Terms of reference (TOR)

Consultancy Services for Virtual Training of SMEs’ on Top 10 Issues of Chemical Management

GENERAL

This document contains the Terms of Reference (TOR) for the Consultant, to be engaged by WWF-Pakistan (hereinafter called the Employer), for “Virtual Training of SMEs’ on Top 10 Issues of Chemical Management” (hereinafter called study).

BACKGROUND

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 energy and water footprint of textile and leather manufacturing, in addition to addressing other relevant environmental issues such as air and noise pollution, and solid waste management. Under the umbrella project WWF-Pakistan intends to support Leather and Textile sector by building capacity of SMEs’ staff on top 10 issues of chemical management with the following objective and scope.

OBJECTIVES

The objective of this consultancy is to assist WWF-Pakistan to upgrade capacities of the private sector and local stakeholders on top 10 issues of chemical management in the leather and textile sector of Pakistan. Assessment and strengthening the capacity of the leather and textile Sector with respect to ZDHC Chemical Management. Delivering targeted trainings on 10 frequently identified issue areas when working towards a holistic and effective Chemical Management system and the best practice solutions in line with the Zero Discharge of Hazardous Chemicals (ZDHC) requirements. The provision of training, advice, support and guidance is a key part of the consultancy services.

The objective is to hire services of a training institute for organizing and conducting ZDHC approved Training course on Chemical Management for SMEs’ representatives in Pakistan under the ambit of project ILES and to improve the environmental compliance in the textile and leather sector.

TIME FRAME

03 Months from the date of signing of the agreement.
SCOPE

The scope of the service shall include the following:

- Plan and execute 01 virtual training session; one (01) day with 25 participants on ZDHC Chemical Management.
- The content to be delivered to the participants shall be approved by ZDHC and decided with the consent of the Employer.
- The institute shall designate a liaison person for the time period of the consultancy to coordinate with employer (ILES project team) and participants for the training sessions.
- The institute shall be responsible for providing all the related documents including standard, manual, guidelines via email/courier before course commencement date.
- The institute shall be responsible for looking after all logistics of the training.
- The institute shall be responsible for arranging and conducting exam to grant ZDHC approved Chemical Management certification to participants.
- One (1) day course content must comprise of following:

<table>
<thead>
<tr>
<th>Input Control Issue</th>
<th>Process Control Issue</th>
<th>Output Control Issue</th>
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</thead>
<tbody>
<tr>
<td>1. Internal purchasing policy to ensure ZDHC MRSL compliance</td>
<td>6. Knowledge of chemical separation/segregation</td>
<td>10. Capability to identify where WEF hazardous chemical test report results originate in the factory from chemicals</td>
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<td>2. Qualified chemical management team leaders</td>
<td>7. Chemical storage and on-site management</td>
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<td>3. Documentation permits and verification</td>
<td>8. General Training in chemical management</td>
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<td>4. Understanding the MSDS</td>
<td>9. PPE implementation and maintenance</td>
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<td>5. Ability to understand and build a chemical inventory</td>
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REQUIRED EXPERTISE AND COMPETENCIES

- The consultant should have a degree in Textile/chemical/Environmental Engineering/Sciences with more than 07 years of working experience with the Textile Sector and with at least 5 reference projects implemented in the last 3 years related to ZDHC chemical management protocol in the textile industry.
- The consultant should have extensive knowledge of ZDHC protocol implementation.
- Be a ZDHC accepted service providers and ZDHC contributor.
- The consultant should have at least 07 years of experience with engagement of Industrial associations.
- Must be affiliated with ZDHC Academy.
- Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
• Demonstrates 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.