



Consultancy Ref No: 101/ILES/CENTRAL/23-24

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

**Environmental and Energy Audits in Textile and Leather
Enterprises based in Punjab and Sindh under WWF-Pakistan's
Project 'International Labor and Environmental Standards
Application in Pakistan's SMEs (ILES)'**

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 **11th March 2024 at 17:00 hours**.

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

RFP – Consultancy Services

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HIRING OF CONSULTANT



WWF-Pakistan is looking for qualified and experienced consultants for the purpose of the project titled **"ENVIRONMENTAL AND ENERGY AUDITS IN TEXTILE AND LEATHER ENTERPRISES BASED IN PUNJAB AND SINDH UNDER WWF-PAKISTAN'S PROJECT 'INTERNATIONAL LABOUR AND ENVIRONMENTAL STANDARDS APPLICATION IN PAKISTAN'S SMES (ILES)'"**. 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**.

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	February-August 2024
Type:	Firm and Individual both

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)'".

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.

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.
- 8) WWF-Pakistan reserves the right to reject any or all Proposals without assigning any reason. However, WWF-Pakistan shall upon request communicate, to any Consultant who submits a Proposal, the grounds for rejection of their respective Quotation but is not required to justify those grounds.
- 9) WWF-Pakistan also reserves the right to increase, decrease, delete or modify quantity to be delivered before the Signing of Agreement.

3) PURPOSE

a. Objective of the Consultancy:

WWF-Pakistan is seeking consultancy services of some consultants 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 environmental and energy audits (Performance Analysis) in 06 textile and leather enterprises which are part of the ILO Better Work Programme, from Sindh (Karachi) (At least 2 enterprises) and from Punjab for Implementation of Smart Environmental Management Practices (SEMPs) in their premises.
- The consultant will also present the findings of performance analysis at the selected enterprises, conduct one to one on job trainings and perform post-audits in those 6 enterprises where performance audit is already done to assess the scale of the implementation of SEMPs in the target enterprises and their economic and environmental impacts.

NOTE: The Post Audit must be performed after 3 months of the performance analysis at these enterprises so that they get plentiful time to implement Smart Environmental Management Practices SEMPs before the Post Audit is conducted.

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 duties as mentioned in the TORs.

- Obtain consent from the selected enterprises which are part of the ILO Better Work Programme for working and implementation of Smart Environmental Management Practices (SEMPs) in their premises.
- Identify and review key Smart Environmental Management Practices (SEMPs) around the world, existing National Environmental Legislation and International Environmental Standards and Multilateral Environmental Agreements (MEAs)
- Perform Performance Analysis of selected 06 enterprises focusing on specific Environmental Concerns [including water, wastewater, solid waste, chemicals and air emissions], Production Inefficiencies [including resource utilization and utilities consumption] and Energy Concerns [including thermal energy, electrical energy and compressed air].
- Manage, maintain and share all the data pertaining to aforementioned environmental aspects.
- Update WWF-Pakistan about the progress of the project on regular basis (Weekly basis or when need be)
- Draft customized recommendations for compliance on water and energy stewardship, safe use and management of hazardous chemicals and pollution mitigation
- Prepare comprehensive content for the training of enterprises on resource conservation, industrial pollution abatement through cleaner production, Implementation, measurement & monitoring of SEMPs.
- Conduct Training of the concerned enterprises staff on Smart Environmental Management Practices.
- Maintain and share the list of key staff from the selected enterprises, attendance sheets from on-job training sessions and pictures with WWF-Pakistan,
- Facilitate capacity building of ISO-14001 implementation at the industrial level
- Provide technical support to the selected enterprises for the implementation of Smart Environmental Management Practices (SEMPs).
- Provide documentation for the technical support for implementation of SEMPs i.e. field visit reports signed by enterprises. Technical correspondence for implementation phase i.e. sizing, material selection, vendor selection etc., pictorial evidences, implementation specific trainings, impact sheets
- Consultant will prepare a database of resource consumption, potential savings and savings realized.
- Perform post-audits in those 6 enterprises where performance audit is already done to assess the scale of the implementation of SEMPs in the target enterprises and their economic and environmental impacts.
- The consultant or consultancy firm must strive to attain a **15% reduction in water consumption, a 10% decrease in energy usage, and a 10% reduction in chemical usage** to foster sustainable and environmentally responsible practices.
- Prepare Pre and Post audit reports for all audits conducted (covering all areas discussed above also mentioning the percentage reductions) and must be submitted in hard copies.

- Ensure availability of the technical resource person on demand of WWF-Pakistan to participate in other project-related meetings, events and sessions during the time of the engagement.
- Organize and co-ordinate field visits for donors or relevant authorities.
- Collaborate with WWF-Pakistan ILES teams for Field visits.

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

4) Deliverables

The following deliverables will be provided by the consultant:

- Inception report outlining the proposed methodology, work plan, and timetable for the study.
- Pre-Audit report and presentation of the findings of the selected 06 enterprises including all data analysis, modeling results, recommendations, and supporting materials.
- Implementation of SEMPS and the associated facilitation sessions in the selected enterprises.
- Post-Audit report and presentation of the findings of the selected 06 enterprises including all data analysis, modeling results, recommendations, and supporting materials.
- An electronic copy of all data and models developed (if any) during the study.
- Final report of the business case developed showcasing the environmental resource conservation.

5) REQUIREMENTS

The consultant/consultancy firm should have a proven track record of successfully conducting energy and environmental audits.

- The team lead should have a degree in BSc. Engineering in the relevant subject with more than 15 years of working experience with the Industrial sector or MSc. Engineering in the relevant subject with 10 years of working experience with the industrial sector.
- The organization/consultant company should be a registered organization.
- The company/consultant should have at least 10 years of experience with engagement of Industrial associations.
- Have minimum experience of 10 years for conducting environmental audits.

6) CORRESPONDENCE & SUBMISSION OF PROPOSAL

APPLICATION SUBMISSION METHOD

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Manager Procurement & Consultancies
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Ferozepur Road Lahore

1. 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.

2. 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.