



Ref # 106/ILES/CENTRAL/23-24

RFP for Consultancy Services-WWF Pakistan

Subject:

Training of EPD Field Staff on Smart Environmental Management Practices in Textile and Leather Sector of Pakistan

Application Submission:

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

<https://forms.gle/gazomXoWh7FSWcL29>

RFP – Consultancy Services

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1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services
Duration of assignment: 3 Months starting from 1st March, 2024 – 1st June, 2024

This document contains terms of reference (TOR) for hiring services of Consultant/s to Training of EPD Field Staff on Smart Environmental Management Practices in Textile and Leather Sector of Pakistan “(herein called the consultant), to be engaged by WWF Pakistan (hereinafter called Employer).

WWF-Pakistan is implementing the European Union (EU) funded project namely “International Labour & Environmental Standards Application in Pakistan's SMEs (ILES)” aims at enhancing capacities of the textile and leather sectors to adopt Smart Environmental Management Practices (SEMPs) to reduce overall chemical, energy and water footprint of textile and leather manufacturing, and address other relevant environmental issues such as air and noise pollution, and solid waste management. Under the umbrella of ILES project, WWF-Pakistan intends to hire a consultant to design and deliver a practical training program for the EPD field staff on SEMPs in the textile and leather sector of Pakistan. The training program will consist of three parts with one month apart. The first part will be a classroom training and a practical assignment, the second part will be a field visit to some of the best performing textile and leather units that have implemented SEMPs, and the third part will be an assessment & evaluation of the assignments.

2) GENERAL CONDITIONS

The consultant will be responsible for the following tasks:

1. Conduct a needs assessment in consultation with EPD to identify their knowledge gaps and training requirements on SEMPs in the textile and leather sector of Pakistan in the context of upcoming environmental obligations.
2. Develop a training module consisting of required learning units, a training manual and a trainer guide on SEMPs in the textile and leather sector of Pakistan, based on the existing literature, best practices, and case studies from the ILES project and other sources.
3. Deliver a 2-day classroom training in Lahore on SEMPs in the textile and leather sector of Pakistan, covering the following topics along with identified as through need assessment
 - 3.1. Introduction to SEMPs and their benefits for the textile and leather sector of Pakistan
 - 3.2. Overview of the environmental issues and challenges faced
 - 3.3. Overview of the environmental laws and regulations applicable to the sector
 - 3.4. Practical examples and case studies of SEMPs implementation and their impact on environmental footprint
 - 3.5. Tools and techniques for assessing the environmental performance
 - 3.6. Tips and guidelines for promoting and facilitating the adoption of SEMPs
4. Assign a practical task to apply the knowledge and skills acquired from the classroom training to a selected textile or leather units in their respective areas of jurisdiction.
5. Organize and facilitate a 1-day field visit for participants to some of the best performing textile and leather units that have implemented SEMPs in Punjab, Pakistan. The field visit will include a tour of the facilities and a presentation by the management
6. Review and evaluate the practical assignments submitted and provide feedback and suggestions for improvement.

7. Conduct a one-day follow-up session to discuss the results and lessons learned from the practical assignments and the field visit and to address any queries or challenges faced
8. Prepare and submit a comprehensive report on the training program, including the training module, the training manual, the training evaluation, the practical assignments, the field visit, and the recommendations for further capacity building on SEMP in the textile and leather sector of Pakistan

3) PURPOSE OF CONSULTANCY

To build the capacity of the EPD field staff on SEMP in the textile and leather sector of Pakistan and to enable them to effectively monitor and facilitate the compliance of the sector with the environmental standards and guidelines.

4) DELIVERABLES

The consultancy firm will be responsible for delivering the following outputs:

1. **Needs Assessment:**
 - ✓ Identify knowledge gaps and training requirements on SEMP in the textile and leather sector of Pakistan through consultation with EPD.
2. **Training Module Development:**
 - ✓ Create a comprehensive training module, including learning units, a manual, and a trainer guide based on existing literature and best practices.
3. **Classroom Training:**
 - ✓ Deliver a 2-day training session in Lahore covering SEMP introduction, environmental issues, laws, case studies, performance assessment, and adoption tips.
4. **Practical Task Assignment:**
 - ✓ Assign practical tasks for participants to apply acquired knowledge to selected textile or leather units.
5. **Field Visit Organization:**
 - ✓ Organize a 1-day field visit to exemplary textile and leather units in Punjab, including facility tours and management presentations.
6. **Review and Evaluation:**
 - ✓ Assess and provide feedback on practical assignments submitted by participants.
7. **Follow-Up Session:**
 - ✓ Conduct a one-day session to discuss results and lessons learned from assignments and the field visit, addressing participant queries.
8. **Comprehensive Report Submission:**
 - ✓ Prepare and submit a detailed report on the training program, covering modules, evaluations, assignments, field visit findings, and recommendations for further capacity building.

5) PROJECT/ ASSIGNMENT TIMELINE

The consultant/Firm shall provide detailed service provision timeline per milestones and phases. The assumed commencement date of the assignment is **1st March, 2024** and the completion date is **1st June, 2024**

The deadline for submission is on or before C.O.B, 22th February 2024.

Note:

Timelines may be amended based on actual agreement dates and Mutual Consent of Both Parties)

6) REQUIREMENTS

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

Minimum requirements

- A master's degree or higher in environmental engineering, environmental resource management, environmental science, or a related field
- At least 05 years of experience in designing and delivering training programs on environmental management, especially in the textile and leather sector
- Demonstrated knowledge and expertise on SEMP's and their application
- Familiarity with the environmental laws and regulations applicable
- Familiarity with the renewable energy projects and technologies
- Excellent communication, presentation, and facilitation skills
- Fluency in English and Urdu, and preferably in other local languages spoken in Punjab, Pakistan

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 and experience, 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 consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions;

- 4) **Provide template of already complete similar type of reports including learning modules-** 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.

9) 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 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)
- ✓ 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

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 is **PKR 1.5 million.**