



Ref # 154/ILES/CENTRAL/24-25

# RFP for Consultancy Services-WWF Pakistan

## Subject:

**Accredited Training on ISO 14001:2015 – Environmental Management Systems Lead Auditor (CQI and IRCA Certified)**

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### 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: 20<sup>th</sup> June 2024 till 31<sup>st</sup> July 2024

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+).

This document outlines the terms of reference (TOR) for the hiring of a Consultancy firm (hereinafter referred to as the consultant) by WWF Pakistan, hereinafter referred to as the Employer. The consultant is being hired for conducting comprehensive 5 days online training on CQI and IRCA certified ISO 14001:2015 Environmental Management System Lead Auditor Course for a total of 40 trainees.

## 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 equip participants from public and private sector and ILES project team with comprehensive knowledge and practical skills necessary to conduct audits effectively in accordance with CQI and IRCA certified ISO 14001:2015 standard. Through this training, participants will gain a deep understanding of environmental management systems and auditing principles, enabling them to proficiently

lead audits, assess conformance, and identify areas for improvement within organizations seeking ISO 14001 certification.

#### 4) TASKS AND DELIVERABLES

The consultant(s) is expected to perform the following tasks and submit the following deliverables as per the timeline:

##### **Tasks:**

- Develop a detailed training curriculum outlining the key topics, modules, and learning objectives aligned with CQI and IRCA certified ISO 14001:2015 Environmental Management System Lead Auditor course.
- Deliver online training sessions through a combination of lectures, case studies, interactive exercises, and demonstrations.
- Provide guidance and support to participants in understanding ISO 14001:2015 Lead Auditor requirements, audit methodologies, and reporting procedures.
- Conduct mock audits and simulations to reinforce learning outcomes and enhance participants' auditing skills.
- Develop sample examination materials, including question banks, exam papers, and assessment criteria, in accordance with accreditation requirements and well train the participants for a good examination performance.
- Administer examinations, invigilate, and oversee the examination process to ensure fairness, integrity, and compliance with accreditation standards.
- Evaluate examination results, provide feedback to participants, and issue certifications to successful candidates in collaboration with relevant accreditation bodies (CQI and IRCA).
- Arranging an exam venue at two sites of training (Karachi and Lahore) - 20 persons at each venue

##### **Deliverables:**

- Training curriculum and materials tailored to CQI and IRCA certified ISO 14001:2015 Environmental Management System Lead Auditor course requirements.
- Conduct accredited online training sessions, including presentations, exercises, and demonstrations for a total of 40 number of trainees.
- Evaluation reports detailing participants' performance, areas of improvement, and recommendations for further development.
- Post-training support materials, including reference guides, templates, and access to online resources.
- Develop sample examination materials, including question banks, exam papers, and assessment criteria, in accordance with accreditation requirements and well training the participants for a good examination performance.
- Administer examinations, invigilate, and oversee the examination process to ensure fairness, integrity, and compliance with accreditation standards.
- Evaluate examination results, provide feedback to participants, and issue certifications to successful candidates in collaboration with relevant accreditation bodies.
- Arranging an exam venue at three sites of training (Karachi and Lahore) - 20 persons at each training venue.

## 5) PROJECT/ ASSIGNMENT TIMELINE

The assignment must be completed in the period from 1<sup>st</sup> July to 15<sup>th</sup> August 2024.

## 6) REQUIREMENTS

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

### Minimum requirements

- Demonstrated expertise in ISO 14001:2015 standards and environmental management systems auditing.
- Accreditation as a lead auditor trainer or equivalent certification.
- Strong facilitation, communication, and interpersonal skills.
- Experience in delivering accredited training programs and conducting audits in diverse organizational settings.

## 7) CORRESPONDENCE & SUBMISSION OF PROPOSAL

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

**To:** Faiza khan ([fkhan@wwf.org.pk](mailto:fkhan@wwf.org.pk))

**Cc:** Muzzammil Ahmed ([mahmed@wwf.org.pk](mailto:mahmed@wwf.org.pk))

### **Application Submission:**

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

<https://forms.gle/qazomXoWh7FSWcL29>

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.
- 2) **Experience:**
  - a) **Description of the completed trainings:** the list and general information about the completed similar trainings, description of the role in the project, other accomplishments of the Consultant.
- 3) **Proposal outlining scope of consultancy service-** Description of scope and training methodology, stages, deliverables, exclusions, conditions.
- 4) **Service Provision Timeline** – Provide Detailed Work Plan as per Deliverable and TORs.
- 5) **Financial Proposal-** the prices shall be provided in Pak Rs, the total price must be inclusive of all types of applicable taxes and out of pocket expenses

### **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 must be inclusive of all types of applicable taxes and out of pocket expenses.

The prices must 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.

## 12) BUDGET

The Total Budget for this activity inclusive of all taxes and Out of Pocket expenses is **PKR 3,943,724/-**