

ANNEXURE A – TERMS OF REFERENCE

Balochistan-based Local NGO/Private Sector Partners to Provide Services to Develop and Operate Farmer Field Schools/Farmer Water Schools in Sibbi, Lasbella, and Loralai

Key Information	
Title:	Capacity Building of On-Farm Water Management, Agriculture Department, Government of Balochistan and Farmer Field Schools
Duration	June 2023 – June 2024 (13 months)
Location	Quetta/ Sibbi/Lasbella/Loralai
Languages Required	English, Urdu, Balochi and Brahvi
Submission Date	June 09, 2023

Background:

The World Bank-supported Balochistan Integrated Water Resources Management and Development (BIWRMD) Project has been designed to strengthen the provincial Government's capacity for water resources monitoring and management and improve community-based water management for targeted irrigation schemes in Balochistan.

The project has two main themes, i) Investments in Institutional and Legal Reforms, Professional Development, and Installation of Hydro-meteorological Network ii) infrastructure investments for Irrigation, Potable Water Supply, Flood Protection, Watershed & Rangeland Management, and OFWM & Agriculture Productivity. Under the second theme, the key focus is on improving Pakistan's water resources management through capacity building of the provincial Government's institutions and water professionals. The Director General Agriculture On Farm Water Management, Balochistan, Quetta under the BIWRMD project requested IWMI to submit a Technical and Financial Proposal for capacity building programs of the Professionals/Technical Staff, Water User Association/ Farmers Organizations and skill development for women under the project. The training would focus on enhancing the expertise of the individuals in the key areas listed below.

Purpose and Objectives of the Assignment

The main purpose of the assignment is to provide trained human resources along with other allied services to establish, operate and supervise farmer field schools and farmer water schools in Sibbi, Lasbella and Loralai for two complete cropping seasons. The key areas will include:

- Farmers training on best practices for productivity enhancement through best practices by establishing demonstration plots in District Sibbi, District Loralai and District Lasbella at farmers' land
- One Farmers Field School in District Sibbi and one Farmers Field School in Lasbella will be run for full cropping season that is wheat (Rabi season) and Cotton (Kharif Season farming).
- Third Farmers Field School in District Loralai will be established and run for one year to focus on Olive and vegetable farming.

The training approach for all three FFS will follow the standard steps that include.

- (1) Assessment and selection of demonstration plot. (Farmers plot)
- (2) Demonstration of best practices for Land/orchard preparation before the cropping season
- (3) Selection of certified seeds and plants
- (4) Seed sowing best practices.
- (5) Determining Crop Water Requirement
- (6) Improved methods of irrigation including Drip, sprinkler or high-performance surface irrigation
- (7) Irrigation Scheduling
- (8) Crop management and fertilizer applications at various stages
- (9) Integrated/Pest Management
- (10) The optimal time for crop harvesting
- (11) Crop management under water scarce situations
- (12) Special topics Olive- Horticulture and Tunnel Farming
- (13) Value chain of selected commodities
- (14) Establishing Market Linkages

Note: IWMI will provide overall technical expertise and approach, the selected Local NGO/private sector partners will implement the advised approach. The selected firm should have in-house expertise or hire agriculture/agronomy experts to translate/implement on-field the approach and plan provided by IWMI.

Proposed Technical Approach and Methodology

Farmers' Field Schools are designed for the farmers and the water users association, FFS are proposed in three clusters, one each in districts Loralai, Sibbi and Lasbella. FFS programs will run for two full cropping season and train a total of 200-250 farmers (75-100 in each cluster). For field-based learning and knowledge transfer to local farmers, a selected Local NGO/private sector partner will develop demonstration plots (farmer's plot) in each of the three clusters to run the FFS. IWMI will provide the overall technical advice and approach of the FFS. The selected NGO/Private Firm will implement the approach approved by IWMI and deliver it on the field as per the advised and approved standards.

The FFS capacity building programs will be designed keeping in view the knowledge base of the participants and to improve their overall understanding of the farming concepts and practices. To run the farmer field schools. The Local NGO/private sector partners to operate FFS under close supervision of the IWMI Irrigation Agronomist and Adaptive researcher throughout the cropping season in three mentioned districts, and with the engagement of the OFWM district staff where possible.

Time Period and Location

This assignment is planned to take place between June 2023 and June 2024. The organization should be based in Balochistan with outreach in the selected districts to complete the assignment and the geographic spread will be between Quetta, Sibbi, Loralai and Lasbella. The Local NGO/private sector partners are expected to travel to each of the FFS on a weekly basis.

Reporting Responsibility

The Organization will report to the Project Leader at the IWMI-Pakistan office and where appropriate to the ME&L Specialist as delegated by the Project Leader. Moreover, the organization will be required to work in close collaboration with all other staff of IWMI-Pakistan and OFWM, Agriculture Department, Balochistan.

Budget

Applicants should quote a per-item cost plus an organizational overhead fee, taking into account the duration of the contract, the on farm services, farm machinery, and human resource costs. All the payments will be made on submission of actual cost-based Monthly invoices to IWMI-Pakistan. A technical and financial proposal based on the ToR outlined above must be provided.

Communication Obligations:

IWMI will provide technical guidance when needed throughout each step of the project implementation. IWMI expects that the private firm/NGO will remain in close communication with IWMI team, including a weekly update call with IWMI Team Lead and project staff. IWMI will grant final approval of all materials and implementation design before the onset of major activities.

Intellectual Property:

All information pertaining to this project (data, analysis, reports, images, project documents, etc.) that may be shared with the firm and/or its team members by IWMI shall remain the property of IWMI, who shall have exclusive rights over their use. Except for purposes of this assignment, any information/data shared shall not be disclosed to the public nor used in any other matter without written permission of IWMI in line with the national and International Copyright Laws applicable.

Qualification of the Local NGO/Private Sector Partner:

- Minimum 3 years of experience in implementing similar projects, related to agriculture, water management or similar activities.
- Expertise in the Agriculture, Water Sector and Water Related issues in Balochistan.
- Established presence/liaison in the project areas with key stakeholder of Agriculture and Water Management
- Ability to establish and operate FFS on farmers plots in the selected district.
- Experience in financial record keeping and reporting to national and international donors.
- Contextual knowledge of and experience with the agriculture and water sector in Balochistan will be an advantage.
- Proficiency in English, Urdu, Balochi, Brahvi (written and spoken)
- Strong communication and writing skills.
- Must be a legally registered entity and should have a valid National Tax Number (NTN)
- Must not be politically affiliated.
- Must be based in Balochistan.

Submission of Application

The Submission Package Includes:

1. Cover Letter/Page (See **Annex B**) (Include as the cover page of the Technical Proposal document)
2. Technical Proposal no more than 15 pages))
3. Financial Proposal (including applicable taxes) (**Separate Excel file**) – quotation with a breakdown of budget lines as per SOW and required deliverables
4. Updated CVs of team members – their roles and responsibilities in the assignment (include in Annexure of Technical Proposal)
5. Copy of Company/NGO registration (include in Annexure of Technical Proposal)
6. 1-2 samples of previous (similar or relevant) work undertaken (include as separate file attachments in email)

The submission email should include a **minimum of 3 attachment files and a maximum of 4 files**: 1 Technical Proposal document, 1 Financial Proposal Excel file, and 1 or 2 work sample files.

Technical Proposal (**not to exceed 15 pages**)

- a. General Information (2-3 pages)
 - a. Organizational profile/overview – with demonstrable experience in carrying out similar assignments
 - b. Capacity statement, including past experiences and activities related to the theme of the project.
- b. Technical Approach (10-12 pages)
 - a. List and briefly describe the team and its proposed personnel, indicating what role and expertise each proposed individual will have and list individuals to be hired (Agronomist, etc); Attach CVs of team members in Annexure

The Technical Proposal should be formatted in a Word document, **Arial or Times New Roman 11-point font, single-spaced**. All pages should be numbered.

Telephonic and face-to-face inquiries will not be solicited. Proposals received after the submission deadline will not be considered. Applicants are responsible to ensure their proposals are submitted according to the instructions stated herein.

All submissions in response to this Request for Proposals must be in electronic form only.

Subject Line: Application for Capacity Building of On-Farm Water Management, Agriculture Department, Government of Balochistan and Farmer Field Schools

IWMI anticipates notifying the successful bidder and providing an agreement for signature in last week of June 2023.

Selection Criteria

Submitted proposals must clearly demonstrate alignment with the SOW outlined above with an appropriate level of detail. IWMI will evaluate applications received on their technical merit and estimated costs. Proposals will be evaluated according to the following criteria:

Evaluation Criteria		Max. Points	Applicant				
			A	B	C	D	E
1	A clear understanding of the Scope of Work	10					
2	Demonstrable experience in carrying out similar assignments (by Organization)	35					
3	Past performance and qualifications of the organization/consultant (i.e., expertise and competencies to undertake assignments and previous relevant experience)	15					
4	Budget justification and cost reasonableness (Costs proposed are reasonable and realistic, reflect a solid understanding of the Balochistan implementing environment, and are not excessive when compared to other similar scopes of work.	35					
5	Submission instructions and formatting correctly followed	5					
Total Score		100					

Payment Schedule .

The Local NGO/private sector partners will be paid against the submission of monthly invoices based on the actual expenses made during the month and after it has been reviewed and approved by IWMI's Project Lead.

ANNEX B. Proposal Cover Page Submission Form

In your technical proposal, **please include a cover page** with the following information:

FIRM/NGO INFORMATION	
Name	
Phone Number	
Email	
Mailing Address	
City	
Website (If Applicable)	

BUDGET SUMMARY	
	Total Amount (PKR)
Capacity Building of On-Farm Water Management, Agriculture Department, Government of Balochistan and Farmer Field Schools	
Organizational Overhead (%)	
VAT or other tax on services	
Total price including taxes	

Note: Provide a separate Excel sheet with a breakdown of the budget as per Annex B

REFERENCES			
Name and Country of Client	Type of contract	Contact Name	Phone/Email

Annex C:

Budget Template

S #	Description	Rate (PKR)	Qty/Days/ Months	Total (PKR)
1	Farmer Field School (FFS) Facilitator (at least bachelor's degree in agriculture or related subject (3 male, 1 female)	Salary per Month	4 Facilitators for 12 Months	
2	Motorcycle for the conveyance of FFS Facilitator	Rental/Month	3 Rental Motorcycles for 12 Months	
3	Vehicle for the conveyance of Female FFS Facilitator and Management of Local NGO/Firm (Max 10 Days per Month)	Rental/Day with fuel	Max 10 Days per Month	
4	POL for Motorcycle on Actual (NGO/Firm to submit logbook and fuel receipts to be verified by IWMI)			
5	Manual Laborer (NGO/Firm to provide daily labor rate) (NGO/Firm to invoice IWMI each month on actual)	Daily Rate	As and when needed	
6	Refreshments for Biweekly Farmer Training Sessions in each district, including respectable sitting arrangements for farmers and FFS facilitators (50 farmers per session per district, firm/Ngo will invoice IWMI on a monthly basis)	Per person rate for tea and lunch		
7	Tractor (Hourly rate at farm in the implementation districts)	Hourly Rate		
8	Field Plow attachment for tractor (Hourly rate at farm in the implementation districts)	Hourly rate		
9	Raised Bed Shaper with Adjustable Plant Marker attachment for tractor (Hourly rate at farm in the implementation districts)	Hourly rate		
10	Pesticide Sprayer (Per day rate at farm in the implementation districts along with trained sprayer/labor)	Per day rate		
11	Demonstration Plot Sign Board (4ft x 6 ft, metal sheet mounted on angle iron and printer peneflex including installation on site)	4 sign boards, Cost per Sign Board		
12	Firm/NGO Overhead Rate (overhead will cover the administrative cost, a portion of office rental, and other costs) (Overhead rate shall be quoted as a percentage of cumulative sum item 1-11)	%		