Terms of Reference
for
Training of Trainers (ToTs) on Technical training on Backyard Homestead poultry and small scale egg incubation
for women entrepreneur for improving their livelihood in Punjab and Sindh

Food and Markets, WWF-Pakistan

Project Background:
WWF-Pakistan’s Food & Markets Programme endeavors to empower and build capacity of the marginalized resource, poor farmers’ communities. This is done through innovation and dissemination of economically efficient ecological farming solutions and technologies, linkage development for agricultural commodities’ supply chain improvement, gender empowerment, ensuring food security and promotion of alternate livelihood improvement solutions for farmers.

WWF-Pakistan is working with more than 250,000 small, medium & large scale farmers over an area of more than 600,000 hectares of cotton, helping them comply with Better Cotton Production Principles & Criteria. The criteria are to improve sustainability of cotton production, resulting in substantial benefits for people, environment and the cotton sector.

Over the years, numerous capacity building trainings have been done for women education, health & hygiene and various other topics which are benefiting them in multiple ways. In the current era there is a need for effective engagement with religious/social leaders starting with listening to their opinions and involving them directly in processes of reflection around strongly held social norms that affect women’s rights and other sensitive topics, such as women’s involvement in decision-making and their right to work.

Objectives:
The main objectives of this consultancy are:

- Capacity building of Women Field staff on “Sustainable homestead &backyard poultry rearing, and usage of small scale egg incubators, feed additives processing”.
- Skill enhancement of field team on demonstration & preparation of feed additives, husbandry practices, disease prevention and management at local level
- Capacity building of women field staff on egg Incubation and post care practices of young chicks.

Scope of Work:
The training course on “Sustainable homestead &backyard poultry rearing, and usage of small scale egg incubators, feed additives processing will help the field team to learn with theoretical knowledge but also with practical experience. Field team have got proper conceptual clarity on technicalities and would be able to replicate the knowledge to women entrepreneurs. The training is going to be plan for all regions (2 days theoretical sessions) and The training will be conducting in Multan. Trainees will be all WFTs, potential WFF, and PU Supervisors.

Specific Tasks:
- Lecture on Backyard poultry management and feed additives.
- Hands on training on feed additives preparation, its use and handling
- Lecture on common poultry diseases and its prevention
- Lecture on eggs selection and eggs handling for artificial incubation
- Demonstration and hands on practice of home based poultry incubators

All the necessary expenses of travel, accommodation and boarding/lodging will be borne by WWF-Pakistan for this training program.

Expected Outputs/Deliverables:
- Prepare and submit training course outline, course contents, PPT, Handouts, training delivery schedule for Women Field Force (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

**Time Frame**
- The consultancy will be undertaken over a period of 2 days with a maximum of 12-15 person each training of professional services. Work will commence immediately after contract signing.
- This consultancy is field-based and would involve active participation in meetings with the Food & Markets Team technical team

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<thead>
<tr>
<th>Sr. #</th>
<th>Training location</th>
<th>Total Days</th>
<th>Regional team</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Multan I</td>
<td>2 days</td>
<td>ShujaAbad+ Chichawatni+ Jhang</td>
</tr>
<tr>
<td>2</td>
<td>Multan II</td>
<td>2 days</td>
<td>Khanewal+ Muzaffargarh</td>
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<tr>
<td>3</td>
<td>Bahawalpur I</td>
<td>2 days</td>
<td>Lodhran</td>
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<tr>
<td>4</td>
<td>Bahawalpur II</td>
<td>2 days</td>
<td>Bahawalpur+ KPT</td>
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<tr>
<td>5</td>
<td>Sukkur I</td>
<td>2 days</td>
<td>Sukkur+ Ghotki</td>
</tr>
<tr>
<td>6</td>
<td>Sukkur II</td>
<td>2 days</td>
<td>Kher Pur</td>
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**Required Qualifications/Skills**
- Doctor of Veterinary Medicine
- Proven capacity to develop practical training guidelines and conduct training sessions related to Backyard Poultry Management and feed additive preparation.
- Minimum 2-3 years of practical experience on poultry and egg incubation
- 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.
- Experience of working with social and religious leaders
Criteria of Evaluation

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.

- Technical Proposal 70%
- Financial Proposal 30%

The following criteria shall be used as a basis for evaluation of technical proposals:

- Qualifications (maximum 30 points)
- Experience relevant to the assignment (maximum 30 points)
- Adequacy of the proposed methodology and work plan (maximum 20 points)
- Skills & Competencies for the assignment (maximum 10 points)
- Prior experience with WWF-Pakistan (maximum 10 points)

Budget

The tentative budget threshold for this specific assignment is **PKR 450,000/- inclusive of taxes and out of pocket expenses (PKR 300,000/- as remuneration and PKR 150,000 on actual basis for the travelling and accommodation etc.)**. Evaluation process will be competitive; therefore, all the required documents should be submitted.

Note: Late/ incomplete submissions will not be accepted. Only three (03) top ranked firms will be included in the comparative process.