



RFP for Consultancy Services-WWF Pakistan

Subject:

Technical Training on free Range Chicken Farming and Feed Additives Processing, as an Alternate Income Generation Opportunity for Farmers/Working Women (IDH funded project)

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1) INTRODUCTION & BACKGROUND

Contract type:	Consultancy and Services
Duration of assignment:	12 Days
Applicable:	Individuals Only

WWF-Pakistan's Food & Markets Programme is implementing an IDH-funded project aimed at empowering rural communities, particularly in the core cotton-growing regions of Pakistan. The primary objective of the project is to enhance the capacity of farming communities and female workers in order to diversify their sources of income. The project also aims to establish mechanisms that support women led micro-enterprises, enabling them to become an economic force and improve the socio-economic and environmental resilience of cotton farming families.

A significant aspect of the project is the improvement of livelihoods and the empowerment of women through skill-building initiatives. These initiatives are carried out through capacity-building sessions for farmer and worker women, focusing on various strategies. Over the years, these sessions have provided frequent training to enhance living standards, promote basic health and hygiene practices, and raise awareness about the multiple vulnerabilities faced in farm-based activities. These efforts have yielded several benefits for the participants.

In the current phase of women's empowerment, the project aims to provide prerequisite training and capacity building specifically focused on farming skills. These skills will enable worker women and farm workers to explore alternative income-generation opportunities, further enhancing their economic prospects.

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

The main objectives of this training course are:

- Capacity Building of Women field staff and women worker on "Free Range Chicken Farming Feed Additives, Breed

Selection" as an Alternate Income Generation Opportunity

- Demonstration and Preparation of Feed Additives, Husbandry Practices, and Cleanliness at the Field Level
- Capacity Building of Women Field Staff on Egg Incubation and Egg Hatching

Scope of Work:

Training course is to develop a widespread content that combines theoretical concepts and practical implementation to ensure that by the end of the training, participants will be able to follow simple and systematic processes. The training will be conducted in different villages of Khanewal, Multan/Shujabad, Bahawalpur and Sukkur.

Specific Tasks:

The training should consist of the following topics:

- Breed selection for improved production and productivity
- Proper housing according to environmental conditions, ventilation, designated area for egg hatching, etc.
- Importance of good hygiene and cleanliness maintenance
- Providing balanced and well-organized feeding, nutrition, and water supply
- Importance of proper health care to reduce high mortality in free-range birds
- Egg care and packing practices to minimize expiration, damage, and spoilage of eggs
- Practical training on the preparation of feed additives
- Demonstrations of feed additive preparation, usage, and proper handling
- Technical aspects of egg incubation, including energy requirements, maintenance, and maintaining good hygiene
- Monitoring the egg-hatching process
- Sorting and identifying expired eggs
- Continuous monitoring and maintenance of temperature and moisture levels to maximize hatchability
- Keeping records of egg placement and hatching timelines
- Proper management and care of hatched chicks
- Implementing vaccination and disease prevention measures for hatched chicks

WWF-Pakistan will cover all the expenses associated with this training program

4) DELIVERABLES

- Prepare and submit training course outline, course contents, PPT, Handouts, training delivery schedule for Women Field Facilitators (WFF) as per responsibility
- Submit the report on the delivery of training programs
- Conduct Pre and Post evaluation of each training
- Submit output-based progress report for each training session and final report of all training program including a list of trainees with contact details

5) PROJECT/ ASSIGNMENT TIMELINE

- The trainer will conduct 6 trainings at field level. Each training session will last for two days and 20- 25 women workers from target villages will participate in these training session
- This consultancy is field-based and would involve active participation in meetings with the Food & Markets technical team. Work will commence immediately after contract signing

Sr.#	Training location	Timeline
1	Khanewal	Month of July-August ,2023
2	Multan	
3	Bahawalpur	
4	Sukkur	

Responsibilities of WWF-Pakistan's Food& markets team:

- Ensure active participation of farming community
- Facilitate the consultant in effective demonstration of the deliverables
- Maintain regular follow up with consultants and field teams to ensure implementation of the recently learned skill within the community.

Note:

Timelines may be amended based on actual agreement dates and Mutual Consent of Both Parties)

6) REQUIREMENTS

The Consultant/Consultancy Firm should possess the following qualifications and expertise:

- Doctor of Veterinary Science Medicine
- Proven capacity to develop practical training guidelines and conduct training sessions related to Backyard Poultry Management and feed additive preparation [Minimum 3 years of experience in conducting relevant trainings]
- Experience in documentation, reporting and evaluation of training sessions
- Good communication and writing skills in English
- Ability to plan, prioritize and produce quality results on time
- Adhere to WWF's values, which are: Courage, Integrity, Respect and Collaboration

7) CORRESPONDENCE & SUBMISSION OF PROPOSAL

1. Interested consultants should submit the Proposal and can send their Queries through Email by attention to the Following:

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

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

2. 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.

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 and experience, CV.
- 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.

9) 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 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%)

- 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

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.