**LPR No. 000029: Terms of Reference (ToR) for Hiring a Trainer to Deliver Training for Farmer Climate Business School (FCBS) Facilitators**

**For project titled**

**“Support for Agricultural Micro-Enterprises and Integration in Value Chains to Increase Food Security in Thatta, Sindh, Pakistan”**

**Background**

SAFWCO, a Non-Governmental Organization founded in 1993 under the Society's Act 1860, has established itself as a leading entity in promoting sustainable development across Pakistan. Recognized by the Pakistan Centre for Philanthropy (PCP) as a certified non-profit organization, SAFWCO operates under a Memorandum of Understanding (MoU) with the Economic Affairs Division (EAD) of the Ministry of Commerce. SAFWCO is driven by its vision to create "sustainable communities that achieve equitable economic, social, political, and cultural development." Engaging both rural and urban communities (men and women) to foster sustainable enterprise initiatives aimed at reducing poverty and ensuring food security, strengthening community-based agricultural organizations to support long-term sustainability, and enhancing the participation of women in business development to advance their socio-economic empowerment.

Welthungerhilfe (WHH) was established in 1962 and is now one of the largest private organizations in Germany working in development cooperation and humanitarian aid. The organization is non-profit, non-partisan, and non-denominational. Donations from the general public fund its work in over 40 countries across Africa, Asia, and Latin America. Additionally, WHH receives grants from the German Federal Government, the European Union, and the United Nations for international development initiatives. SAFWCO and SUKAAR Foundation has partnered with Welthungerhilfe (WHH) project on ‘Support for Agricultural Micro-enterprises and Integration in Value Chains to Increase Food Security in Tharparkar and Thatta, Sindh, Pakistan’.

As part of this initiative, SAFWCO aims to promote climate-smart agricultural practices and enhance the integration of smallholder farmers into value chains by establishing 125 Farmers Climate Business Schools (FCBS) including 100 for rice and 25 for fisheries will be established across Thatta district. Each FCBS will act as a participatory learning and demonstration platform, reaching a total of 2,500 smallholder farmers, with a strong emphasis on the inclusion of women and youth.

An intensive 21-day training program will be conducted for 25 facilitators (20 for rice and 5 for fisheries) to support the effective roll-out of FCBS. The training will be grounded in participatory, field-based learning methodologies tailored to local agricultural and aquaculture contexts. Once trained, these facilitators will conduct FCBS sessions with farmer groups over a six-month production cycle, focusing on climate-smart practices, enhanced productivity, and market-oriented approaches.

**Objectives**

The main objectives of hiring a trainer for the 21-day FCBS facilitator training are to:

1. Equip 25 selected facilitators (20 for the rice value chain and 5 for the fisheries value chain) with the knowledge, skills, and methodologies required to implement the Farmers Climate Business School (FCBS) approach.
2. Introduce participatory and field-based learning techniques tailored to local agricultural and aquaculture systems.
3. Strengthen facilitators' capacity to deliver six-month FCBS sessions with smallholder farmer groups, promoting climate-smart practices, improved productivity, and market-driven approaches.
4. Develop and deliver a comprehensive FCBS training module and toolkit aligned with the local context and project goals.
5. Prepare and provide a practical FCBS curriculum consisting of 12 thematic learning units to guide facilitators in conducting sessions with smallholder farmers at their respective FCBS sites.
6. Ensure facilitators are fully prepared to replicate learning cycles effectively across 125 FCBS sites in Thatta district.

**Scope of Work**  
The trainer will be responsible for:

Curriculum Development:

* Design a tailored 21-day training curriculum adapted from participatory field-based learning models suitable for the rice and fisheries value chains.
* Align content with the local Agro-ecological context, incorporating modules on climate-smart production practices, gender and youth inclusion, business planning, post-harvest management, record keeping, and cooperative development.
* Develop a comprehensive FCBS curriculum consisting of structured learning units that facilitators will use to conduct six-month sessions with smallholder farmers at their respective FCBS schools.

Training Delivery:

* Facilitate interactive and participatory sessions using adult learning methodologies.
* Deliver practical field exercises, simulations, and group work throughout the training cycle.
* Support the development of action plans by each facilitator for implementing the six-month FCBS cycle.

Assessment and Documentation:

* Conduct pre- and post-training assessments to evaluate knowledge acquisition.
* Maintain daily attendance, session records, and gather participant feedback.
* Submit a comprehensive final training report with recommendations for ongoing support and curriculum refinement.

Collaboration and Coordination

* Work closely with SAFWCO’s technical team to ensure alignment with project goals.
* Guide the development of localized training manuals and materials in consultation with relevant stakeholders and technical staff.

**Deliverables**

* 21-day training schedule and detailed session plans.
* Customized training manual and facilitation toolkit.
* Pre- and post-assessment tools and summary of results.
* Participant attendance and training documentation.
* Comprehensive FCBS module covering six months of sessions for smallholder farmers, to be used by the trained FCBS facilitators during the implementation phase.
* Final training report with key outcomes and recommendations.

**Required Expertise and Qualification**

* Advanced degree in Agriculture/Fisheries, Rural Development, or a related field.
* At least 10 years of experience in delivering training using FCBS, FFS or FBS methodologies.
* Proven track record in participatory training design and facilitation.
* Technical expertise in climate-smart agriculture and/or aquaculture.
* Experience working with FAO, or Care International materials is highly desirable.
* Strong communication skills in Sindhi, Urdu, English.

**Reporting and Coordination**

* The trainer will report to the Deputy Executive Director and Project Manager at SAFWCO and coordinate closely with the technical team. Technical oversight will be provided by WHH.

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

**Application Process: Interested Trainers/teams are invited to submit their proposals, including:**

* A brief outline of the proposed methodology.
* CVs of the lead consultant and/or key team member.
* A budget proposal.
* Samples of previous work relevant to this TOR.

**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.

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

**Award Criteria**

The proposal will be evaluated on the following grounds:

* Technical Evaluation (Methodology & approach): 30 marks
* Relevant experience: 30 marks
* Registration with FBR/SRB: 05 marks
* Financial Proposal 30 marks
* Necessary Health Insurance of Consultant: 05 marks

**Contact Information and Submission**

For further information, please contact:

* Mr. Satram Suther, General Manager HR and Logistics, Email: satram.suther@safwco.org
* Interested Trainer can submit their technical and financial proposals must be submitted in sealed envelop on or before **May 20, 2025 at 05:00PM, by courier or by hand at SAFWCO Office, House No. C-417, Qasimabad Phase-1, Hyderabad, Sindh.**

**Contract and Payments**

SAFWCO will sign a consultancy contract with the consultant. 40% of the total amount will be paid upon finalization of the inception report (including training manual and FCBS curricula); second instalment of 30% amount will be paid after submission of draft report within stipulated time and the remaining 30% amount upon approval of the final report and all 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 form  If the supplier is not a registered company, write “not registered.” |  |
| Year founded |  |
| Country where established |  |
| VAT or registration number |  |
| Bank details  Include 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](mailto:screening@welthungerhilfe.de).

|  |  |  |  |
| --- | --- | --- | --- |
| 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

uly

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