



RFP for Consultancy Services-WWF Pakistan

Subject:

Technical Assessment and Inspection of the Lab of Balochistan Environmental Protection Agency for Improved Environmental Monitoring and Compliance with the Local and International Environmental Regulations / Standards.

CONTENT

1) Introduction & Background 2

2) General Conditions 2

3) Purpose of Consultancy 3

4) Deliverables..... 3

5) Project/Assignment Timelines 4

6) Requirements 4

7) Correspondence and Submission of Proposal 4

8) Format of Proposal..... 4

9) Financial Proposal..... 5

10) Evaluation Process 5

11) Documentation and Confidentiality 5

1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services
Duration of assignment: 1.5 months, Starting from 01st May 2024 till 15th June 2024

This document outlines the terms of reference (TOR) for the hiring of a Consultant/s (hereinafter referred to as the consultant) by WWF Pakistan, hereinafter referred to as the Employer. The consultant is being hired for conducting comprehensive technical assessment and inspection of the environmental labs of Balochistan Environmental Protection Agency (BEPA) for Improved Environmental Monitoring and Compliance with Local Regulations and International Environmental Standards in the Balochistan Province.

WWF-Pakistan is currently implementing an eight-year project, the International Labour and Environmental Standards Application in Pakistan's SMEs (ILES), in collaboration with the International Labour Organization (ILO), funded by the European Union (EU). The project employs a two-pronged approach, aiming to improve environmental governance and compliance in the leather and textile sector to leverage the economic benefits of the European Union's Generalized Scheme of Preferences (GSP+)

Under the ILES project's umbrella, WWF-Pakistan intends to hire a consultant/firm to conduct a comprehensive technical assessment and inspection of the labs of the Balochistan EPA. Based on the assessment and inspection, the consultant is responsible for performing onsite calibration and servicing of all the lab equipment according to standard guidelines. The consultant is also responsible for submitting a comprehensive report that includes the methodology of the assessment and inspection, standard and methodology of calibration, and the type of maintenance and associated costs. Through this consultancy, WWF-Pakistan aims to enhance the capacity of BEPA to improve environmental inspection and monitoring mechanisms and comply with local regulations and international environmental standards.

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 (Annex 2) contained in

the RFP, 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 OF CONSULTANCY

The purpose of this consultancy is to conduct a comprehensive technical assessment and inspection of the environmental lab of Balochistan EPA located in Quetta. The consultant will be responsible for performing calibration and servicing of lab and portable equipment and submitting a comprehensive report that includes methodology, type of maintenance required with the estimated cost, and proposed recommendations for improvement opportunities in the environmental lab as per the approved environmental lab standard.

4) DELIVERABLES

The consultant(s) is expected to perform the following tasks and submit the following deliverables as per the timelines mentioned in clause 5 of this RFP:

Deliverable 1: Onsite Visit

1. The consultant shall physically visit the lab of Balochistan EPA located in Quetta and carry out a comprehensive technical assessment / inspection and identify the gaps in terms of capacity and performance of the lab.
2. The technical assessment and inspection must include all the equipment of the environmental lab that includes (but not limited to) sampling, storage, testing and handling equipment in the lab.
3. The technical assessment and inspection shall also include all lab and portable environmental testing and monitoring equipment for environmental component including (but not limited to) Air, Water, Noise, Gaseous Emissions, ambient air etc.
4. The consultant shall perform the calibration and service of the environmental lab that includes (but not limited to) sampling, storage, testing and handling equipment in the lab.

Deliverable 2: A Comprehensive Report

The consultant shall develop a comprehensive report that includes the following contents:

1. Detailed methodology of the assessment, calibration and inspection of the lab and lab equipment
2. Details of the current capacity of the lab which shall also include a list of all equipment available in the lab. The list shall also identify the functional and non-functional equipment with repair and maintenance requirement for each equipment / instrument and the estimated cost for the functionality of the equipment.
3. List of new equipment required to meet the approved environmental lab standard

Final Deliverables:

1. A comprehensive report covering the following components:
 - Current capacity of lab.
 - List of environmental testing and monitoring services the lab can provide.
 - List of functional and non-functional equipment / instruments.
 - Repair and Maintenance requirements for the non-functional equipment / instruments with cost estimation.

- Recommendations for improving the capacity of the lab, enhancing and improving the environmental testing and monitoring services of the lab and improving overall environmental sampling, inspection, testing and monitoring mechanism of the lab.
2. Calibration and service of all lab and portable equipment / instruments with the provision of **approved calibration certificates** for each equipment/glassware/ pipettes/ apparatus etc

5) PROJECT/ ASSIGNMENT TIMELINE

The assignment must be completed within 1.5 months starting from the award of consultancy and agreement signing.

6) REQUIREMENTS

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

Minimum requirements

- **Education:** The consultant should have a strong team having educational background in Environmental Sciences/Engineering, electronics engineers, instrumentation engineers and other educational backgrounds relevant to this job.
- **Experience:** At least 03-05 years in providing lab equipment calibration / repair / maintenance services. Having an environmental testing laboratory and experience in providing environmental inspection and monitoring services will be a plus point.
- **Skills/ language:** Report writing, instruments repair and maintenance, environmental monitoring, testing and calibration of lab and portable equipment.

7) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Interested consultants should submit the technical and financial Proposal to

To: Faiza khan (fkhan@wwf.org.pk)

Cc: Muzzammil Ahmed (mahmed@wwf.org.pk)

2. The proposal submission deadline is 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, experience and CV(s) of engaged team.
- 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 of consultancy service-** Description of scope and working process, stages, deliverables, exclusions, conditions, methodology
- 4) **Provide list of already developed portals**
- 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 must be inclusive of all types of 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 prices shall be provided in Pak Rs, the total price must be inclusive of all types of applicable taxes.

The prices will include all the Travel, Boarding & Lodging and other expenses

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)

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.