



Consultancy Ref No: 121/F&M/SOUTH/23-24

## **RFP FOR CONSULTANCY SERVICES WWF-PAKISTAN**

### **SUBJECT:**

**Trainings on “Pre- and Post-Harvest Losses” in Hunza GB**

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### **Application Submission:**

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

<https://forms.gle/qazomXoWh7FSWcL29>

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## 1) INTRODUCTION & BACKGROUND

**Contract type:** Consultancy and Services

**Duration of assignment:** One month

**Type:** Firm/Individual

### **Background of Project & Assignment:**

Apricot value chain (AVC) is a one-year project of WWF-Pakistan under the umbrella of its Food and Markets Programme. The project aims to reduce food losses in apricot value chain in Gilgit Baltistan. It also aims to improve the livelihoods of small landholding farmers in GB through value addition to the apricot products including solar drying, packing, storage, etc. Moreover, the project is aimed to work with 50 apricot producing farmers in GB. Initially, the farmers are provided with the innovative solutions in the form of solar dryer for the drying of apricot and also with the hermetic and packaging bags to improve the quality and storage of the product. Secondly, the selected farmers will be provided with the trainings to enhance their technical skills during pre/post-harvest, storage, drying, etc of the apricot. Lastly, the project aims to create a sustainable market linkage with the farmers in order to enhance the income of the farmers associated with apricot farming.

## 2) GENERAL CONDITIONS

- 1) WWF-PAKISTAN reserves the right to reject or accept any proposal. WWF-PAKISTAN reserves the right to proceed with the implementation of any Service, in whole or in part, as described in the Proposal.
- 2) 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. 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) 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, WWF-PAKISTAN is entitled to change/replace or omit any clause/part of the preliminary defined scope of services of the proposal. WWF-PAKISTAN shall conduct negotiations with WWF to achieve the full compliance to the requirements.
- 5) 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 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 overall objective of consultancy is to inculcate and train selected farmers on pre and post-harvest management of apricot in five villages Hunza, Gilgit-Baltistan
- b. **Specific Tasks:**
  - Conduct trainings on key topics related to pre- and post-harvest losses of apricot value chain in the region.
  - Deliver engaging and interactive training sessions using appropriate tools/techniques i.e. Brochures, Pamphlets, Knife, Gloves, mask and other PPEs to ensure participants understanding and active participation in the five villages of project which includes (Dorkhan, Karimabad, Khyber, Ghulkin, Gulmit)

- Conduct pre-training assessments to gauge the baseline knowledge and practice of the participants, and post- training assessments to measure the effectiveness of the training and later on conduct a endline survey for the same selected farmers.
- Provide practical demonstrations and hands- on activities to reinforce learning and encourage participants to adopt healthy behaviors.
- Adapt training content as needed to address specific cultural, social, or contextual factors of the target audience.
- Address participant’s questions, related to pre- and post-harvest losses.

#### 4) DELIVERABLES

- Training curriculum and materials, including presentations, handouts and visual aids.
- Conduct training of the participants in Gilgit-Baltistan on pre- and post-harvest losses.
- Field demonstrations for the selected farmers in respective villages on pre/post-harvest, drying, storage, transportation, etc.
- Prepare and submit a comprehensive training report, including an analysis of pre and post training assessment/baseline-endline, participant’s feedback, and recommendations for sustained behavior change.

#### 5) REQUIREMENTS

- a. Qualification: Master’s degree in Agriculture or related field.
- b. Strong understanding of technical knowledge in Agriculture specifically food science and horticulture, Knowledge on pre- and post-harvest technologies, Training and capacity building expertise, Knowledge of quality control and quality assurance, Communication and stakeholder engagement.
- c. Experience: Five years of experience in designing and delivering hygiene promotion training programs and experience working with rural communities and school children.
- d. Knowledge of local languages, that can be used while delivering the training for the ease of understanding.
- e. Identifies and aligns with the core values of the WWF organization: Courage, Collaboration, Respect & Integrity;
- f. Demonstrates WWF behaviors in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
- g. Adheres to WWF’s brand characteristics, which are: Knowledgeable, Optimistic, Determined and Engaging.

#### 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/qazomXoWh7FSWcL29>

##### 2. If Any **Queries** may send 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))

The RFP submission deadline mentioned on WWF-Website.

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 GB.

**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 are **Pkr Rs. 300,000**