



# **RFP for Consultancy Services-WWF Pakistan**

## **Subject:**

**“Technical training on Sustainable Livestock Management as an Alternate Income Generation Opportunity for Farmers/Rural Women”**

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## 1) INTRODUCTION & BACKGROUND

Contract type: Consultancy and Services  
Duration of assignment: 1 Month

### Background of Project & Assignment:

WWF-Pakistan's Food & Markets programme is implementing IDH funded project titled; "Gender empowerment through homestead microenterprise development" through engagement with rural communities especially in core cotton growing regions of Pakistan. Livelihood Improvement and gender empowerment through skill building is a very strong component among many other strategies used in building up socio-economic resilience of farming families in the diverse agriculture landscapes. This projects' objective is building the capacities of farming communities/rural worker women on alternate income generation opportunities and ensuring that enabling mechanisms are in-place for supporting women led micro-enterprises, acting as economic force leading to improve socio-economic and environmental resilience of Cotton farming families.

Throughout the years, frequent capacity building training has been done for rural women from cotton farming families to improve their living standards, basic health & hygiene practices and awareness regarding multiple farm-based vulnerabilities, which are benefiting them in several ways. In the existing time period of women empowerment, we intend to train the rural women/farm workers with prerequisite training and capacity building on need-based skills that can help them to explore alternate income generation opportunities.

## 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

#### Objective of the Consultancy:

The main objectives of this training course are:

- Capacity building of Women Field staff & women workers on sustainable livestock management practices including husbandry management, animal nutrition, disease prevention/vaccination, disease management and proper breeding practices.
- Capacity building of women field staff & women workers on value addition/processing of homestead dairy products e.g., butter, yogurt, Desi Ghee etc.

#### 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. Set of 2 trainings will be conducted for 2 women groups, each training comprising 3 days of technical theoretical and practical sessions.

#### Specific Tasks:

The training should consist of the following activities:

- Animal husbandry, Dairy breed selection and importance; indigenous and upgraded breeds for improved production & productivity
- Animal health, outdoor & indoor housing; safe and hygienic shelters as per environment, ventilation etc.
- Basic of animal feed & nutrition, ration formula, improved fodder agronomy, provision of balanced & organized feeding; utilization of local feed sources and free access to water; availability & accessibility of drinking water and its importance in animal health.
- Disease management and prevention along with vaccination importance and scheduling.
- Animal reproduction, Calf rearing, breeding of domestic animals; proper breeding practices, artificial insemination, Animal fettering and marketing etc.
- Safe handling, storage and marketing of milk and exploring meat as an alternate source of business.
- Value addition of dairy products e.g., butter, yogurt, Desi Ghee etc. and Packaging, handling; ensuring quality products having hygienic packing and good shelf life.
- Extension and mobilization
- Demonstration of Vaccination of animals during training session

### 4) DELIVERABLES

#### Expected Outputs/Deliverables:

- Prepare and submit training course outline, course contents, PPT, Handouts, training delivery schedule for Women Field Facilitators (WFF) as per responsibility;
- Submit 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 list of trainees with contact details
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### 5) PROJECT/ ASSIGNMENT TIMELINE

- The trainer will conduct 2 trainings at field level. Each training session will last for three days and 20-25 women workers from target villages will participate in these training sessions.
- 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	Total 6 Days (Month of September, 2023)

## 6) REQUIREMENTS

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

- Doctor of Veterinary and animal science Medicine;
- Proven capacity to develop practical training guidelines and conduct training sessions related to Livestock management [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

### Responsibilities of WWF-Pakistan's Food& Markets team

- Ensure active participation of the farming community.
- Facilitate the consultant in effective demonstration of the deliverables.
- Maintain follow up with consultant and field teams for regular practice of the newly taught skill in the community.
- WWF-Pakistan reserves the right to accept any proposal or reject all proposals.
- Only shortlisted consultants will be contacted for further consideration.

## 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](mailto:fakhan@wwf.org.pk))

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

## 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.