

**CNFA-Pakistan Agricultural Technology Transfer Activity (PATTA) Project
Fixed Price Services Contract
Request for Proposal (RFP)**

RFP Number: PATTA- 18 - 06
Issuance Date May 26, 2018
Deadline for Offers: June 15, 2018
Description: Technical Assistance and Training of Trainers (TOT) in Agriculture and Livestock Technologies of Stakeholders, Khyber Pakhtunkhwa (KP)
For: Pakistan Agricultural Technology Transfer Activity (PATTA)
Funded By: United States Agency for International Development (USAID)
Implemented By: CNFA

Section I: Project Background & Description

CNFA Description: CNFA is an enterprise development organization based in Washington, D.C., dedicated to stimulating sustainable growth in the agricultural sector. CNFA specializes in fostering private sector investments in training, new technologies and marketing to increase the overall competitiveness of agricultural value chains, expand exports, and develop skills in the rural workforce. By generating higher incomes for farmers, processors, entrepreneurs, and distributors, CNFA helps improve livelihoods and reduce poverty.

PATTA Project Background and Description: Outdated and an ineffective agricultural technologies are among the main causes for Pakistan's agricultural productivity falling short of its potential. Scaling up the production, distribution and adoption of agricultural technologies in Pakistan is made challenging by lack of information, difficulty in accessing credit, a wide dispersion of small farmers' and diverse challenges facing marginalized subsets of small farmers – such as women. PATTA will bring to scale private sector solutions to improve agricultural productivity in Pakistan through a four-year activity. PATTA will partner with agricultural technology companies to commercialize products and services to increase the productivity and competitiveness of small farmers, while mobilizing private sector investment in agricultural technologies. PATTA's partnership will provide small farmers with broader access to affordable technologies to increase productivity, build resilience to climate change and reduce postharvest losses. Through this intervention, PATTA expects to achieve the following results:

- Increased capacity of agriculture technology related business to commercialize technologies and management practices
- Increased adaptation of agriculture technologies by small farmers

Assignment Objectives:

The project aims to strengthen the capacity of stakeholders (dealers, distributors, input suppliers, progressive farmers and representative of Farm Service Centers - FSCs) in KP in agricultural technologies and best practices. This activity will help to strengthening linkages between Supply Side Companies SSPs, Demand Side Companies DSCs and small farmer. The Trainers will further train their fellow stakeholders in their respective areas after completion of this training.

The detailed Scope of Work (SOW) and deliverables for the assignment can be found in Section 4 of this RFP document.

Section II: Instructions for Offeror

The Pakistan Agricultural Technology Transfer Activity (PATTA) (herein referred to as “the Project”) under CNFA is soliciting proposals for the provision of Subject services as described in the attached Statement of Work. The Project is funded by the U.S. Agency for International Development (USAID) and is subject to all applicable Federal Acquisition Regulation (FAR) and AID Acquisition Regulations (AIDAR).

Please submit your most competitive proposal in accordance with the attached instructions, with all required certifications. Any subcontract issued as a result of this RFP will be subject to all instructions, certifications, terms and conditions, and specifications included in this RFP.

This document is a request for proposals only, and in no way obligates the Project or USAID to make any award. Award(s) made subsequent to this solicitation will be subject to the terms and conditions described herein.

II.2 Offer Deadline and Protocol:

Separate proposal for technical and financial in **soft copies** should be submitted no later than **June 15, 2018** by email to procurement@pakistan-patta.org

- Please reference the RFP number in any response to this RFP. Offers received after the specified time and date will be categorized as late submission and will be considered only at the discretion of CNFA.
- **Questions:** Questions regarding the technical or administrative requirements of this RFP may be submitted no later than **4:00 PM local Islamabad time on May 30 , 2018** by email to procurement@pakistan-patta.org Questions and requests for clarification and the responses there to that CNFA believes may be of interest to other offeror will be circulated to all RFP recipients who have indicated an interest in bidding.

Only the written answers issued by CNFA will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from employees of CNFA or any other entity should not be considered as an official response to any questions regarding this RFP.

I.3 Technical Proposal:

The technical proposal must be specific, complete, and concise, describing the offeror’s methodological approach to completing the Scope of Work (SOW) and deliverables mentioned in Section 3. Further, it should demonstrate a clear understanding of the tasks to be undertaken and the responsibilities of all parties involved. The technical proposal must include the following information:

1. Company profile and background	Provide a complete company profile including: <ul style="list-style-type: none"> ▪ Number of years of experience in conducting agriculture technologies and practices related training of stakeholders specify as mentioned above; ▪ Copy of business registrations (NTN Certificate, Certificate of Incorporation, Business License etc.)
2. Technical approach and methodology	<ul style="list-style-type: none"> ▪ Proposed approach, methodology and work plan to undertake the SOW in Section 3 ▪ Contents of the proposed methodology should be detailed, focusing describing activities and results, measurable learning outcomes and indicators mentioned in the methodology
3. Key personnel	complete CVs of trainers including: <ul style="list-style-type: none"> ▪ Relevant qualifications ▪ Relevant verifiable work experience in imparting training in agriculture, livestock technologies
4. Past performance	<ul style="list-style-type: none"> ▪ Prior experience of working with donor-funded projects. ▪ Previous experience with USAID funded project will be preferred

I.4 Financial Proposal:

The financial proposal establishes the best value among proposals and serves as a basis of negotiation for signing the subcontract. The financial proposal must include a detailed budget and narrative which explains the basis for the estimate of each budgeted element (where required). Supporting information should be provided to allow a complete analysis of each cost element. The PATTA Project will NOT provide vehicles, office space, computer, copying and printing services, telephone service, per diems or any costs for data collectors, or facilities for workshops. It is hence advisable to include all these costs within prices to be quoted by offeror. Cost must be expressed in Pakistani Rupees. The proposed budget should utilize the template given below.

The anticipated contract type for this procurement will be a firm fixed price subcontract. The draft fixed price subcontract is part of this RFP. The successful offeror will be required to adhere to the terms of the fixed price subcontract with PATTA.

Venue	Training modules	days per module	Total Training days	Total Participants	Total participant days
Peshawar	7	TBD	5	30	150

*Pool of participants remains same

A. Financial Proposal for 5-Days ToT:

Expense Head	Quantity	Number of days	Rate	Total
1. Resource Persons(Trainers): of respective module				
2. Venue Rental				
3. Accommodation (Resource Person & participants Only)				
4. Meals/ refreshment				
5. Local Travel to field demonstration sites and markets per KM basis				
6. Training Material / Printing				
7. Transportation for field visits				
9. Training Report development				
TOTAL COST				

Offer Validity: Bids must remain valid for not less than ninety (90) calendar days after the offer deadline. Offeror are requested to provide quotations on official letterhead or format.

CNFA reserves the right, in its sole discretion, to modify the request, to alter the selection process in any way, to ask for additional information from offeror , to reject any and all proposals and/or to modify or amend the scope of the proposals submitted. The release of this RFP is not a commitment to award a contract.

1.5 Eligibility:

By submitting an offer in response to this RFP, the offeror certifies that the offeror and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government and Government of Pakistan. CNFA will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government. Only firms that are locally registered by Pakistani nationals will be considered as eligible offeror to respond to this RFP. Offeror must submit up to date copy of their business registration or license.

1.6 Evaluation and Award:

The award will be made to a responsible offeror whose offer follows the RFP instructions, meets the eligibility requirements and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Relevant experience in conducting ToT s in Ag technologies 10
- Technical approach and methodology 30
- Key resource personnel 30
- Financial proposal 30

Total 100

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFP, an offer may be deemed “non-responsive” and thereby disqualified from consideration. CNFA reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that the award will be made solely on the basis of these original quotations. However, CNFA reserves the right to conduct any of the following:

- CNFA may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to the offeror who can address the full technical requirements of this RFP, CNFA may issue a partial award or split the award among multiple offeror if it is in the best interest of PATTA.
- CNFA reserves the rights to cancel this RFP at any time.

Please note that by submitting a response to this RFP, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented in writing with full explanations to the PATTA project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. CNFA, at its sole discretion, will make a final decision on the protest for this procurement.

I.7 Terms and Conditions:

This is a Request for Proposal (RFP) only. Issuance of this RFP does not in any way obligate CNFA, PATTA project or USAID to make an award or pay for costs incurred by a potential offeror in the preparation and submission of the bid.

This solicitation is subject to CNFA’s standard terms and conditions including all applicable Federal Acquisition Regulation (FAR) and AID Acquisition Regulations (AIDAR). Any resultant award will be governed by these terms and conditions.

I.8 Payment

Please note that payment will only be issued to the entity submitting the offer in response to this RFP and identified in the resulting award; payment will not be issued to a third party. Payments will be made on the following basis:

- Business Service Provider will submit an invoice for payment after being notified of receipt and acceptance of the deliverables by the program team or. Acceptance is predicated upon the compliance of the deliverables with the specifications set forth in the contract.
- The supplier will be paid an amount as stated on the contract.

I.9 Cancellation

The project may cancel this RFP without any cost or obligation at any time until issuance of a Sub contract

I.10 Language:

Offeror shall provide all responses in English. Additionally, basic requirement for all offeror to be considered responsive is the ability to communicate proficiently in English while providing mentioned services to the PATTA project.

1.11 Source/Nationality/Manufacture: All goods and services offered in response to this RFP or supplied under any resulting award must meet USAID Geographic Code 937 in accordance with the United States Code of Federal Regulations (CFR), 22 CFR §228. The cooperating country for this RFQ is Pakistan. Offerors may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria.

1.12 Withholding Tax: CNFA will withhold income tax and deposit the tax with local tax office as per prevailing tax rates.

Section 3: Offeror Checklist:

To assist offeror in preparation of proposals, the following checklist summarizes the documentation to include in an offer in response to this RFP:

- Cover letter**, signed by an authorized representative of the offeror (see Section 4 for template)
- Technical Proposal**, including responses to evaluation criteria (Section 3), activity timelines & HR information
- Financial Proposal**, as per given format (A)
- Copy of offeror 's registration or business license** (Certificate of Incorporation and NTN Certificate)

ETHICAL AND BUSINESS CONDUCT REQUIREMENTS

CNFA does not tolerate fraud, collusion among offeror s, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General (OIG).

Employees and agents of CNFA are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, CNFA will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

Offeror responding to this RFP must include the following details in the proposal submission:

- Disclose any close familial or financial relationships with CNFA or PATTA project staff. For example, if an offeror cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offeror submitting proposals. For example, if the offeror s father owns a company that is also submitting a proposal, the Offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition

- Certify that all information in the proposal and supporting documentation are authentic and accurate.
- Certify understanding and agreement to CNFA's prohibitions against fraud, bribery and kickbacks.

Please contact Christian Schunk, Senior Director for Operations, Compliance & Contracts at cschunk@cnfa.org with any questions or concerns regarding the above information or to report any potential violations.

Section 4: Scope of Work:

Project Description: PATTA will bring to scale private sector solutions to improve agricultural productivity in Pakistan through a four-year activity. PATTA will partner with agricultural technology companies to commercialize products and services with the potential to increase the productivity and competitiveness of small farmers while mobilizing private sector investment in agricultural technology. PATTA's partnership will provide small farmers with broader access to affordable technologies to increase productivity, build resilience to climate change and reduce postharvest losses. Through this intervention, PATTA expects to achieve the following results:

- Increase smallholder farmer access to affordable, appropriate and effective agricultural technologies;
- Enable agricultural technology-related businesses to expand and adapt their products and services to meet smallholders needs; and
- Scale up the adoption and use of agricultural technologies.

Objectives:

The project aims to strengthen the capacity of members of management committee of FSCs, Government and private extension service workers (95 participants in three districts) in FSCs of KP for agricultural technology transfer to farmers by strengthening their linkages and networks with ag-tech manufacturers and suppliers.

Assignment Scope:

The Business Service Provider's (BSP) tasks will include but not be limited to:

- Develop a work plan to conduct the delivery of training sessions with timelines for each module.
- The selected BSP will develop a curriculum and provide classroom trainings followed by practical session on i) Nursery & Orchard Management, ii) Integrated Pest Management (IPM) iii) Crop Production Practices (High Value Off Season Vegetable & fodder), iv) Animal Nutrition v) Genetics & Animal Health.
- Develop the training manual/booklets and brochures for all practices & technologies
- Evaluation of training module should impact the skills enhancement (in technology transfer methodology through demonstrations, awareness campaigns and knowledge upgradation in technology related best practices of the trainees)
- PATTA may reserve the rights to use training materials in future interventions
- Provide necessary data related to knowledge, skill & capacity change before and after training for Monitoring Evaluation and Learning (MEL) purpose.

Following are the outlines of the module:

Module I – Technologies for Nursery Management (vegetables & orchards)

- Nursery structures (internal and external structure equipment)
- Nursery coverings like glass polyethylene, and Reinforced Plastic forcing structure use for plant raising etc.
- Seeder cum bed makers
- Equipment use for temperature/humidity and light control
- Seed sourcing and tools use for determination of soil moisture contents
- Nursery growing bags (plastic bags, paper bags etc)
- Land preparation
- Composting growing media, micronutrients
- Nursery disease and pest management
- Watering, weeding and nutrient management
- Nursery transplantation - Hardening & transplanting practices
- Safety measures for workers
- Tools/machinery used in plants raising

Module II Technologies for Orchard Management:

- Site selection
- Orchard design & layout
- Land preparation
- Selection of healthy and disease-free plants
- Plant propagation, grafting and layering
- Planting process & planting on raised beds
- Irrigation practices, techniques and technologies
- Fertilizer management, types and their application
- Pesticide classification, preparation, application and protocols
- Safe use of pesticide
- Use of machinery for spray
- Canopy management
- Proper handling and training on use of PPEs
- Proper use of pruning/harvesting tools
- Safety measures for workers
- Postharvest handling/storage
- Global GAP and food safety requirements
- Packaging, marketing and branding
- Impact of climate change on orchard management

Module III - Technologies for Integrated Pest Management (IPM):

- Identification of Insects/pest & disease
- Procedures to follow for identification
- Physical control methods and practices
 - Introduction of various techniques for trap of insects
 - Male Annihilation
 - Use of sticky bands/yellow traps/pages
 - Insect sterilization technique
- Chemical control methods and practices
 - Selection of safe and recommended pesticides
 - Safe use of pesticides
 - Calibration of equipment/tools and dose of pesticides
 - Correct method of mixing and using solvents

- Selection of material Lime and CuSo4
- Method of preparation, spray and pasting
- Adoption of personal hygiene & safety measures
- Use of herbicide
- Selection of weedicide
- Dose and mixing of weedicide
- Use machinery for pesticide spray
- Biological control method and practices
 - Identification and life cycle of beneficial insects
 - Beneficial insect rearing technologies
- Safety measures and personal hygiene
- Toolkit for plant disease diagnosis
- Categorization of insect control through biological, mechanical and chemical means
- Impact of climate change on pest

Module IV - Crop Production Practices and technologies (Fodder & Vegetables both seasonal & High Value Off-Season Vegetables (HVOSV):

- Introduction to fodder & vegetable crops – Vegetable classification, production statistics, and current markets
- HVOSV production
 - Selection of site
 - Land preparation
 - Soil management
 - Types of tunnels (low, walking and high tunnels)
 - Seed varieties & hybrid seeds
 - Seeder cum bed maker
 - Nursery transplantation
 - Moisture, humidity and temperature sensors
 - Irrigation practices, techniques and technologies
 - Fertilization application techniques
 - Pruning, thinning techniques and tools
 - Harvesting, grading, sorting, packaging & transportation
 - Tools/equipment/machinery used in crop production
- Fodder Crops
 - Seed varieties & hybrid seeds
 - Land preparation
 - Soil management
 - Seed sowing
 - Fertilizer application
 - Irrigation practices and techniques (includes hydroponics)
 - Crop rotation
 - Postharvest handling/storage
 - Packaging, marketing and branding
 - Tools/equipment/machinery used in crop production
- Impact of climate change on vegetable production

Module V – Technologies for Improving Animal Health Protocols and Practices:

- General observation and parameters to assess animal health status
- Handling of animals by using cattle crush
- Castration of sheep, goat and cattle through emasculator
- Cattle hoof trimming to avoid lameness

- Wound treatment through vet kits
- New born calf/kids/lambs care practices
- Diseases preventable by vaccination
- Blot prevention and treatment
- Tick and fly borne diseases and worm control
- Mastitis control through teat dip technique and other diseases of teats
- List of tools/equipment/machinery used in animal health protocols
- Wool shearing machine.
- Semen processing

Technologies for Improving Animal Breeding and Reproduction:

- Heat detection of animals through different heat detectors
- Handling of semen in liquid nitrogen
- All protocols of semen handling including thawing and insemination
- Handling and use of Artificial Insemination (AI) kit
- Pregnancy test through milk test, PT test and ultrasound technology
- Tools/equipment/machinery used in breeding and reproduction

Module VI – Technologies for Improving Nutritional Practices of Livestock:

- Feeding of dairy animals
- Importance of Ration Balancing Program
- Importance of concentrate cattle feed in milk production
- Importance of feeding mineral mixture
- Urea Molasses Mineral Block (UMMB)
- Importance of drinking water for dairy animals
- Care of pregnant animals and nutritional care after calving
- Preparing Total Mixed Ration (TMR) for cow and buffalo
- Silage making and its role in livestock nutrition
- Tools/equipment/machinery used in nutrition

Module VII – Business planning, management and cost and benefit analysis training for Dealer network

- Deliver common understanding of CNFAs vision regarding what it takes to establish FSCs to dealers and the business proposition for the dealers by increasing their sales to the farmers via FSCs
- Training on development of a business plan for dealers which includes how to define market (industry analysis i.e. farm size, crop type, number of farmers near the dealer), and how to develop marketing strategy.
- Training on conducting market analysis as well as CBA analysis for developing a marketing plan to increase sales of technologies.
- Training to develop a mutually beneficial relationship with suppliers which covers support on procurement and financing needs along with technical support.
- Basic training on HR and importance of training staff on business and technical skill.

Training Methodology:

- Presentations and lectures (50%)
- Hands-on training (50 %)
- Group discussions and team work / assignments
- Role play and interactive games covering training contents
- Case studies & problem solving
- Feedback from participants/Q&A sessions

Place of Performance and Participants in Each Training Module:

- The training will be conducted in Peshawar
- Trainees from three targeted districts will be selected to participate in the training
- 25-35 participants will attend each training module
- The curriculum is divided into 50 percent theoretical and 50 percent hands-on training at Field.

Deliverables:

- Training curriculum in the form of a training manual and related Information, Education and Communication (IEC) material in soft and hard form
- List of personnel trained with their full name, CNIC number and address (province/area and district
- Attendance sheet of each day of training
- Attendance sheet of each technology demonstration session
- Pre- and post-assessment of participants in each module
- Training reports that include details of activities in each training session
- M&E data collection and submission
- Produce final report (s)

Qualification of BSP:

- Previous experience (at least 03 years) of conducting and imparting trainings on subjects related to agriculture and livestock technologies, technologies-associated with best practices,
- Ability to deploy multiple teams of resource people for the three designated districts
- Experience in development sector in designing and conducting trainings for agriculture entrepreneurs.
- Competent team of trainers with advanced knowledge and practical experience of nursery and orchard management technologies, agronomic technologies for crop and fodder production, technologies related to animal health, breeding and nutrition management,
- Prior experience of senior level consulting assignments with USAID-funded projects in Pakistan with a focus on agriculture sector will be added advantage.

The following information should also be provided by BSP:

Human Resources:

Human Resource	Educational Qualification	Relevant Field Experience	CV	Contact details
Management Team				
Technical Experts				

Activities and Timelines:

Activities	Timeline (Tentative)
Development of training modules	2 nd week of July
Delivery of training module I	2 nd week of July
Delivery of training module II	2 nd week of July
Delivery of training module III	TBD 3 rd week of July
Delivery of training module IV	TBD 3 rd week of July
Delivery of training module V	TBD 3 rd week of July

Section 5: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the

To: PATTA Project

Subject: **RFP-PATTA-06** – Capacity Development & Agricultural Technology Demonstration Activity - Master trainers for Farm Service Centers (FSCs)KP in Agriculture and Livestock Technologies

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities as described in the subject RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the subject RFP. We further certify that the below-named firm—as well as the firm’s principal officers and all services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any CNFA or PATTA project staff members;
- We have no close, familial, or financial relationships with any other offeror submitting proposals in response to the subject RFP;
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and supporting documentation is authentic and accurate.
- We understand and agree to CNFA’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone, Website: _____

Company Email Address: _____

Company Registration or Tax payer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____