Terms of Reference
for
TOT on Advance Apiculture as an alternate income generation opportunity for rural communities

Food and Markets Program, WWF-Pakistan

Project Background:

WWF-Pakistan’s Food & Markets programme is implementing livelihood improvement and gender empowerment activities at grass root level through engagement with rural communities especially in core cotton growing regions of Pakistan. The objective is to build the capacities of farming communities/worker women on alternate income generation opportunities and enable them to start their homestead level micro-enterprises leading to improved socio-economic and environmental resilience of Cotton farming families. Throughout the years, frequent capacity building trainings have been done for worker women 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 plan to train these hardworking rural women with prerequisite training and capacity building on some particular farming skills that can help them to explore alternate income generation opportunities.

Objectives:

The main objective of this training is

- Capacity building of 12 staff members on “TOT on Advance Apiculture as an alternate income generation opportunity for rural communities”
- Hands-on training on prevention and management of seasonal challenges of apiculture or honey bearing rearing.

Scope of Work:

Training course is meant to develop a comprehensive 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 field trainers are going to be the participants of the training. WWF-Pakistan would be preferring to take consultancy from the recognized government institution who have expertise and residential training facility as well.

Specific Tasks:

The training should comprise of the following activities:
- Lecture, Demonstration & hands on practice for Queen Rearing.
- Lecture on Integrated Pest Management (IPM) of Bee Hives
- Lecture and demonstration on honey quality check with respect to environment and weather.
- Demonstration of different techniques for troubleshooting day to day challenges.

All the necessary expenses 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 staff 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 programs including list of trainees with contact details

Duration:

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<thead>
<tr>
<th>Sr. #</th>
<th>Training location</th>
<th>Timeline</th>
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<tr>
<td>1</td>
<td>5 Days technical Training</td>
<td>August – September 2022</td>
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Required Qualifications/Skills

- Registered and recognized government institution
- Proven capacity to develop practical training guidelines and conduct training sessions related to Apiculture (Bee keeping) [Minimum 3 years of experience in conducting said trainings]
- Experience in documentation, reporting and evaluation of training sessions
- Good communication and writing skills in English;
- Good know how of local languages;
- Ability to plan, prioritize and produce quality results on time
- 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.

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 325,000/- inclusive of taxes and out of pocket expenses**. 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