

منظمة  
الاعنبة والزراعة  
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联合国  
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农业组织

Food and Agriculture  
Organization of the  
United Nations



Organisation des  
Nations Unies pour  
l'alimentation et  
l'agriculture

Продовольственная и  
сельскохозяйственная  
организация  
Объединенных Наций

Organización de las  
Naciones Unidas para la  
Agricultura y la  
Alimentación

28<sup>th</sup> May 2019

TENDER No. 2019/FABGD/FABGD/102011

## REQUEST FOR PROPOSAL (RFP)

CLOSING DATE: Wednesday, 19 June 2019 – 09:00 AM (Bangladesh Local 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.

### **IMPORTANT DATES:**

RFP send date: 28<sup>th</sup> May 2019

Pre-bidders conference: 11 June 2019 (FAO Representation, House#37, Road#8, Dhanmondi R/A at 10:30 am)

Question due date: 13 June 2019

Answers from FAO: 17 June 2019

Closing date: Wednesday, 19 June 2019

FAO requests the provision of the following services:

**“Training of Trainers for the Capacity Building of Community Service Providers in Cox’s Bazar”**

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 works. A description of the requested Works 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 Contractor, 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 Contractor 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](http://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](http://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](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 Contractor, 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/codedeconduitethique/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 40% on the final evaluation results, and the price will have a weighting of the remaining 60%.

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 required information/documents will result in the disqualification of the bidder from the tender evaluation process.**

#### 2.1.1 Eligibility Requirements

This request for Proposal is open to all entities that fulfil the mandatory requirements as specified below:

- a) the bidder should be a legal entity regulated and licensed by the Government of Bangladesh;
- b) the bidder's license should be valid for at least a period of one year from the date of submission of the proposal;

- c) the bidder must have a well-established presence in Bangladesh (representative office, field offices, contact points etc.);

## 2.2 Evaluation Criteria

### Selection Criteria and Scoring:

Criteria / Sub-criteria	Min. Scores	Max. Scores
<b>a. Content of technical proposal including the proposed methodology and Work plan in responding to the Terms of Reference:</b>	<b>0</b>	<b>30</b>
a <sup>1</sup> Content of technical proposal including approach and methodology	0	10
a <sup>2</sup> Work plan	0	5
a <sup>3</sup> Organization and Staffing	0	5
a <sup>4</sup> Capacity to expand	0	5
a <sup>5</sup> Design, content and advantages of the stakeholder's discussion (i.e. Discussion with DAE, DLS & DoF))	0	5
<b>b. Firm/Organization qualification and competency</b>	<b>0</b>	<b>30</b>
b <sup>1</sup> . 5 Years of experience in conducting Training Need Assessment(TNA), development of Session plan, module development , Training facilitation(parallel), Training Report in of International / national context.	0	10
b <sup>2</sup> . Contracts completed of similar value and scope executed within the last five years.	0	6
b <sup>3</sup> . Current work of same type in Bangladesh	0	6
b <sup>4</sup> . Current accessibility and operational capacity to other organization e.g. DAE, DoF, DLS etc. in Cox's Bazar of Bangladesh.	0	8
<b>c. Key professional staff qualifications and competence for the assignment:</b>	<b>0</b>	<b>40</b>
<b>c<sup>1</sup>. Team Leader/Project Coordinator</b>	<b>0</b>	<b>12</b>
i. Education - PhD or Masters in Agricultural Science / Extension / Development with 20 years' of national and international experiences in agricultural extension, livelihoods, farming technologies, monitoring and evaluation studies and market system development.)	0	4
ii. Previous experience in conducting relevant Training of Community Service Provider/Local service Provider on Organizational Development, Agribusiness/marketing by farmers group and farmers field School.	0	4
iii. Experience in conducting Training need Assessment, Session plan development, Module /Handbook development, Incorporation ICT through KoBo tools in M&E framework.	0	4
<b>c<sup>2</sup>. Organizational Development Expert</b>	<b>0</b>	<b>10</b>

Criteria / Sub-criteria		Min. Scores	Max. Scores
i.	Education - PhD or Masters in economics, development studies or relevant development / social science fields.	0	5
ii.	10- Years of demonstrated experience in market oriented organization, form market oriented organization, goal, objective, market Constitution in Bangladesh and / or abroad.	0	5
<b>c<sup>3</sup>. Agribusiness and Market Development Expert</b>		<b>0</b>	<b>8</b>
i.	Education (PhD/Masters in Agribusiness, business administration, economics or marketing)	0	4
ii.	15-20 experiences in market for the poor (M4P) and market for development systems, market mapping for the actors, backward and forward linkages, collective marketing actions and participatory market chain analysis, Collective production plan, buyers linkage.	0	4
<b>c<sup>4</sup>. Financial Inclusion Expert</b>		<b>0</b>	<b>10</b>
i.	Education (Masters in relevant subject with specialization in Access to Finance)	0	5
ii.	5 years experiences in relevant in collecting monitoring data, report generation	0	5
<b>TOTAL</b>			<b>100</b>

**Pass score: Bidders should score at least [60 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:  
Points= (A/B) \*60

Example: Bidder A's price is lowest at [\$10.00}. Bidder A receives [60] points  
Bidder B's price is [\$20.00}. Offer B receives [(\$10.00/\$20.00) \*60=30 points]  
Bidder C's price is [\$25.00}. Offer B receives [(\$10.00/\$25.00) \*60= 24 points]

### **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 "Statement of Services and Specifications" object of the tender;

- 3.3 Appendix B to the Letter of Invitation, which provides the “Documentation and Forms to be Submitted with the Technical Proposal”, which includes B-1: “Timeline of Performance”;
- 3.4 Appendix C to the Letter of Invitation, which provides the “Financial Proposal Form”; and

**4. Documents to be submitted**

The proposal should be submitted in **two (2) separate parts** 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:

**5.1.1 SUBMISSION OF YOUR BID**

**The registration with UNGM (<https://www.ungm.org/Vendor/Registration>) is a mandatory requirement in order to participate in this tender.** Please visit [www.ungm.org](http://www.ungm.org) for more information on how to register your company in UNGM.

Detailed instructions on how to access FAO tender documents and submit your bid through UNGM are attached herewith and can be downloaded from your UNGM Tender Management page by clicking on the “View Synopsis” button under the “Tender” tab.

If you encounter any difficulties using the UNGM system navigation and functionality please contact [support@in-tend.com](mailto:support@in-tend.com), referencing the exact FAO RFP number.

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

**a. Uploading your bid on UNGM**

Please login to the UNGM website and upload all the documents requested in

*Appendix- A- to the Letter of Invitation, which provides the “Statement of Services and Specifications” objective to the tender and Appendix B – to the Letter of Invitation, which provides the “Documentation and Forms to be submitted with the Technical Proposal”, which includes B-1, “Timeline of Performance”(Create ONE ENVELOPE)*

*Appendix-C to the Letter of Invitation, which provides the “Financial Proposal Form”, and Offer of the RFP into the designated Placeholders (i.e. Financial Proposal) within the indicated deadline (Create ANOTHER ENVELOPE)*

It is the exclusive responsibility of the bidders to ensure that the files are uploaded before the tender deadline. Offers received after the deadline will be considered invalid.

Please follow the instructions below to upload the electronic files to the UNGM e-tendering system:

- i. **Log-in to the UNGM website** using your e-mail and password;
- ii. Click on **Tender Notices** (from the list on the left-hand side of the screen);
- iii. Click on “**Show more criteria**” and type “**FAO**” in the UN Organization field located in the upper right hand corner;
- iv. Click on **EXPRESS INTEREST / VIEW DOCUMENTS** (green button on the left of the specific tender notice you are interested in);
- v. Click on the **Invitation to bid/ Request for Proposal tab** of the tender notice and scroll down to view and download the tender documents;
- vi. **Click on the “OPT IN” button;**
- vii. To upload all the files to the designated **envelope**, click on the relevant “**UPLOAD DOCUMENT**” red button under “**MY TENDER RETURN**”;
- viii. If included, please complete the mandatory tender **Questionnaire(s)**.
- ix. Click on the red button: **Submit Return**

**NOTE:** It is highly recommended that the size of the files does not exceed 5MB.

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

**IMPORTANT:** Deadline for technical question is 4<sup>th</sup> December 2018

The deadline for submitting your requests for clarification is 9<sup>th</sup> December 2018 by 14.00 hours, Dhaka, Bangladesh Standard Time.

**d. FAO’s REPLIES TO BIDDERS’ REQUESTS FOR CLARIFICATION**

All communications concerning this tender should mention the tender number 2019/FABGD/FABGD/102011 and should be submitted as soon as possible through the UNGM portal under the “CORRESPONDENCE” tab.

Bidders are responsible for appropriately examining this tender. If the Bidder finds discrepancies in or omissions from the documents, or if their intent or meaning appear unclear or ambiguous, or if any other questions arise, the Bidder 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.

The deadline for submitting your requests for clarification is six (6) days before the tender closing date.

**e. MODIFICATION OR WITHDRAWAL OF YOUR OFFER**

Bidders may, without prejudice, modify or withdraw their offer before the deadline using the “MODIFY RETURN” function. No offer can be modified after the tender submission deadline.

**f. PRE-BIDDERS CONFERENCE:**

Pre-bidder conference with the interested vendor’s will be held on 11 June 2019 (FAO Representation, House#37, Road#8, Dhanmondi R/A at 10:30 am)

**g. 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.

**6. 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 contractor. You should therefore state in the appropriate space any additions or modifications which you suggest for a satisfactory performance of the framework agreement.

**7. Privileges and Immunities**

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

**8. Currency of Proposal and of Contract**

Your proposal should be expressed in **BDT**.

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

Yours sincerely,



28-MAY-19

**William Manuel**  
**International Procurement Officer (IPO)**

**PROPOSAL SUMMARY**

**Instructions:** Please complete the spaces left blank below. Prices should be quoted in USD 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):

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**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:

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**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:

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- 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.

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**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: \_\_\_\_\_

## STATEMENT OF SERVICES AND SPECIFICATIONS

### **Context**

FAO Bangladesh is implementing the SAFE PLUS Programme jointly with the International Organization for Migration (IOM) and the World Food Programme (WFP) to support income generation of farmers through enhancing market linkages, increasing access to technical service provision, and building supply chains in Cox's Bazar. Under the SAFE PLUS programme, FAO is leading several projects which contribute to the programme components of agricultural livelihoods and environmental restoration. For the agricultural livelihoods component the projects foresee the installation of Community Service Providers (CSP) who will promote linkages between community farming groups and the rapidly growing markets of identified agricultural commodities (fruit, vegetables, fish, poultry etc.) in Cox's Bazar district. FAO, working with the Department of Agricultural Extension (DAE) and its cooperating partners, will recruit 50 CSPs to facilitate farmer group development in close collaboration with the DAE, Department of Livestock Services (DLS), Department of Fisheries (DoF) and Local Government. The CSPs will assist FAO and government staff to identify the existing production constraints and opportunities to add value to the existing backward and forward linkages of supply chains. The CSPs will be trained on the topics of: 1. organizational development (group formation and management), 2. Basics of high value crop production through Farmer Field School methodologies, 3. Agricultural marketing principles and 4. Financial literacy.

### **Rational for Training of Trainers (ToT) for CSPs**

The CSPs will work closely with Sub-Assistant Agricultural Officers (SAAO) of the DAE/DLS/DoF by linking the farmer groups with market actors. In this regard, FAO is currently looking for an external consulting firm to provide a Training of Trainers (ToT) to the newly recruited CSPs. The major objective of the training course will be skill development and capacity building of the participants on; 1. Organizational development (group formation and management), 2. Basics of high value crop production through Farmer Field School methodologies, 3. Agricultural marketing principles and 4. Financial literacy.

### **The Approach of the ToT**

The training will be provided following adult learning principles including presentations, interactive sessions, practical sessions on learning-by-doing and field visits to demonstration farms.

### **Scope and Methodology**

To complete the Terms of Reference, the consulting firm will perform following tasks in coordination with FAO team at Cox's Bazar:

1. **Desk Review:** Collect all relevant background documents from the project management team;
2. **Conduct Training Needs Assessment (TNA):** The consulting firm will conduct a stakeholders' consultation meeting with the FAO programme team, DAE, DoF, DLS, private sectors, market actors to review the existing knowledge base of the training participants to better understand the training needs; The CSP will be recruited locally having Diploma in Agriculture/Higher Secondary Certificate and proficiency on local dialect to communicate right with the targeted farmers groups;
3. **Development of Training Materials:** Upon validation of the findings of the TNA, the consulting firm will draft, the required session plans and modules. All materials will be finalized by a joint team of the government partners and FAO;
4. **Facilitation of the ToT:** The consulting firm will facilitate the ToT in two batches of approximately 25 participants to be conducted in parallel;
5. **Debriefing with FAO Team:** The consulting firm will organize a debriefing session with the FAO team to share the key findings, observations and recommendations for follow up actions of the ToT.

#### Deliverables:

1. **Detailed Work Plan** that includes task timeline, methodology outline, individual team member roles and responsibilities, key documents for review, plan of stakeholder meetings at sub-district levels, travel schedule and duration, debriefing schedule, draft and final report submission;
2. **TNA Report** will be submitted following the initial consultation with stakeholders and capacity assessment of targeted participant CSPs;
3. **Draft and Final Training Modules** (both soft and hard copies in Bangla and English) to include training materials (Bangla) and assessment tools (Bangla). Soft and hard copies of all final training modules and materials (Bangla and English) upon agreement;
  - **Module I: Organizational development (group formation and management):** The module will impart skills to conduct an organizational Capacity Assessment and Development Plan – New group formation process, functioning and nurture the formed and ongoing farmers working group, Organization Development process, procedure and steps and tools, Records keeping, investment planning, budgeting and gender aware group mobilization.
  - **Module II: High Value Crop Production through Basic farmer field school methodologies:** The module will impart the skills to oversee Farmers Field Schools in support of FAO field staff (innovative technology training with high potential for

commercial production, including; drip irrigation, covered production, soil conservation and improvement, composting and selected crop production technologies;

- **Module III: Agricultural commodity marketing principles:** The module will impart the trainees with the skills to develop farmer group business plans; review collective marketing options (aggregated sales), conduct localized market analysis, market-based decision making in crop production, yield and profit forecasting and identification of post-harvest production opportunities;
- **Module IV: Financial inclusion:** The module will impart knowledge on the basics of group savings, credit opportunities and risks, minimum financial literacy, transparent record.

4. **Final Report on the ToT course:** The final report will contain a review of the response and uptake of the participants for each of the modules (as gained through periodic skills adoption testing during the trainings) and recommendations for follow up skills building which will be required

#### Team Composition

- **Team Leader:** PhD or Masters in Agricultural Science, Extension and/or Development with 15 years' of national and international experience in agricultural extension, livelihoods, farming technologies, monitoring and evaluation studies, organizational development and market system development and micro finance. Experience working with government institutions will be preferred;
- **Institutional/Organizational Development Expert:** PhD or Masters in Economics, Development Studies or relevant development or social science with 10 years of demonstrated experience in socio economic studies, institutional capacity building, financial management and value chain studies;
- **Market Development Expert:** PhD or Masters in Agribusiness, business administration, economics or marketing with 15 to 20 years of experiences in Participatory Market Chain Analysis (PMCA), Market for the Poor (M4P) and Market for Development (M4D), market mapping backward and forward linkages, collective marketing;
- **Financial Inclusion/Literacy Expert:** Should have Master's degree in relevant subject with extensive experience in promotion of financial inclusion mechanisms and outreach.

**Payment Schedule:** Payment will be made based on the clause of the agreement in two instalments;

- **1st Instalment** - 40% upon signing of the agreement and submission of TNA report;
- **Final Payment** – the rest 60% will be paid upon completion of the ToT course and submission of final modules and training report.

**Timeline:**

The assignment will be completed within 30 (Thirty) working days within the time frame from 21 July to 01 September 2019:

- Proposal Submission deadline(Technical and Financial submitted separately ): 19 June 2019;
- Agreement Signing: 21 July 2019;
- Completion Report: 01 September 2019.

**Evaluation criteria and scoring**

A competitive selection criteria will be followed to select the consulting firm:

1. Content of technical proposal including the proposed methodology and work plan in responding to the Terms of Reference **(30 points)**.
2. Firm/Organization qualification and competency **(30 points)**.
3. Key professional staff qualifications and competence for the assignment **(40 points)**.

**Submission Checklist**

1. CVs of the team members (Max. 3 pages each).
2. The Proposal should consist of:
  - Technical
  - Methodology (technical analysis of proposed ToT)
  - Activity schedule
  - Prior experience and other form of documentation relevant to experience
  - Legal papers (Copy of trade license, Copy of VAT registration, Copy of TIN certificates)
  - Other relevant documents (scan copy of previous modules, Training conduction appreciation as appropriate)

**DOCUMENTATION AND FORMS TO BE SUBMITTED WITH THE TECHNICAL PROPOSAL**

All Documents in support of the Profile of the Participating Firm/Company



**TIMELINE OF PERFORMANCE**

Please provide, here below, a breakdown of all the activities you propose for the performance of this contract together with the relevant information. The workplan 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.



**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
<b>Activity A : Specify the main activity - this should correspond to the main activity heading of the workplan</b>				
Personnel				
Travel (please create sub-line for the different components: flights, accommodation, allowance, other)				
Other (specify)				
Other (specify)				
<b>Subtotal A</b>				
<b>Activity B</b>				
Personnel				
Travel (please create sub-line for the different components: flights, accommodation, allowance, other)				
Other (specify)				
Other (specify)				
<b>Subtotal B</b>				
<b>Activity C:</b>				
Personnel				
Travel (please create sub-line for the different components: flights, accommodation, allowance, other)				
Other (specify)				
Other (specify)				
<b>Subtotal C</b>				
<b>D: Other expenses (please include here all costs that are not related to any specify activity. Please specify the nature of these costs)</b>				
Other (specify)				
Other (specify)				
<b>Subtotal D</b>				
<b>TOTAL A + B + C + D</b>				