



Consultancy Ref No: 103/ILES/Central/23-24

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

**SUBJECT: CONSULTANCY SERVICES FOR GRI SUSTAINABILITY
REPORTING IN 05 TEXTILE AND LEATHER ENTERPRISES ACROSS
PAKISTAN**

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 (starting from the date of contract signing)
Type:	Firm/Individual both

Background of Project & Assignment:

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 is to hire services of a consultant/consultancy firm to assist WWF-Pakistan in facilitating GRI Sustainability Reporting in 05 Textile and Leather Enterprises of Pakistan to enhance sustainability reporting within the textile and leather industries, aligning with global standards and contributing to improved environmental and social performance.

b. Specific Tasks:

The scope of the service shall include the following:

- Obtain consent from the selected enterprises (05 Industries) across Pakistan for participation in GRI sustainability reporting.
- Present a customized work plan and methodology, tailored to the specific needs and characteristics of each enterprise.

- Conduct detailed assessments of material topics in the domain of environmental, social, governance, and economic aspects in the textile and leather sector, ensuring compliance with GRI reporting standards including but not limited to:
 - Utilize GRI 3 - Material Topics 2021 for a thorough materiality analysis specific to the sector and prioritize material topics based on strategic importance to the business, stakeholder priorities, and the economic, environmental, and social impact within the value chain.
 - Enhance Stakeholder Engagement strategies for gathering insights on ESG issues.
 - Implement a stakeholder consultation process to understand and prioritize concerns, aligning them with reporting standards and industry-specific considerations.
 - Identify Climate-Related Risks and Opportunities within the textile and leather sector.
 - Conduct a comprehensive assessment aligning with GRI recommendations.
 - Evaluate potential financial impacts related to climate change, considering policy and legal aspects, technology, market shifts, and physical risks.
 - Establish ESG Governance and Reporting Processes within textile and leather enterprises.
 - Develop robust ESG governance structures, defining roles, responsibilities, and procedures for effective ESG management.
 - Establish clear reporting processes, incorporating key elements such as environmental, social, and governance factors, goals and performance metrics, stakeholder engagement, risks, and opportunities.
 - Ensure Compliance with GRI Standards.
 - Implement GRI 1: Foundation 2021 for understanding the 'why' and 'how' of reporting against GRI Standards.
 - Choose between reporting "in accordance" or "in reference" to GRI and clearly outline steps to comply with the selected option.
 - Apply reporting principles outlined in the GRI Standards.
 - Select Appropriate Topic Standards for Reporting based on material topics identified.
 - Choose relevant Topic Standards from GRI's Resource Center.
 - Align chosen Topic Standards with the environmental, social, and economic aspects specific to the textile and leather sector.
 - Integrate Sector Standards as Applicable.
 - Check for specific Sector Standards in GRI's Resource Center applicable to the textile and leather sector.
 - If available, incorporate relevant Sector Standards for a more industry-specific sustainability report.
 - Prepare enterprises for Changes in Reporting Standards and share information about changes introduced in the 2021 GRI Standards with mandatory implementation after January 1, 2023.
 - Analyze and implement the new standards in the sustainability report.
- Collaborate with the enterprises to collect relevant data on sustainability indicators, including but not limited to energy consumption, waste management, and social impact.
- Develop GRI-compliant sustainability reports for each enterprise, highlighting key performance indicators and improvement opportunities.
- Provide guidance and support to enterprises in implementing recommended sustainability initiatives.
- Collaborate with the enterprises to ensure accurate and transparent communication of sustainability efforts in the final GRI reports.

- The consultant/consultancy firm will work towards enhancing transparency, accountability, and sustainability within the participating organizations, ultimately leading to the development of comprehensive GRI sustainability reports.
- Develop training modules and program for each enterprise using need-based assessment to upskill officials for effective and sustainable reporting.
- For each enterprise, the consultant/consultancy firm will deliver a comprehensive presentation at the end of assignment, outlining the enterprise's successful achievement of GRI reporting, presenting all gathered data, and unveiling a forward-looking Sustainability/Continuity Plan.
- Providing expert guidance and support through continuous follow up visits throughout the consultancy period.
- Designate a liaison person for the time period of the consultancy to coordinate with the employer (ILES project team) and the participating enterprises.
- Update WWF-Pakistan about the progress of the project on regular basis (Bi-Monthly)

4) Deliverables

The consultant/consultancy firm is expected to deliver the following:

- Materiality assessments of 05 enterprises for GRI sustainability reporting.
- Comprehensive GRI standard reports of 05 enterprise
- Registering GRI standards report of 05 enterprises.

5) REQUIREMENTS

a. Qualification

The consultant/consultancy firm (Lead Consultant) should have a degree in Textile/Chemical/Environmental Engineering/Sciences.

b. Eligibility

- In-depth knowledge of Materiality guidance including ESG, GRI's universal standards (GRI 1, 2 and 3) & it's approvals from Global Sustainability Standards Board (GSSB), sustainability principles, frameworks, EU Corporate Sustainability Reporting Directive, the IFRS plans for enterprise value standards and best practices.
- Demonstrated expertise in conducting sustainability assessments and developing action plans.
- Strong communication and collaboration skills to work effectively with enterprises.
- The organization/consultant company should be a registered organization
- Strong analytical skills and ability to provide practical recommendations for improvement.
- Excellent communication skills, both written and verbal.

c. Experience

More than 05 years of extensive experience in GRI sustainability reporting, particularly within the textile and leather sector and with at least 3 verifiable reference projects implemented related to GRI sustainability reporting.

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 PKR 2.5 million.