



Consultancy Ref No: 01/CEP/NORTH/24-25

RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN

SUBJECT:

Consultancy Services for livelihood upliftment of communities through MLP Upcycling

Application Submission:

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

<https://forms.gle/hjdHmxwEVcgE1smEA>

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	01 September – 30 November 2024
Type:	Individual or Firm

Background of Project & Assignment:

Multi layered plastics (MLP) are plastics that contain at the minimum one layer of plastic along with one or more layers of other materials like paper, aluminum, copper etc. It has several thin sheets or layers that are laminated together and are difficult to separate. These multilayer plastics are widely used in the packaging industry, especially for fast-moving consumer goods (FMCG). Combining different materials these packaging materials help in achieving functionalities, such as resource-use efficiency and barrier performance leading to consequential benefits like a prolonged shelf-life. The problem with multi-layer plastics is that they are difficult to recycle in conventional ways. Because the different types of plastics used in these materials cannot be easily separated, they often end up in landfills or incinerators, where they can take hundreds of years to decompose and release harmful chemicals into the environment. Upcycling MLPs has the potential to create new economic opportunities and contribute to the upliftment of communities. One way is to upcycle MLPs by converting them into useful products, such as fashion accessories, daily use bags and decorative items. These products can be sold locally or exported, generating income for the communities involved in the recycling process. Upcycling MLPs can also create job opportunities for individuals with diverse skill sets, including collection, sorting, processing, and manufacturing.

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 of the consultancy is to provide trainings to women in underprivileged communities in Islamabad and Karachi. The consultant will also be responsible for the installation of necessary equipment including handlooms.

b. Specific Tasks:

- Provide a timeline for deliverables related to the community training sessions.
- Installation and training of handlooms in Islamabad and Karachi.
- Develop the training manuals in both Urdu and English and WWF-Pakistan will look after the designing and printing
- Conduct capacity-building sessions that include hands-on training for community members on upcycling post-consumer multilayer packaging into useful products. These sessions will cover techniques such as cleaning, cutting, and weaving.
- Deliver the training sessions in selected communities in Islamabad and Karachi, as identified by WWF-Pakistan.
- Oversee the stitching of sheets prepared by communities into marketable products.
- Collaborate with WWF-Pakistan to jointly market the products.
- Report the total quantity of products manufactured under this collaboration.
- Maintain close coordination with WWF-Pakistan throughout the project, regularly sharing progress updates.
- Assist WWF-Pakistan in monitoring project outcomes.

4) DELIVERABLES

- Develop the training manuals in both Urdu and English and WWF-Pakistan will look after the designing and printing.
- Conduct at least a total of 8 training sessions in Islamabad.
- Conduct at least a total of 8 training sessions in Karachi.
- Stitching of sheets to sellable items.
- Assist WWF-Pakistan in monitoring project outcomes.

5) REQUIREMENTS

a. Qualification:

b. Eligibility

- Experience in operating the handlooms and weaving
- Experience in plastic waste upcycling techniques (weaving, crafting, crochet)
- Experience in Upcycling MLP using handlooms
- Experience in providing trainings
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- Adheres to WWF's brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging.

c. Experience

- Minimum of 2 years experience in MLP upcycling
- Minimum of 3 years experience in providing training sessions.

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/hjdHmxwEVcgE1smEA>

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: PKR 860,000/-