices shall be provided in Pak Rs, the total price must be exclusive of all types of applicable taxes.

The prices will include all the Travel, Boarding & Lodging and other expenses

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.

12) BUDGET

Total Budget for this activity inclusive of all taxes and Out of Pocket expenses are Budget is **PKR 3.0 million.**

