Terms of References (ToRs) for Hiring Services of Technical Training Institute

1. GENERAL

This document contains Terms of Reference (TOR) for services from a technical training institute” (hereinafter called the Institute), to be engaged by WWF-Pakistan (hereinafter called the Employer).

2. OBJECTIVES OF THE PROJECT

WWF-Pakistan, in collaboration with International Labour Organization (ILO), is implementing ‘International Labour and Environmental Standards Application in Pakistan’s SMEs (ILES) (hereinafter called ILES)’ in the textile and leather sector of Pakistan. This project is funded by European Union.

The project’s Overall Objective is to support the economic integration of Pakistan into the global and regional economy by increasing exports and competitiveness through improved compliance with labour (Component 1) and environmental (Component 2) standards. This is achieved through two Specific Objectives focusing on the (i) public-sector and (ii) private sector. The programme's overall Specific Objective is to support the enforcement, implementation and compliance with the International labour and environmental standards (ILES) by public and private sectors in Pakistan.

3. OBJECTIVES AND SCOPE OF THE SERVICE

The objective is to hire the services of a technical training institute for organizing and conducting capacity building sessions for Government professionals on environmental standards in Pakistan under the ambit of project ILES.

The scope of the service shall include the following:

- Plan and execute two (02) training sessions; three (03) days each on environmental standards in Pakistan.
- The institute is expected to have relevant and experienced resource persons who could design and deliver training sessions on environmental standards tailored for Government Officials. The basic qualification for the resource person is the Masters in water and environment related subjects with minimum 5 years of experience.
- The content to be delivered to the participants shall be decided with the consent of the Employer.
- The institute shall designate a liaison person for the time period of the consultancy to coordinate with the ILES project team and government officials for the training sessions.
- The institute shall be responsible for looking after all logistics of the training session including refreshments, tea and lunch arrangements

The infrastructure specifications for the institute are as follows:

- Conference Room having seating capacity of at least 30 people
- Head Table with 4 to 5 people capacity (for key resource person)
- Availability of Multimedia, Screen, Mics, Laptop and internet Connectivity along with backup power supply
- Premises needs to be secured and ample space should be available for parking
4. **TIME FRAME**
   - 3 months