



Consultancy Ref No: 119/IELES/CENTRAL/23-24

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

**Consultancy Services for Training on Sustainable and Green
Building Design for Textile and Leather Industries.**

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:	03 Months
Type:	Firm/Individual

Background of Project & Assignment:

WWF-Pakistan, in collaboration with the International Labor Organization (ILO) and funded by the European Union (EU), is spearheading the "International Labor and Environmental Standards Application in Pakistan's SMEs (ILES)" project. This initiative targets the leather and textile sector, crucial contributors to Pakistan's economy, aiming to enhance environmental governance and compliance to align with international standards.

The Leather and Textile industry plays a significant role in Pakistan's exports, particularly benefiting from the European Union's Generalized Scheme of Preferences (GSP+). Compliance with international standards such as in Energy and Environmental Building Designs is imperative for sustained market access and competitiveness. Implementing sustainable building practices in the textile and leather sector enhances compliance with environmental regulations and sustainability standards. By prioritizing resource efficiency, waste management, indoor air quality, companies align with regulatory requirements while demonstrating commitment to environmental responsibility.

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 objectives of the training are to:

1. Plan and execute a training session; 12 hours with 20 participants as per US-GBC, Green Associate guidelines.
2. Increase awareness among stakeholders in the textile and leather industry about the strategic importance of Green Building Designs (Energy and Environmental Designing) ensuring international compliance and improving market access.
3. Facilitate in reducing environmental footprint of manufacturing in the textile and leather industry by enhancing resource efficiency, including reductions in energy consumption, water usage, and waste generation, thereby lowering operational costs and increasing profitability.
4. Promoting the utilization of natural and renewable resources within the leather and textile processing and manufacturing industry
5. Enhance the brand reputation of textile and leather companies as environmentally responsible entities by encouraging adoption of green building principles and sustainable practices.
6. Ensure understanding and compliance with relevant environmental regulations and standards by integrating Green Building Design principles into operational frameworks within the textile and leather industries.
7. Provide comprehensive training on Green Associate concepts and principles, enabling them to replicate sustainable practices across textile, leather, and other relevant sectors.
8. Raise awareness among stakeholders about the benefits of green building practices and sustainable initiatives in the textile and leather industries.
9. Assist industries in identifying and mitigating environmental risks, fostering resilience against disruptions, and adapting to evolving regulatory landscapes through proactive adoption of US Green building council (US-GBC) certified practices.

b. Specific Tasks:

The consultancy will be responsible for the following:

- Designing and conducting a comprehensive training program, delivered through live sessions (physical/virtual).
- Ensuring the engagement of experienced trainers proficient in green building principles and practices to deliver the training sessions effectively.
- Providing participants with relevant training materials and additional resources to support their learning.

4) Deliverables

The consultant/consultancy firm will deliver the following:

- A training program of at least 12 hours that meets the US-GBC, Green Associate guidelines.
- Training materials, including handouts, presentations, and case studies.
- Practice exams and feedback to participants.
- Certificates of completion for participants who successfully complete the training program.
- Brief training report.

5) REQUIREMENTS

The consultant/consultancy firm should meet the following criterion.

1. Relevant Academic Qualifications:

- A minimum of a bachelor's degree in a related field (e.g., Environmental Science, Architecture, Engineering, or Sustainability etc.).
- Advanced degrees or certifications in green building practices, Leadership in Energy and Environmental Design etc.

2. Demonstrated Expertise:

- Proven expertise in green building principles and practices, with a focus on green associate certification standards.

- Track record of successfully conducting similar training programs with positive outcomes.
3. **Teaching Experience:**
 - Previous experience in delivering International educational programs, workshops, or training sessions, preferably related to US Green Building Design certification or sustainable building practices.
 - Ability to effectively communicate complex concepts to diverse audiences.
 4. **Industry Experience:**
 - Practical experience in the field of sustainable building design, construction, or project management.
 - Familiarity with industry trends, regulations, and best practices.
- The consultant/consultancy firm should Identify and align with the core values of the WWF organization: **Courage, Collaboration, Respect & Integrity**
 - Demonstrate 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 **3 Million PKR**