**IFT- LPR No.00023**

**Terms of Reference (ToR) for Hiring of Trainer for Enterprise Development Training for Farmer Enterprise Group (FEG) Members in the Rice and Fisheries Value Chains**

**For the project titled:**
*Support for Agricultural Micro-Enterprises and Integration in Value Chains to Increase Food Security in Thatta, Sindh, Pakistan*

**Background**

SAFWCO, a PCP-certified non-profit NGO registered under the Society's Act 1860, has been working since 1993 to support equitable and sustainable development across rural Sindh. In partnership with Welthungerhilfe

(WHH), SAFWCO is implementing the project *“Support for Agricultural Micro-Enterprises and Integration in Value Chains to Increase Food Security in Thatta, Sindh, Pakistan.”* The project seeks to promote inclusive economic opportunities for smallholder farmers—especially women and youth—by strengthening their integration into rice and fisheries value chains through a structured three-tier model.

Welthungerhilfe (WHH), established in 1962, is one of the largest private organizations in Germany working in development cooperation and humanitarian aid. It is non-profit, non-partisan, and non-denominational, and operates projects across more than 40 countries globally with funding support from the German Government, European Union, United Nations, and public donations. SAFWCO and SUKAAR Foundation have partnered with Welthungerhilfe (WHH) on the project *“Support for Agricultural Micro-Enterprises and Integration in Value Chains to Increase Food Security in Sindh, Pakistan.”* Under this partnership, SAFWCO is implementing activities related to the rice and fisheries value chains in Thatta, while SUKAAR Foundation is leading the livestock value chain interventions in Tharparkar.

In partnership with Welthungerhilfe (WHH), SAFWCO is implementing the project *"Support for Agricultural Micro-Enterprises and Integration in Value Chains to Increase Food Security in Thatta, Sindh, Pakistan."* The project aims to strengthen agricultural micro-enterprises and improve food security by promoting the inclusion of smallholder farmers, women, and youth in rice and fisheries value chains through a structured three-tier collective model.

Many of the targeted smallholders are involved in small-scale commercial production, their business practices remain largely traditional. They have limited exposure to entrepreneurship, financial planning, and marketing systems. In this regard, smallholder farmers are initially organized into Farmer Enterprise Groups (FEGs). These groups are federated into Farmer Market Collectives (FMCs) at the community level and will ultimately form Value Chain Associations (VCAs) at the district level.

To build their capacity as Agri-entrepreneurs and enhance their role in value chain development and market systems, targeted enterprise development trainings will be provided. These trainings aim to transform their understanding of farming as a business and develop core competencies in enterprise development, value addition, income diversification, and marketing.

**Objectives**

The objective of this assignment is to conduct 63 two-day enterprise development training sessions for 1,250 smallholder farmers (1,000 rice farmers and 250 fish farmers). These trainings will:

1. Enhance knowledge of basic entrepreneurship and business thinking among smallholder farmers.
2. Introduce core concepts of enterprise functioning, value chains, and market dynamics.
3. Improve understanding of business planning, financial forecasting, and income diversification strategies.
4. Strengthen negotiation, collective production, and marketing skills within the FEG structure.
5. Address specific barriers faced by women and youth in enterprise development, using gender-segregated and inclusive learning approaches.

**Scope of Work**

Training Material Development

* Develop a two-day training module
* Develop simplified training handouts for participants in Sindhi.

**Training Delivery**

* Conduct 63 two-day trainings (with 20 participants per session).
* Ensure a total of 1,250 farmers receive training across both value chains (1,000 rice, 250 fish).
* Use participatory and farmer-friendly training methodologies that encourage group discussion, role play, and experiential learning.
* Organise gender-segregated sessions to address specific needs of women participants.

**Reporting and Documentation**

* Maintain daily attendance records disaggregated by gender and age group.
* Submit a final training report including:
	+ Overview of the sessions conducted.
	+ Key participant feedback and lessons learned.
	+ Recommendations for post-training follow-up and support.
* Submit soft and hard copies of training materials/toolkit.

**Deliverables**

* Two-day training module (customised for rice and fisheries value chains).
* 63 successful two-day training sessions delivered.
* Participant attendance records (gender and age disaggregated).
* Copies of training materials and handouts.
* Final training report summarizing outcomes, challenges, and recommendations.

**Required Expertise and Qualification**

* Master’s degree in Business Development, Agriculture Economics, Rural Development, or a related field.
* At least 5 years of experience in enterprise development training for smallholder farmers or micro-enterprises.
* Proven experience with gender-responsive and youth-inclusive training methodologies.
* Knowledge of rice and fisheries/agriculture value chains.
* Proficiency in Sindhi and Urdu is required; strong written and spoken English is an asset.

**Reporting and Coordination**

The trainer or training firm will report to the **Project Manager at SAFWCO** and coordinate with the technical team throughout the training process. Technical oversight will be provided by Welthungerhilfe (WHH).

**Budget:** SAFWCO commissions the assignment by covering consultancy fees in supervision of Welthungerhilfe (WHH).

**Application Process**

Interested individual consultants or consultancy firms should submit:

* Technical proposal outlining training content and methodology.
* Updated CVs of lead trainer(s).
* Financial proposal.
* Samples of similar previous assignments or relevant training materials.

**Indicative Budget Format**

When preparing the budget, the following must be considered.

* Soft and hard copies of relevant documents of the project will be provided by SAFWCO.
* SAFWCO will ensure participation of training participants.
* Consultant will use his/her own Laptop for the assessment and analysis.
* Please note that it is the sole responsibility of the consultant to arrange and maintain all necessary insurances, including healthcare, accident, and liability insurance. SAFWCO do not provide or subscribe to any insurance coverage on behalf of the consultant or service provider.
* A copy of the life insurance of consultant/s must be submitted prior to the execution of the contract.

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| --- | --- |
| **Item** | **Total Cost (PKR)** |
| Consultant’s Fee: XX days @ XX PKR Total = XXXX PKR |  |
| Other costs (please specify e.g. travel) |  |
| Total |  |

**Award Criteria**

* Technical Approach and Methodology: 30 marks
* Relevant Experience: 30 marks
* Financial Proposal: 30 marks
* Health Insurance: 5 marks
* FBR/SRB Registration: 5 marks

**For further information, please contact:**

Mr. Satram Suthar , General Manager HR and Logistics, Email: satram.suther@safwco.org

**Submission Details**

Please send your proposals by 15th May 2025, 05:00 PM to:

**upload on NGOS Tender Portal or Send through courier or by hand at SAFWCO Office Hyderabad, House No. C-417, Qasimabad Phase-1, Hyderabad, Sindh**

**Contract and Payments**

The consultant will sign a service contract with SAFWCO. Payment will be made in three instalments:

* 30% upon submission of training materials.
* 40% upon completion of 50% (31 training events) target of the training delivery
* 30% upon approval of the final report and deliverables.

**ANNEX I Page 1/5**

**Supplier Declaration Form**

**Note:** This Supplier Declaration Form, including your certification by signature, is part of the qualification procedure for our suppliers and service providers. If you do not fully complete this form, you may be disqualified from the tender.

1. **Supplier Information**

By signing the certification at the end of this Supplier Declaration Form, you confirm that all information submitted in sections 1.1 and 1.2 below is true and complete.

**1.1 Information About Your Business**

Please provide the following information about your business and attach a copy of your company’s legal registration document if available.

|  |  |
| --- | --- |
| Business name |  |
| Legal formIf the supplier is not a registered company, write “not registered.” |  |
| Year founded |  |
| Country where established |  |
| VAT or registration number |  |
| Bank detailsInclude the account holder’s name, bank name, IBAN, SWIFT code, and currency used. |  |
| Physical address, email address, and website |  |
| Contact Sales and marketing |  |
| Range of products and services provided (Portfolio) |  |
| Other information |  |

**1.2 Information About Your Managing Officials**

Welthungerhilfe upholds high moral standards regarding the conduct of its employees, partners, suppliers, and other service providers. As discussed in part 2.3 below, one of these standards is a condemnation of terrorism and a commitment that no funds or other resources will be used to support terrorists or terrorist activities in any way. Not only is this standard an integral part of how Welthungerhilfe works, but it is also an expectation of our institutional donors and banks that we screen our suppliers and service providers against lists of known and suspected terrorists on a regular basis.

For this reason, we are required to collect certain information about the relevant decision makers of each supplier. In particular, we request information about your top 4 managing officials (e.g.,

executive board members, managing directors, or heads of department). Generally, these are the individuals listed on your company’s registration document. If your company has fewer than 4 managing officials, please provide details for all of your managing officials and let us know this fact when submitting the form.

The data collected below will only be used for comparison with freely accessible international sanctions lists

published on the internet and will be protected in accordance with applicable data protection laws. If you have any questions how your data will be processed or stored, please talk to your contact at Welthungerhilfe or send an email to screening@welthungerhilfe.de.

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| --- |
| Managing official 1 |
| Full name(given name followed by middle and surname) |  |
| Nationality |  |
| Address(at a minimum, country of residence) |  |
| Gender (optional) |  |
| Birthdate | Date: | Month: | Year: |
| Managing official 2 |
| Full name(given name followed by middle and surname) |  |
| Nationality |  |
| Address(at a minimum, country of residence) |  |
| Gender (optional) |  |
| Birthdate | Date: | Month: | Year: |
| Managing official 3 |
| Full name(given name followed by middle and surname) |  |
| Nationality |  |
| Address(at a minimum, country of residence) |  |
| Gender (optional) |  |
| Birthdate | Date: | Month: | Year: |
| Managing official 4 |
| Full name(given name followed by middle and surname) |  |
| Nationality |  |
| Address(at a minimum, country of residence) |  |
| Gender (optional) |  |
| Birthdate | Date: | Month: | Year: |

1. **Welthungerhilfe Policy Statement**

2.1 **Welthungerhilfe supports the goals of the UN Global Compact**

The UN Global Compact is a strategic policy initiative for organizations that are committed to aligning their operations and strategies with the following 10 universally accepted principles in the areas of human rights, labour, environment, and anticorruption:

**Human rights**

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

**Labour**

Principle 1: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 2: the elimination of all forms of forced and compulsory labour;

Principle 3: the effective abolition of child labour; and

Principle 4: the elimination of discrimination in respect of employment and occupation.

**Environment**

Principle 1: Businesses should support a precautionary approach to environmental challenges;

Principle 2: undertake initiatives to promote greater environmental responsibility; and

Principle 3: encourage the development and diffusion of environmentally friendly technologies.

**Anti-corruption**

Principle 1: Businesses should work against corruption in all its forms, including extortion and bribery.

Further information about the UN Global Compact is available (in a variety of languages) at [https://www.unglobalcompact.org](https://www.unglobalcompact.org/)

**2.2 Welthungerhilfe adheres strictly to its own Code of Conduct**

Welthungerhilfe’s own Code of Conduct builds upon the principles of the UN Global Compact and is an integral lodestone in all of Welthungerhilfe’s work. All Welthungerhilfe suppliers are expected to act in accordance with the values of our Code of Conduct, which are as follows:

* The highest standards of personal and professional conduct
* No religious or political activities when representing Welthungerhile
* No discrimination
* Responsibility for health and safety
* No sexual violence
* Child protection
* Responsible handing of personal `data and information
* Responsible use of resources.
* No supporting of terrorism or money laundering
* No corruption
* Avoiding conflicts of interest
* No work under the influence of alcohol or drugs
* No carrying of weapons
* Obligation to report concerns, suspicions, and knowledge of Code of Conduct violations

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The full Code of Conduct is available at the following link: <https://www.welthungerhilfe.org/about-us/transparency-and-quality/code-of-conduct/>

By signing this Supplier Declaration Form, you explicitly agree to comply with these principles.

2.3 **Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering**

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate, or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with guidance issued by the United Nations Security Council and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and, in particular, against the financing of terrorism. Accordingly, Welthungerhilfe screens its suppliers and their relevant decision makers against lists of known and suspected terrorists to ensure that none of its or its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. By submitting an offer, suppliers and service providers agree to this screening process, including the obligation to provide the information required to conduct the screening (see parts 1.1 and 1.2 above).

1. **Supplier declaration**

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of company) hereby declare that all of the information submitted in parts 1.1 and 1.2 above is true and complete;

1. we are not in bankruptcy proceedings, in judicial insolvency proceedings, or in liquidation, and we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions;
2. we have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
3. we comply with our duty to pay social insurance contributions, taxes, and other levies in accordance with the legal provisions of the jurisdiction in which we have our office, the jurisdiction of the consignee, and the jurisdiction where the contract is performed; we assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation, and occupational safety and health;
4. we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of another legal or natural person;
5. no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from any institutional donor involved in development cooperation, humanitarian assistance, or other public financing work (hereinafter “institutional donor”);
6. we are providing you with all the information required to participate in a tender, and all information submitted in relation to this tender is true and complete;
7. in respect of contracts that are ultimately paid for out of the funds of an institutional donor, no one has accused us of breach of contract due to gross violation of our contractual obligations;
8. we have not been excluded as a contract partner by any institutional donor due to ethical issues;
9. in the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to
10. any institutional donor involved in the project, and to auditors engaged by either Welthungerhilfe or such institutional donor that they will have reasonable access on demand to our business and accounting documents for the purpose of checks and audits;
11. we respect basic social rights and condemn child labor;
12. we understand that Welthungerhilfe will conduct a check to ensure that neither our company nor our top four managing officials appear on any lists of known or suspected terrorists issued by our institutional donors or the governments of which they are a part;
13. we support the goals of the UN Global Compact; and
14. we act in accordance with the values of Welthungerhilfe’s Code of Conduct.

Location, Date Name, Signature