



Consultancy Ref No: 102/ILES/CENTRAL/23-24

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

**SUBJECT: A COMPREHENSIVE 2-DAY TRAINING ON ZDHC CMS
TECHNICAL INDUSTRY GUIDE (TIG)**

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:	60 days from signing of contract.
Type:	Firm

Background of Project & Assignment:

WWF Pakistan implementing the European Union (EU) funded project namely “International Labour & Environmental Standards (ILES) Application in Pakistan's SMEs” 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 ILES project WWF-Pakistan intends to support Leather and Textile sector by building capacity of professionals on ZDHC Chemical Management System (ZDHC CMS) Technical Industry Guide (TIG).

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 to upgrade capacities of the private sector and local stakeholders on sustainable chemical management in the leather and textile sector of Pakistan. Delivering targeted training to manage chemicals in line with the Zero Discharge of Hazardous Chemicals (ZDHC) requirements. The provision of training, advice, support and guidance is a key part of the consultancy services.

b. Specific Tasks:

- 1) Plan and execute 01 training session; two (02) days with 20 participants in Lahore on ZDHC CMS TIG.
- 2) The content to be delivered to the participants shall be approved by ZDHC and decided with the consent of the WWF Pakistan.

- 3) The institute shall designate a liaison person for the time period of the consultancy to coordinate with WWF and participants for the training sessions.
- 4) The institute shall be responsible for providing all the related documents including standard, manual, guidelines via email/courier before course commencement date.
- 5) The institute shall be responsible for arranging and conducting exam to grant ZDHC approved Chemical Management certification to participants.
- 6) The 2-day course content must comprise the following, but is not limited to:
 - I. ZDHC Foundation -Mission & vision, CMS framework, TIG and the key sustainable management principles & objectives.
 - II. ZDHC CMS Framework Deep Dive -Implementation insights, successful case studies, and collaborative discussions on challenges and solutions.
 - III. Advanced training on ZDHC TIG: Policy, assessments, health & safety, chemical inventory, storage and handling, output management, process control, continuous improvement.
 - IV. ZDHC CMS TIG Implementation Strategies: Minimum CMS requirements, practical examples, real-world case scenarios, and interactive sessions applying TIG principles to Leather and Textile industries.
 - V. Guidance on Application of ZDHC CMS Framework in the Leather and Textile industries with tailored case studies and examples.
 - VI. ZDHC Chemical Management -Top Best Practices, Strategies & Industry Insights
 - VII. Risk Control Hierarchy
 - VIII. ZDHC Manufacturing Restricted Substances List (ZDHC MRSL)
 - IX. The Chemical Management Team -Roles & Responsibilities
 - X. Chemical Management –Purchasing Chemicals
 - XI. Transparency & Traceability of used chemicals.
 - XII. Hazards and Risk Assessment
 - XIII. Safety Data Sheets (SDS), Global Harmonized System of Classification and Labelling of Chemicals (GHS)
 - XIV. Chemical Risks Communication
 - XV. Chemical Management Training
 - XVI. Safe use of Chemicals
 - XVII. Transfer & Storage
 - XVIII. Personal Protective Equipment (PPE) & Emergency Response
 - XIX. Wastewater Treatment & Monitoring

4) Deliverables

02-days comprehensive capacity building session on ZDHC CMS TIG in Lahore for 20 professionals from textile and leather sector.

5) REQUIREMENTS

- a. Qualification

The consultant should have a degree in Textile/Chemical/Environmental Engineering/Sciences.
- b. Eligibility
 - The consultant should have extensive knowledge of ZDHC protocol implementation
 - Be a ZDHC accepted service providers and ZDHC contributor
 - Must be affiliated with ZDHC Academy
- c. Experience

The consultant should have 5 to 7 years of working experience with Textile/Leather Sector, engaging with Industrial associations, and at least 5 reference projects implemented in the last 3 years related to ZDHC chemical management protocol in the textile industry.

d. **Working with WWF**

- Identifies and aligns with the core values of the WWF organization: **Courage, Collaboration, Respect & Integrity**
- Demonstrates WWF behaviors in way of working: **Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly**
- Adheres to WWF's brand characteristics, which are: **Knowledgeable, Optimistic, Determined and Engaging.**

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 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 are **2.5 Million PKR**.