Terms of Reference
Pre & Post Technical training sessions on practical demonstration of Apiculture leading to successful entrepreneurship and business development by rural families

Project Background:
WWF-Pakistan under its Food & Markets Programme is currently working with more than 300,000 farming families in Punjab & Sindh. Key areas of focus are promotion and demonstration of climate-smart agricultural practices that can help in reducing GHG emissions and enhancing the livelihood of farmers and rural worker women through introducing alternate income generation opportunities. Livelihood Improvement and alternate income generation 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 agri-landscapes. Food & Markets Programme’s objective is building the capacities of farming/Rural communities on alternate income generation opportunities and ensuring that enabling mechanisms are in-place for supporting rural community led micro-enterprises, acting as an economic force leading to improve socio-economic and environmental resilience of rural families. This particular project with financial support of GIZ-Pakistan aims to promote rural entrepreneurship among local communities and returning migrants in South Punjab through capacity-building and in-kind support.

Objective of the Task:
The main objectives of this training course are
- Capacity building of rural communities on “Apiculture/Honey bee rearing as Business model for rural entrepreneurship”
- Demonstration, installation & handing-over of apiculture equipment in selected locations.
- Educate homestead apiculture business development techniques and related management skills.

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 to achieve entrepreneurship goals. 10 - 12 days of on field training will be conducted in different beneficiary groups of South Punjab.

Specific Tasks:
The training should consist of the following activities:
- Technical aspects and knowledge on beekeeping for good production.
- Hands on training on apiculture (bee keeping) and related handling activities involved.
- Demonstration of technical equipment, its use and handling.
- Importance and technical aspects of bee rearing, disease management and packing and storage techniques.
- Handling, packaging, labeling, transport and selling of honey and its related quality assurance practices.
- Business management skills related to homestead apiculture business including financial literacy, record keeping, brand development and scaling up, etc.

All the traveling, boarding, lodging and 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 field staff and communities 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

Duration:
This consultancy is field-based and would involve active participation in meetings with the project technical team. The consultancy will be undertaken for a total 10-12 days of in-person technical training divided in a pre and post schedule in field areas of south Punjab with a maximum of approximately 20-25 person days of professional services. Work will commence immediately after contract signing.

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Training location</th>
<th>No. of training Sessions</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>South Punjab</td>
<td>10 - 12</td>
<td>September - December, 2022</td>
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Responsibilities of WWF-Pakistan’s team
- Ensure active participation of farming Families.
- Facilitate the consultant in effective demonstration of the deliverables.
- Regularly follow up with consultant and field teams for regular practice of the newly taught skill in the community.

Required Qualifications/Skills
- Post-graduate degree in Entomology;
- 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;
- Ability to plan, prioritize and produce quality results on time
- Adhere to WWF’s values, which are: Courage, Integrity, Respect and Collaboration
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 340,000/- inclusive of taxes (Remuneration PKR 160,000/-, Travelling and Accommodation: PKR 180,000/- on actual basis). 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.