



Consultancy Ref No: 87/ILES/CENTRAL/23-24

RFP FOR CONSULTANCY SERVICES

WWF-PAKISTAN

SUBJECT:

Follow-up Environmental and Energy Audits in Textile and Leather Enterprises under WWF-Pakistan's Project 'International Labour and Environmental Standards Application in Pakistan's SMEs (ILES)'

Application Submission:

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

<https://forms.gle/qazomXoWh7FSWcL29>

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:	08 months
Type:	Individual/Firm

Background of Project & Assignment:

WWF-Pakistan is implementing an EU funded project with International Labour Organization (ILO) on the compliance of labour and environmental standards in Leather and Textile sector titled " 'International Labour and Environmental Standards Application in Pakistan's SMEs (ILES)'".

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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 programme's Overall Objective is to support the economic integration of Pakistan into the global and regional economy by increasing exports and competitiveness through improved compliance with labour (Component -1) and environmental (Component 2) standards through two Specific Objectives focusing on the (i) public-sector and (ii) private sector. The programme's overall Specific Objective is to support the enforcement, implementation and compliance with the international labour and environmental standards (ILES) by public and private sector in Pakistan.

WWF-Pakistan is seeking consultancy services of Cleaner Production Institute (CPI) for the activities of ILES project. The Consultant/company will be implementing following tasks but will not be limited to:

The consultant company will be responsible for performing the follow-up environmental and energy audits in the same seventy (25) textile and leather enterprises, from Lahore, Karachi, Sialkot, and Faisalabad regions where performance audits have already been executed by Cleaner Production Institute (CPI), to assess the scale of the implementation of SEMP's in the target enterprises and their economic and environmental impacts.

b. Specific Tasks:

The Consultant/company will be responsible for the delivery of the tasks assigned by WWF-Pakistan. The consultant will be bound for executing the following duties:

- Organize and co-ordinate 0.5-1.5-day field visit to each enterprise;
- Collaborate with WWF-Pakistan ILES teams for Field visits;
- Preparation of template for follow-up audit report in consultation with WWF-Pakistan;
- Verify and provide the progress review of implementations against the recommendations based on the key findings of the field survey of each enterprise to address the Cleaner Production, Improved Resource Efficiency (including water and energy), and Reduced Pollution (in terms of air, noise and solid waste);
- Calculate the % reduction from the baseline year in
 - Water consumption,
 - Energy consumption,
 - Chemical utilization, and
 - Environmental Pollution (in terms of wastewater, air, noise, and solid waste);

4) Deliverables

- Prepare a database of resource consumption, potential savings and savings realized;
- Prepare reports for all the follow-up audits conducted (covering all areas discussed above also mentioning the percentage reductions) and share it with the relevant enterprise and WWF-Pakistan
- Manage, maintain and share all the data pertaining to aforementioned environmental aspects.

The consultant/company will be given contract on deliverable basis.

5) REQUIREMENTS

- The Consultant/Consultancy Firm should possess the following qualifications and expertise:
The consultant/consultancy firm (Lead Consultant) should have a degree in Textile/Chemical/Energy/Environmental Engineering/Sciences with more than 10 years of working experience with the Textile Sector and Leather Sector and with at least 5 verifiable reference projects implemented in the last 3 years related to energy audits/protocol in the Textile and Leather Industry.
- The organization/consultant company should be a registered organization
- In-depth knowledge of chemical management best practices, regulations, and industry standards.
- Expertise in developing and implementing action plans for process optimization and cost savings.
- Strong analytical skills and ability to provide practical recommendations for improvement.
- Excellent communication skills, both written and verbal.

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 fulfillment 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 **PKR 2,263,418/-**