



Date: 16 May 2024

TENDER No. 2024/FAIND/FAIND/127303

REQUEST FOR PROPOSAL (RFP)

CLOSING DATE: 15 June 2024 – 17:00 hrs (Indian Standard Time)

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 194 member nations. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

To achieve its goals, FAO cooperates with thousands of partners worldwide, from farmers’ groups to traders, from non-governmental organizations to other UN agencies, from development banks to agribusiness firms (further and more detailed information on FAO can be found on the internet site: <http://www.fao.org>).

In preparing your offer, you should take into account the international status and activities of FAO by submitting your best commercial terms. You should also be aware that FAO enjoys certain privileges and immunities which include exemption from payment of Value Added Tax ("VAT" or "IVA"), customs duties and importation restrictions.

FAO requests the provision of the following services:

Engaging a Consulting Agency for conducting the Study on the Economic Impact of Antimicrobial Resistance (AMR) in Poultry Sector

The invitation is subject to the following procedures and conditions which you deemed to have accepted by participating in this tender:

1. Procedures

- 1.1. You are invited to submit an offer for the above-mentioned services. A description of the requested services is provided in **Appendix A**;
- 1.2. In submitting your offer, you are supposed to have considered all aspects relevant to the performance of the proposed contract and to have obtained all necessary information and data as to risks, contingencies and other circumstances which may influence or affect your offer;
- 1.3. It is understood that all documents, calculations, etc. which may form part of your offer will become the property of the Organization, who will not be required to return them to your firm.
- 1.4. The Organization may decide to make a partial award or no award at all should it consider that the results of this tender and/or any other related circumstance so require;

- 1.5. FAO shall have no obligation to purchase any minimum quantities of goods or services from the agency, and shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity as described in Appendix A from any other source at any time;
- 1.6. All costs incurred to prepare your bid have to be borne by you; FAO will not be liable to reimburse any or all of such cost;
- 1.7. The Organization reserves the right to publish the details of awards, including supplier name and country, total Contract value and a brief description of the services. In all cases, unsuccessful bidders will be notified;
- 1.8. Consortium of firms will be accepted provided that the companies indicate which firm will be the main agency and will be responsible for the signature of the relevant contract. Bidders adhering to the Consortium will have to notify FAO of their acceptance to participate in the Consortium.
- 1.9. Registration as a vendor in the UN Global Marketplace (UNGM), www.ungm.org, is a prerequisite for receiving an award from FAO. Please register your firm with UNGM. If you have any difficulties registering, please contact UNGM team using the Help button on the web site www.ungm.org.
- 1.10. The Organization has adopted a zero-tolerance approach to fraud, and it prohibits firms from engaging in corrupt, fraudulent, collusive, coercive, unethical and obstructive practices when participating in procurement activities. As provided by the Vendor Sanctions Procedures (http://www.fao.org/fileadmin/user_upload/procurement/docs/FAO_Vendors_Sanctions_Policy_-_Procedures.pdf), if the Organization determines that a firm has engaged in such conduct, it will impose sanctions and may share information on sanctioned firms with other Intergovernmental or UN Organizations;
- 1.11. A firm and its affiliates, agents and subcontractors should not be suspended, debarred, or otherwise identified as ineligible by any Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by the institutions and bodies of economic integration organizations (e.g., the European Union). You are therefore required to disclose to the Organization whether your firm, or any of your affiliates, agents or subcontractors, is subject to any sanction or temporary suspension imposed by any such organization or National Authority at any time during the three years prior to the contract or at any time throughout the execution of the contract. You acknowledge that a breach of this provision will entitle FAO to terminate its contract with your firm, without any liability for termination charges or any other liability of any kind of FAO, and that material misrepresentations on your status constitute a fraudulent practice;
- 1.12. Bidders must certify that their firm is not associated, directly or indirectly, with entities or individuals (i) that are associated with terrorism, as in the list maintained by the Security Council Committee established pursuant to its Resolutions 1267 (1999) and 1989 (2011), or (ii) that are the subject of sanctions or other enforcement measures promulgated by the United Nations Security Council. Selected bidders also agree to undertake all reasonable efforts to ensure that none of the funds received from FAO under the awarded contract are used to provide support to individuals or entities associated with terrorism or that are the subject of Security Council sanctions. This provision must be included in any subcontracts, sub-agreements or assignments entered into under the awarded contract. The Bidder acknowledges and agrees that this provision is an essential term of the awarded contract and any breach of these obligations and warranties shall entitle FAO to terminate the

Contract immediately upon notice to the agency, without any liability for termination charges or any liability of any kind of FAO;

- 1.13. Bidders must certify that their company and/or subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for this tender;
- 1.14. Please note that Bidders who use an independent consultant to assist in the preparation of offers may risk engaging in unacceptable practices if the same consultant assists another Bidder to prepare an offer for the same tender. Bidders are reminded that they are fully responsible for the conduct of any consultant who may be used to prepare offers for FAO tenders and they should take all measures to ensure that any independent consultant engaged to assist in the preparation of an offer for an FAO tender has not and will not be involved in the preparation of an offer for another Bidder for the same tender process.

Bidders are kindly requested to disclose to the best of their knowledge whether their company has any personal or professional relationships with FAO. The disclosure shall include all relevant details and should include, but not be limited to:

- **ANY** current or past employment relationship with FAO of your company's representatives and employees;
- **ANY** current or past relationship with any FAO staff member (family members, spouses, etc.) of your company's representatives and employees.

- 1.15. Fairness and transparency are fundamental principles for FAO procurement activities. Firms that believe that the procurement process was not fair and transparent may request feedback from the office that issued the tender. If a satisfactory response is not received, a firm may present a protest following the bid protest procedures detailed in the following link: <http://www.fao.org/unfao/procurement/codeconduithetique/protests/en/>. To report allegations of fraud or misconduct in the procurement process, bidders may submit information, also anonymously, to the Office of the Inspector General Hotline: <http://www.fao.org/aud/69204/en/>.

2. Evaluation

The offers received will be evaluated by applying the mandatory requirements indicated in paragraph 2.1 below and the qualitative evaluation criteria indicated in paragraph 2.2 below. Pass/Fail methodology will be used for the mandatory requirements, whilst the qualitative evaluation criteria will be rated. The qualitative criteria will have a weighting of 70% on the final evaluation results, and the price will have a weighting of the remaining 30%.

FAO reserves the right to consider, and disqualify firms based on, documented prior poor performance, including but not limited to poor quality of goods or services provided, late delivery and unsatisfactory performance. FAO also reserves the right to have further discussions/negotiations with the Bidder prior to issuance of a letter of acceptance.

2(a) Technical Evaluation

The Technical Proposal (TP) will be reviewed by applying the mandatory requirements indicated in **paragraph 2.1** below. Pass/Fail methodology will be used for the mandatory requirements. Only the TP

complying with mandatory requirements will be further evaluated according to the qualitative evaluation criteria indicated in **paragraph 2.2** below.

The assessment of the TP accounts for 70% of the overall evaluation. The Rating of the TP will be obtained through the following formula:

$$TP \text{ Rating} = \frac{\text{Points awarded to the proposal}}{\text{maximum points available}} \times \text{Weight of the technical proposal (70\%)}$$

Only the Bidder with a TP rating of 42 points or above will be considered for the second stage of the evaluation process.

2.(b) Financial Evaluation

The Financial Proposal (FP) of the Bidders with a Technical Proposal rated above 42 points will be opened at this stage. **The FP has a weight of 30% of the overall evaluation.** The Rating of the Financial Proposal (FP) will be then obtained through the following formula:

$$FP \text{ Rating} = \frac{\text{Lowest Priced Proposal}}{\text{Price of the Proposal under review}} \times \text{Weight of the financial proposal (30\%)}$$

The proposal with the highest Total Combined Score would be considered as the proposal that provides the best value for the money and therefore, recommended for contract award. The Total Combined Score will be obtained through the following formula:

$$\text{Total Combined Score} = \text{TP Rating} + \text{FP Rating}$$

FAO reserves the right to consider, and disqualify firms based on, documented prior poor performance, including but not limited to poor quality of goods or services provided, late delivery and unsatisfactory performance. FAO also reserves the right to have further discussions/negotiations with the Bidder prior to issuance of a letter of acceptance.

2.1. Mandatory Requirements

Bidders are required to fulfil the following mandatory requirements. **Failure to provide the required information/documents will result in the disqualification of the bidder from the tender evaluation process.**

- 2.1.1 Copy of valid business license or legal registration certificate indicating the business premises/address, proving that a firm is legally registered entity.
- 2.1.2 Proposer's business profile, describing at least five (5) years of experience in works of similar nature for different stakeholders, international organization, government.
- 2.1.3 Evidence of successful track record of designing, developing and supporting implementation of two (2) similar assignments with multilateral and bilateral agencies, GOI projects, other sponsors (private sector, donors, etc.) in India or abroad.

- 2.1.4 Copy of independently audited financial statement or financial statements certified by Chartered Accountant for the past five (5) years to assess the financial stability, cash flow consistent with the assignments undertaken.
- 2.1.5 CVs of team members (please check section IV of Appendix A for minimum staffing required) is desired (Sample CV Template is attached in Appendix B).
- 2.1.6 The Technical Proposal prepared in line with the information provided in Appendix A and Appendix B, attached to this Letter of Invitation.

2.2 Evaluation Criteria

Criteria Category	Score weightage	Points obtainable
Expertise of Firm / Organization	20%	20
Proposed Methodology, Approach and Implementation Plan	30%	30
Management Structure and Key Personnel	20%	20
Technical proposal (Forms 1+2+3)	70%	70
Financial Proposal	30%	30
Total	100%	100

Pass score: Bidders should score at least 42 points in their technical proposal in order to be considered for the next stage of the evaluation. Bidders with a score below the minimum required for any criteria category will be disqualified.

* Points for the financial offers will be calculated according to the following formula:

$$\text{Points} = (A/B) * [\text{SELECT APPROPRIATE NUMBER; e.g., 40}]$$

Example: Bidder A's price is the lowest at [\$10.00]. Bidder A receives [40] points
 Bidder B's price is [\$20.00]. Offer B receives $[(\$10.00/\$20.00) * 40 = 20]$ points
 Bidder C's price is [\$25.00]. Offer C receives $[(\$10.00/\$25.00) * 40 = 16]$ points

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	Prior experience in conducting Economic impact in Health/Animal Health sector	5
1.2	Additional organizational experience in area of expertise (the staff working/hired for the contract) (See point IV. <i>Suggested Staffing</i> of Appendix A)	5
1.3	Proven track record of experience of health economic study in the developing countries	5
1.4	Proven track record in working for the projects funded by GOI or State governments and/ or IFI/Multilateral agencies etc	5

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
	Total Part 1	20

Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	5
2.2	Have the important aspects of the task been addressed in sufficient detail?	5
2.3	Is the conceptual framework adopted appropriate for the task?	7
2.4	Is the scope of task well defined and does it correspond to the Terms of Reference?	7
2.5	Is the proposal clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	6
	Total Part 2	30

Technical Proposal Evaluation Form 3			Points Obtainable
Management Structure and Key Personnel			
3.1	Team Leader (1)		
		Sub-Score	
	General Qualification	7	
	Suitability for the Project		
	- Experience of developing in India and internationally for similar programs with considerable scale	4	
	-Experience to work in multi-stakeholder environment including government agencies, donor agencies		
	- Qualifications in area of expertise	3	
3.2	Health/Agri Economist		
		Sub-Score	
	General Qualification	6	
	Suitability for the Project		
	- Qualifications in area of expertise	3	
	- Experience in conduct of Economic Impact Analysis	3	
3.3	Economist/Technical Expert		

Technical Proposal Evaluation Form 3				Points Obtainable
Management Structure and Key Personnel				
			Sub-score	
	General Qualifications		6	
	Suitability for the Project			
	- Qualifications in area of expertise	3		
	Experience in conduct Economic Impact Analysis	2		
3.3	Any other related staff	2		
	Total		20	

The financial proposal will be assessed as per the procedure detailed in **paragraph 2.(b)**

3. Documents Enclosed

To facilitate preparing your proposal the following documents are enclosed:

- 3.1 The "**Proposal Summary**" form, to be used for submitting your proposal;
- 3.2 **Appendix A** to the Letter of Invitation, which provides the "**Terms of Reference**" object of the tender;
- 3.3 **Appendix B** to the Letter of Invitation, which provides the "**Format of Technical Proposal**";
- 3.4 **Appendix C** to the Letter of Invitation, which provides the "**Financial Proposal Form**" and
- 3.5 The draft **Contract** FAO intends to award consisting of the Sections I and II, and relevant Annexes.

4. Documents to be submitted

The proposal should be submitted in **two (2) separate parts** (i.e., two different SUBMISSION METHOD) consisting respectively of **Part A) Technical Proposal** and **Part B) Financial Proposal** which should be prepared as follows:

4.1 Part A) Technical Proposal:

- 4.1.1 Information/Documents to support the Mandatory Requirements indicated in paragraph 2.1 above;
- 4.1.2 The duly completed "Proposal Summary" mentioned in paragraph 3.1 above, using the form enclosed herewith or copies of such form; and
- 4.1.3 The Technical Proposal prepared in line with the information provided in Appendix A to this Letter of Invitation (paragraph 3.2 above), as well as the duly completed Appendix B, which includes B-1, to the Letter of Invitation (mentioned in paragraphs 3.3 above)

4.2. Part B) Financial Proposal:

- 4.3.1 The information requested in Appendix C to the Letter of Invitation (paragraph 3.4 above).

5. Form of Submission and Closing Date

5.1 Your **Technical Proposal** and **Financial Proposal** should be submitted as follows:

TO ENSURE THE VALIDITY OF YOUR OFFER, IT MUST BE SUBMITTED AS FOLLOWS:

1. Uploading your Bid on UNGM:

Please login and upload all the documents requested in paragraph 4 to this Letter of Invitation in the designated placeholders in the UNGM portal and within the indicated deadline.

It is the exclusive responsibility of the bidders to ensure that the files are uploaded before the tender deadline. The system will reject any bid received after the deadline.

Please follow the instructions below to upload the electronic files in the UNGM portal:

- a) **Log in the UNGM website** with your e-mail and password;
- b) Click on MY TENDERS and select the tender;
- c) Click on VIEW DOCUMENTS (green button on the left of the specific tender notice you are interested in);
- d) Click on the second tab of the tender notice;
- e) Click on the “OPT IN” button;
- f) To upload all the documents, go under “MY TENDER RETURN – MAIN” and proceed, as follows:
 - To upload the Technical Proposal, click on the red button “UPLOAD DOCUMENT”, under the “Technical Proposal” envelop, as instructed in the corresponding “Description”
 - To upload the Financial Proposal, click on the red button “UPLOAD DOCUMENT”, under the “Financial Proposal” envelop, as instructed in the corresponding “Description”.

NOTE: It is highly recommended that the size of the files does not exceed 5MB and that the format of the files is “PDF”, unless otherwise requested.

IMPORTANT: Once all files are uploaded, please remember to click on the red button “SUBMIT MY RETURN” to send your offer. If the submission is properly completed, you will be able to view and download a receipt under the “HISTORY” tab.

SUBMISSIONS BY E-MAIL OR FAX ARE NOT ALLOWED.

2. Modification or Withdrawal of Bid:

A bidder may, without prejudice, modify or withdraw an offer before the deadline with the “MODIFY RETURN” function. No offer may be modified after the deadline for submission.

3. No Bid Notice:

In the event that your company is not interested to participate in this tender, the Organizations would appreciate your feedback with a brief explanation. In this case, you are kindly requested to click on the “OPT OUT” button displayed in the UNGM portal to send your reason for non-participation.

- 5.2 Your proposal should reach this Organization not later than:
15 June 2024 – 17:00 hrs (Indian Standard Time)
- 5.3 We would appreciate your acknowledging receipt of this invitation and indicating your intention as to whether or not you will submit a bid by expressing interest in UNGM.

6. Communications Concerning this Tender:

Bidders are responsible for appropriately examining this tender. If you find discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, you shall submit any request for clarification through the aforementioned “CORRESPONDENCE” tab.

In submitting a request for clarification, please do not, under any circumstances, submit a copy of your offer or reveal any information about your intended quotation. This will invalidate your offer.

IMPORTANT: Deadline for technical questions is 27 May 2024

It is regretted that information cannot be provided by telephone.

- 6.2** Responses to clarification enquiries will be simultaneously issued by FAO to all bidders through the UNGM portal. The system will send automatic e-mail notifications to all bidders every time a clarification, or any other communication related to the tender notice, is sent out by FAO.

All FAO’s responses to bidders’ questions will be uploaded under the “CLARIFICATIONS” tab of your Tender Management page and made available to all bidders. Please ensure to read all the clarifications as they become part of the tender specifications.

FAO shall endeavour to provide answers to clarifications in an expeditious manner and not later than **five (5) days before the closing date**. Any delay in such response shall not cause an obligation on the part of FAO to extend the submission date of the Bid, unless FAO deems that such an extension is necessary.

7. Completeness of Proposal

A proposal will only be considered if it contains all of the above information and documents and observes the provisions of the enclosed draft contract. Incomplete proposals may be rejected as otherwise it will not be possible to evaluate all proposals on an equal basis.

8. Participation by FAO

You should examine carefully the nature and extent of the participation in the contract performance by FAO as set out in Part III of the "Proposal Summary" as it is assumed that all other requirements for its successful completion are provided at the cost of the agency. **You should therefore state in the appropriate space any additions or modifications which you suggest for a satisfactory performance of the framework agreement.**

9. Privileges and Immunities

FAO enjoys certain privileges and immunities which include exemption from payment of "IVA" (VAT), customs duties and importation restrictions.

10. Currency of Proposal and of Contract

Your proposal should be expressed in **Indian Rupees (INR).**

11. Payment Terms:

The **Accepted Contract price** would be fixed and no other ancillary / extra estimates would be acceptable after the signing of the contract.

Any change to the Contract price can be made only if the Parties have agreed to the revised scope of Services pursuant to any amendment in writing the Terms of Reference in **Appendix A.**

The Payment terms would be:

Sl. No	Amount	Payable Upon
1	20%	Submission of concept note and workplan
2	20%	Collection of Technical data & Finalization of study methodology
3	40%	Submission of Draft report
4	20%	Final Report and its presentation

May I take this opportunity of expressing our appreciation of your interest in assisting the Organization in the implementation of this undertaking.

Yours sincerely,



Takayuki Hagiwara
FAO Representative in India

PROPOSAL SUMMARY

Instructions: Please complete the spaces left blank below. Prices should be quoted in Indian Rupees and all documents are to be provided in English

PART I: Mandatory Requirements

- ☐ I certify to have submitted all the information/documents requested for the Mandatory Requirements set forth under paragraph 2.1 of the Letter of Invitation and which are:

[....]

PART II: Commencement of Contract Performance

- ☐ I undertake to commence the performance of the contract within [X days/weeks] of the contract itself duly signed by FAO and complete the required services [X weeks/months] from contract start date.

PART III: Participation by FAO in the Contract

Either:

- ☐ I certify that the inputs to be provided by FAO, as set out in the Letter of Invitation are adequate and sufficient for a satisfactory contract performance;

or

- ☐ For a satisfactory contract performance, the following would have to be provided (please indicate the related costs only in your financial offer):

PART IV: Financial Offer

- ☐ I hereby confirm that I have completed **Appendix C** to the Letter of Invitation showing the costs proposed for the requested services.

PART V: Completeness of Proposal

- ☐ I certify that my proposal complies with **Appendix A** to the Letter of Invitation.
- ☐ I certify that I have submitted the duly completed **Appendix B** to the Letter of Invitation.
- ☐ I confirm having obtained all relevant data and information as regards risk, and any other circumstances which may influence or affect the performance of the contract, which have been duly taken into account in the formulation of this proposal.

PART VI: Certification of Proper Procedures

- ☐ I certify that my firm/organization (including all members of a consortium, if applicable) and its subcontractors are not associated, directly or indirectly, with the consultant or any other entity who prepared the terms of reference or other bidding documents for the project.
- ☐ I acknowledge that my firm is responsible for any consultant, including independent consultants, who assists in the preparation of offers and confirm that my firm has taken all measures to ensure that any independent consultant engaged to assist in preparing this offer has not and will not be involved in the preparation of another bid for another bidder for the same tender process.

PART VII: Conflict of Interest Disclosure

Either:

- ☐ To the best of my knowledge, I confirm that none of my firm's representatives or employees has a current or former employment relationship with FAO, and none of my firm's representatives or employees have a current or past relationship with an FAO staff member (family members, spouses, etc.).

or

- ☐ I have provided below details regarding the following representatives or employees of my firm who have a current or former employment relationship with FAO and/or who have a current or past relationship with an FAO staff member:

PART VIII: Contract Provisions

- ☐ I confirm that I have read and that I accept the standard provisions set forth in the said General Terms and Conditions for Services and I do not have any reservation.
- ☐ I certify that my firm has not and will not engage in corrupt, fraudulent, collusive, coercive, unethical or obstructive practices during the selection process and throughout the negotiation and execution of the contract.
- ☐ I confirm that my firm, including any affiliates, agents or subcontractors, is not subject to any sanction or temporary suspension imposed by an Intergovernmental or UN Organization, including any organization within the World Bank Group or any multi-lateral development bank, or by an institution or body of an economic integration organization (e.g., the European Union). If my firm, or any affiliates, agents or subcontractors, has been subject to any temporary suspension or sanction by any such organization or a National Authority within the preceding three years, I have provided further information below:

☐ I certify that my firm is not associated with any individual or entity appearing on the 1267/1989 list of the UN Security Council or with any individual or entity subject to any other sanctions or enforcement measures promulgated by the UN Security Council.

☐ I confirm that the terms and conditions of the draft contract as enclosed with this Letter of Invitation are acceptable except for the reservations explicitly set out in this Proposal Summary.

PART IX: Validity of Proposal

☐ This proposal is valid for acceptance for a period of TWELVE (12) MONTHS as from the deadline for the submission of the proposal indicated in the Letter of Invitation.

Name of Firm: _____

UNGM Number: _____

Mailing Address: _____

Tel: _____

Email: _____

Person(s) to contact: _____

Signature: _____

Date: _____

Name & Title: _____

Company seal: _____

APPENDIX A

TERMS OF REFERENCE

Terms of Reference for Consulting Agency for conducting the “Study on the Economic Impact of Antimicrobial Resistance (AMR) in Poultry Sector”.

1. Background:

Antimicrobial Resistance (AMR) presents a growing concern for animal health, with potentially profound economic implications for agriculture and related sectors. According to projections by the World Bank, AMR could trim annual global gross domestic product by approximately US\$ 1 trillion by 2030 and reduce global livestock production by approx. eight percent. Furthermore, the implications of antimicrobial resistance extend to impeding the attainment of Sustainable Development Goals, particularly those focusing on poverty reduction, good health, and general well-being.

In response to these pressing challenges, FAO India is taking the initiative to conduct a comprehensive study aimed at assessing the economic impact of AMR in the context of Poultry sector. The objective is to provide data-driven insights and recommendations to a diverse set of stakeholders, enabling them to proactively address and mitigate these far-reaching impacts.

2. Objectives:

The primary objectives of this study on the economic impact of AMR in Poultry sector are as follows:

Phase 1

- **Quantification of Economic Costs:** To rigorously quantify the economic costs associated with AMR. This includes a thorough assessment of losses in production, heightened healthcare expenses, and potential trade restrictions arising from AMR, and other related impacts.

Phase 2

- **Identification of Key Drivers:** To pinpoint the primary drivers contributing to the economic burden of AMR within the domain of poultry sector in India.
- **Evaluation of Sectoral Impact:** To evaluate the multifaceted impact of AMR on poultry sector, as well as its ripple effects on related industries such as food processing, environment, and veterinary services. Primary focus should be to generate data on economic impact due to AMR.
- **Recommendation of Evidence-based Strategies:** To provide a well-substantiated set of recommendations, rooted in best practices, for policymakers, animal health and poultry professionals, and stakeholders to effectively address and mitigate the economic impact of AMR in poultry sector.

3. Scope of Work:

The study on the economic impact of AMR in poultry sector only should encompass the following components:

- Study design: The consultant will design the study and present to FAO prior to initiation of data collection for the project, as the feasibility of study will depend on the Quality of Design. The study design should be statistically validated to see that outcomes are appropriate and relevant to the country.
- Data Collection: Rigorously collect relevant data, encompassing information on antimicrobial usage in poultry sector, economic losses, and the costs attributable to AMR-related infections.
- Geographical area: The study is proposed to be conducted Pan India.
- Economic Impact Analysis: Conduct comprehensive economic analyses to estimate the direct and indirect costs intricately linked with AMR in the context of poultry sector in India.
- Recommendations: Develop a meticulously crafted set of evidence-based recommendations - guided by robust data - for policymakers, animal health professionals, and stakeholders to effectively combat the economic impact of AMR in poultry sector and its shadowed effects on human health and environment.
- Study phases to be discussed and finalized during the presentation of study design.

4. Timeline:

The project is to be completed within a span of five months from the date of the award of the contract, with the initial 100 days allocated to data collection, regulatory and economic analysis (inception and data collection phase). The draft report is to be submitted within 120 days. All activities, including the final report, must conclude within the stipulated 150-day study duration. A monthly review report of the study must be regularly presented to FAO India.

Sl. No	Deliverables	Estimated Workdays	Total cost (INR)
1	Develop a Concept Note	05 Days	
2	Development of a Workplan (Deliverables, Timeline, Budget)	05 Days	
3	Identify Stakeholders and Obtain Technical Inputs and data	10 days	
4	Develop a methodology for this study	10 days	
5	Discuss, agree and finalize the methodology of the study with the ECTAD team of FAOIN and other stakeholders/experts	06 days	
6	Review of literature and collection of secondary and tertiary data	22 days	
7	Primary data collection from national perspective, Data synthesis, Field visits, Data verification	45 days	
8	Data analysis	15 days	

	Total Days	118 Days	
9	Draft a report of the study as per the FAO guidelines	07 days	
10	Organize a consultation meeting to discuss the findings of the study report, recommendations and preparation of related material.	05 days	
11	Finalize the study report after addressing the comments from the ECTAD team of FAOIN and other stakeholders.	10 days	
12	Provide technical support to develop technical materials and dissemination of findings	10 days	
	Total Days	32 Days	
	Grand Total Days	150 Days	

5. Budget and Resources:

The total allocation amount is to be finalized with an initial payment to be disbursed upon submission of the draft report as described previously. All budgetary approvals will be in accordance with FAO rules with approval of FAO representative in India (FAOR).

6. Reporting and Deliverables:

Interim and final reports should adhere to the format and content specifications provided by FAO. The firm is expected to accommodate provisions for presentations or briefings to policymakers and stakeholders within the poultry sector.

7. Quality Assurance:

Quality control measures will be implemented to ensure the accuracy and reliability of economic data and findings throughout the study, encompassing study design, data collection, analysis, interpretation of results, and presentation of findings.

8. Ethical Considerations:

The consultant agency is mandated to uphold the rights and confidentiality of information providers, interviewees, and stakeholders by ensuring compliance with relevant legal and ethical codes governing data collection. Furthermore, information, knowledge, and data acquired throughout the study shall be exclusively utilized for the evaluation and not for any alternative purposes. The firm is prohibited from disclosing any proprietary or confidential information related to the service, both during the term of the assignment and after its termination, without prior written consent. All materials, raw data and documents prepared by the consultants under this assignment shall be the exclusive property of FAO.

9. Review and Approval:

An internal committee will oversee the review and approval process for the study's findings, recommendations, and economic analyses, with consideration given to any peer review requirements.

10. Points of Contact:

For coordination and oversight of the study, the designated point of contact is the Operations and Program Specialist at FAO India.

11. Governing Law:

This Agreement shall be governed by general principles of law, to the exclusion of any single national system of law, in accordance with FAO Administrative Manual.

APPENDIX B

FORMAT OF TECHNICAL PROPOSAL

Please provide breakdown of all the activities you propose for the performance of this contract together with the relevant information. The Technical Proposal should include all main activities and deliverables requested by FAO in **Appendix A**, as well as any additional value-adding activities and deliverables you are proposing.

Technical Proposal shall be submitted in the following format:

Name of Proposing Firm/ Organization:	
Country of Registration:	
Type of Legal entity:	
Name of Contact Person for this Proposal:	
Address:	
Phone:	
E-mail:	

Form 1: Expertise of the Firm/ Organization																													
<p><i>1.1 Consulting Agency for conducting the “Study on the Economic Impact of Antimicrobial Resistance (AMR) in Poultry Sector”</i></p> <ul style="list-style-type: none"> • Provide supporting documents on.... • 																													
<p><i>1.2 Additional organizational experience in area of expertise</i></p>																													
<p><i>1.3 Proven track record of past experience of working in economic impact studies</i></p> <ul style="list-style-type: none"> • Describe experience on similar projects on delivering • Detail any specialized knowledge that may be applied to performance of the TOR. • Provide references of at least three (3) relevant projects implemented in the past five (5) years. <table border="1"> <thead> <tr> <th>Project</th><th>Client</th><th>Contract Value</th><th>Period of performance (from/to)</th><th>Role in relation to the undertaken to goods/services/works</th><th>Reference Contact Details (Name, Phone, Email)</th></tr> </thead> <tbody> <tr> <td>1</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>2</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>3</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>						Project	Client	Contract Value	Period of performance (from/to)	Role in relation to the undertaken to goods/services/works	Reference Contact Details (Name, Phone, Email)	1						2						3					
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<p><i>1.4 Proven track record in working for the projects funded by GOI or State governments and/ or IFI/Multilateral agencies etc</i></p>																													

Form 2: Proposed Methodology, Approach and Implementation Plan

2.1 To what degree does the Proposer understand the task?

- Provide a description of the organization's approach, methodology, and timeline for how the organization will achieve the objectives of the Terms of Reference (TOR).
- Provide a detailed description of how the management for the requested services will be implemented in regard to the TOR.

2.2

- Provide time plan in the form of **Gantt chart** illustrating all requested and proposed activities.

Form 3: Management Structure and Key Personnel

3.1 Composition of the team proposed to perform TOR, and the work tasks (including supervisory)

- Describe the availability of resources in terms of personnel and facilities required for the TOR.
- Describe the structure of the proposed team/ personnel, and the work tasks (including supervisory) which would be assigned to each. An organigram illustrating the office location (city and country), reporting lines, together with a description of such organization of the team structure, should be submitted.
- Provide Curriculum vitae (CV) of the proposed personnel that will be involved either full time or part time:
 - highlight the relevant academic qualifications, specialized trainings and pertinent work experience.
 - please use the format below, with each CV no more than THREE (3) pages in length.

Sample CV template:

Name:		
Position for this Assignment:		
Language Skills:		
Educational and other Qualifications		
Employment Record: [Insert details of as many other appropriate records as necessary]		
From [Year]: _____ To [Year]: _____		
Employer: _____		
Positions held: _____		
Relevant Experience (From most recent; Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under the TOR) [Insert details of as many other appropriate assignments as necessary]		
Period: From - To	Name of project/organization:	Job Title, main project features, and Activities undertaken

FINANCIAL OFFER FORM

FAO requests that you submit your financial offer according to the format below. Please insert as many lines as you need. The main activities should correspond to the main activities described in the workplan. Please note that the below is a detailed breakdown of the **total costs** for the project. [PLEASE ADJUST FORM AS APPROPRIATE]

Expenses	Unit type	Number of Unit	Unit costs	Total
Activity A : Specify the main activity - this should correspond to the main activity heading of the workplan				
Study on the Economic Impact of Antimicrobial Resistance (AMR) in Poultry Sector				
Other (specify)				
Other (specify)				
Subtotal A				
Subtotal B				
B: Other expenses (please include here all costs that are not related to any specify activity. Please specify the nature of these costs				
Other (specify)				
Other (specify)				
TOTAL A + B				

*** It is understood that this amount is a lumpsum and includes all costs incurred for the completion of all activities involved in the performance of this contract.**

No other expenses will be considered by the Organization beyond this amount.