

## **Request for Proposal (RFP)**

### **Hiring of a Trainer to Conduct a Two-Day Training on Mushroom Value Chain Development in District Khyber.**

#### **Background of the Consultancy**

NIDA-Pakistan has established 20 Mushroom farms for 20 beneficiaries in District Khyber. Under this initiative, NIDA-Pakistan has provided essential resources, including high-quality Mushroom seeds and other necessary inputs. The goal is to equip farmers with practical skills and knowledge to enhance self-employment opportunities, increase household incomes, and foster the growth of small-scale agribusinesses within the community.

NIDA-Pakistan has identified suitable beneficiaries for Mushroom farming and has already provided them with high-quality Mushroom seeds, which have demonstrated excellent germination results. As the next step, NIDA-Pakistan plans to equip these farmers with specialized training focused on the Mushroom value chain. This training will cover key aspects such as market linkages, business planning, and post-harvest handling, enabling farmers to maximize profitability and access larger markets.

To further enhance market linkages and improve income opportunities, NIDA-Pakistan aims to develop a value chain around these beneficiaries. In this regard, NIDA-Pakistan requires the services of a qualified consultant to conduct a two-day training on value chain development.

For this purpose, NIDA-Pakistan seeks to engage a **qualified and experienced individual consultant or firm** to design and deliver the training sessions. The training will focus on:

- Value chain concepts, key actors, and market linkages
- Stakeholder mapping to facilitate exchanges between Mushroom farms and market actors
- Market mapping in Peshawar/Khyber to explore trading opportunities
- Identifying and engaging relevant market players, including wholesalers, suppliers/importers, and retailers
- Business plan development for Mushroom farming enterprises
- Handling, packaging, and labeling best practices

#### **Health and safety and security**

The consultant shall ensure a safe and secure working environment for their staff and others under their control. They will conduct risk assessments, implement necessary health, safety, and security measures, and ensure compliance with relevant laws and NIDA-Pakistan regulations. All employees must be adequately trained and adhere to these standards. NIDA-Pakistan reserves the right to request risk assessments. In case of serious injury or death, the consultant must provide full information and fulfil all legal obligations related to reporting, investigations, and compensation.

#### **Logistics arrangements for consultant:**

NIDA-Pakistan will pay consultancy fee and the selected consult/firm will be responsible for payment of all expenses to be incurred on the assignment including overnight stay, travel to the training venues, handouts & presentations development and report writing. The cost of logistics arrangements for training including stationery, refreshment, hall arrangement will be the responsibility of NIDA-Pakistan.

#### **Required documents to be submitted along with proposal for consultancy**

**a. Proposal of the assignment must contain the following details:**

- A covering letter outlining their suitability for the job, providing initial observations on the ToRs and an outline of the methodology they would use.
- Profile of Consultant/ firm along with NTN number.
- A curriculum vitae of proposed resource person(s) including highlighted references to previous relevant work and publications.
- Signed & filled pages of RFP and send us back inclusive of Annexes in sealed envelope and clearly mentioned the RFP Reference on right side corner.
- Submit all Means of Verifications (MOVs).

**b. technical proposal explaining:**

**Technical Expertise:**

- Relevant qualifications and experience of carrying out similar nature assignments.

**Experience of conducting Similar Nature Trainings (Trainings on Mushroom Value Chain Development)**

- **Details of Experience in Conducting Similar Nature Trainings** to be submitted with the proposal in the following format, along with Means of Verification (MOVs).

S#	Title of the Trainings conducted	For whom (Name of organization/firm)	Year	Contact/Email reference Check for	Remarks if Any
1					
2					
3					
4					
5					

Details of qualification must be provided along with the application submission.

**Methodology:**

- Clear understanding of project objectives and the scope of work.
- Explain the proposed methodology, how the trainings will be conducted, explain the contents of the training including training agenda.
- Describe how the training will incorporate stakeholder mapping, local market actors and practical examples from successful Mushroom farming enterprises

**c. financial proposal with breakdown of budget on the prescribed financial proposal form given below duly signed and stamp.**

**2.3: Financial proposal/Quoted rates:**

All quoted rates in financial proposal must be indicated in PKR currency, including unit rate and total amount. Quoted rates stated in currencies other than PKR will not be considered in the awarding process. All rates must be inclusive of all government taxes, (current and imposed during the contract period) including income and sale as well as all other applicable taxes/charges (Where and when

applicable). The rates shall be inclusive of all costs to be incurred on the assignment including travel logistics.

**Financial proposals that list travel logistics cost and taxes separately will not be considered in the awarding process.**

**Duration of contract:**

Total duration of the assignment is 02 Days.

**Payment schedule:**

Consultancy fee will be inclusive of all applicable govt taxes, GST, WHT, life accidental insurance and health insurance of the consultant including his/her team and NIDA-Pakistan will not be responsible for any insurance including life and health on behalf of the Consultant/firm. Payment will be made on completion of the trainings on Value Chain Development (Mushroom) as per the agreed timelines and submitting of deliverables including training handouts, presentations, training material and training reports (approved and endorsed version).

All the data and related documents provided to the consultant and other information collected by the consultant for training materials, contents, presentations and reports will remain the sole property of contracting authority NIDA-Pakistan and will be handed over in hard including electronic format along with the final reports.

**Non-Payment & Termination**

NIDA-Pakistan reserves the right of non-payment of any instalment if the set deadlines or in any case the consultant is not willing to complete in mid of the way the assignment duration or the deliverable are not met as per TORS including if the training quality does not meet the quality standards of the trainings.

No payments, including instalment payments, shall be made to the consultant for the incomplete assignment. If the Consultant fails to deliver the assignment within the agreed upon timeframe, the contracting authority reserves the right to cancel the assignment upon the failure of the deliverable from the consultant or service provider.

The notice of cancellation of the assignment requires prior 05 days in writing to be effective from both parties. The notice shall outline the reasons for cancellation and specify the effective date of termination.

**Shortlisting and Selection criteria:**

After receiving all proposals NIDA-Pakistan will analyse the proposals according to the following criteria:

- a. Adequate technical capacity specified in the (TORs) attached
- b. Financial proposal Rates offered is within the available budget
- c. Agreement on all the terms and conditions specially time frame of the assignment.
- d. Out of 100 marks weightage of technical proposal will be 60% and financial proposal will be 40%.
- e. 60% weightage of technical proposal will be further distributed in total 100 Marks as shown in the following table.

Sr#	Evaluation Criteria	Max Score
1	<b>Qualification</b> 20 marks for relevant qualification of consultant i.e., master degree in agriculture sciences, Agricultural Economics, Value Chain development	20
2	<b>Work Experience</b> 10 marks for experience of working with NGO/INGOS/government on Value Chain Development Training for Mushroom and those who have less than 3 years' experience will get 0 marks, 3 to 4 years will get 05 marks and 5 years and above will get 10 marks	10
3	<b>Experience of Conducting Similar Nature Trainings (Trainings on Mushroom Value Chain Development)</b> 25 marks for expertise in conducting similar nature trainings in the past (5 marks per assignment and maximum five trainings will be considered)	25
4	<b>Methodology &amp; Approach:</b> 15 marks for the methodology and approach	15
5	<b>Interview Score</b>	30
<b>Total Technical Score</b>		<b>100</b>

Final selection will be subject to approval of NIDA-Pakistan and WHH based on recommendations of the Procurement Committee.

#### Procedure of consultant selection:

- In the first stage after opening of the bids, the shortlisting of the potential consultant/firm will be carried out.
- In the 2nd stage, the shortlisted consultant/firm will be invited to NIDA-Pakistan Office for in-person interview, or online interview where the capacities of consultant/firm will be assessed by the selection panel.
- The selection panel will assess the quality of previous experience, quality of understanding on the subject theme, expertise in delivering trainings/technical support to Mushroom Value Chain Training and may ask for means of verification for the assignments accomplished in the past.
- The selection panel will check the reference of previous work carried out by the consultant; on request of the selection panel the consultant has to submit the means of verification of previous work experience.

#### How to apply:

Interested consultant/firm shall send their proposal along with required documents on single stage two envelopes' procedures in two separate sealed envelopes Technical and financial addressed to Admin/HR and Logistic Officer, NIDA-Pakistan, House No. 458, Usmania Lane, Old Bara Road, University Road Peshawar. Ph#091-5711362. Offers must reach to the above address on or before **March 24, 2025 by 11:00 AM.** Sealed envelope must be clearly marked with title of the assignment applied for. Please write to us on the below email for information, if any; [procurement@nidapakistan.org](mailto:procurement@nidapakistan.org)

**Note:** This document is not a contract. NIDA-Pakistan has the right to accept or reject any proposal with any reason. The contracting authority reserves the right to reject any or all consultancy assignment or any combination with subject to this consultancy thereof at his discretion, Decision of contracting authority is final and not be challengeable at all in any court. The Consultant/firm that do not receive written feedback within 10 days after the deadline has expired will be considered unsuccessful and will not be informed in writing.

**Template for financial proposal**

Please submit your financial proposal on below template. Rates/fee must be inclusive of all cost including travel, boarding & lodging and govt taxes. Please don't split and break the rates. Any cutting re-writing and use of removable ink or whitener on the financial proposal is not acceptable unless dully signed by the applicant.

Description of assignments	Unit	Number of Training	No of Days	Unit cost (in PKR)	Total cost (in PKR)
Consultancy fee for Value Chain Development Training of Mushroom	Training	1	2		

- 1: Validity period of the quoted rates not less than one month: \_\_\_\_\_
- 2: Name of consultant: \_\_\_\_\_
- 3: Name of applicant: \_\_\_\_\_
- 4: Complete postal Address: \_\_\_\_\_  
\_\_\_\_\_
- 5: Official contact numbers landline: \_\_\_\_\_
- 6: Official contact number cell: \_\_\_\_\_
- 7: NTN/GSTN. \_\_\_\_\_
- 8: Functional Email for official correspondence: \_\_\_\_\_
- 9: Official stamp if any: \_\_\_\_\_
- 10: Signature of applicant: \_\_\_\_\_
- 11: Date proposal submission: \_\_\_\_\_

## TERMS OF REFERENCE (ToR)

### Consultant for Two-Day Training on Value Chain Development (Mushroom)

#### Background:

NIDA Pakistan has established 20 Mushroom farms with 20 beneficiaries. To enhance market linkages and improve income opportunities, we seek to develop a value chain around these beneficiaries. In this regard, we require the services of a qualified consultant to conduct a two-day training on value chain development.

#### Scope of Work:

The consultant will be responsible for:

1. Designing and delivering a two-day interactive training covering:
  - Value chain concepts, key actors, and market linkages.
  - Stakeholder mapping for Mushroom farms to facilitate exchanges between farms and market actors.
  - Market mapping in Peshawar/Khyber to explore trading opportunities.
  - Identifying and engaging relevant market players, including wholesalers, suppliers/importers, and retailers.
  - Business plan development for Mushroom farming enterprises.
  - Handling, packaging, and labelling best practices.
2. Providing training materials and post-training recommendations.

#### Eligibility Criteria:

- Master's degree in Agribusiness, Agricultural Economics, Value Chain Development, or a related field.
- Minimum of 5 years of experience in value chain development, preferably in the agriculture sector.
- Proven experience in conducting similar training sessions.
- Strong communication and facilitation skills.

#### Duration & Location:

- The training will be conducted over two days in Bara, Khyber.
- Tentative dates: First Week of April.

#### Application Process:

Interested consultants are invited to submit:

1. A detailed CV highlighting relevant experience.
2. A technical proposal including a brief methodology and training plan.
3. Financial proposal (consultancy fee per day).

#### Submission Deadline:

Please submit your Proposals to NIDA-Pakistan office by March 24<sup>th</sup> 2025.

## ANNEX I

### Welthungerhilfe 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)			
Birth date	Date:	Month:	Year:
<b>Managing official 3</b>			
Full name (given name followed by middle and surname)			
Nationality			
Address(at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:
<b>Managing official 4</b>			
Full name (given name followed by middle and surname)			
Nationality			
Address(at a minimum, country of residence)			
Gender (optional)			
Birthdate	Date:	Month:	Year:

## 2. 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 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- Principle 4: the elimination of all forms of forced and compulsory labour;
- Principle 5: the effective abolition of child labour; and
- Principle 6: the elimination of discrimination in respect of employment and occupation.

#### Environment

- Principle 7: Businesses should support a precautionary approach to environmental challenges;
- Principle 8: undertake initiatives to promote greater environmental responsibility; and
- Principle 9: encourage the development and diffusion of environmentally friendly technologies.

#### Anti-corruption

- Principle 10: 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>

### 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:

**458, Usmania Lane, Old Bara Road University Town Peshawar, Contact # 091-5711362, Email Id, [procurement@nidapakistan.org](mailto:procurement@nidapakistan.org)**

- The highest standards of personal and professional conduct
- No religious or political activities when representing Welthungerhilfe
- No discrimination
- Responsibility for health and safety
- No sexual violence
- Child protection
- Responsible handling 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

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 decisionmakers 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).

**458, Usmania Lane, Old Bara Road University Town Peshawar, Contact # 091-5711362, Email Id,  
procurement@nidapakistan.org**

### **3. Consultant declaration**

We, \_\_\_\_\_(name of company) hereby declare that

- a) All of the information submitted in parts 1.1 and 1.2 above is true and complete;
- b) 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;
- c) We have not received a sanction by legally binding judgment for reasons that bring into doubt our professional reliability;
- d) 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;
- e) 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;
- f) 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");
- g) 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;
- h) 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;
- l) We have not been excluded as a contract partner by any institutional donor due to ethical issues;

- j) In the event we are chosen as the supplier for any Welthungerhilfe project, we assure to Welthungerhilfe, to 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;
- k) We respect basic social rights and condemn child labour;
- l) 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;
- m) We support the goals of the UN Global Compact; and
- n) We act in accordance with the values of Welthungerhilfe's Code of Conduct.

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Location, Date

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Name & Signature

**CONFLICT OF INTEREST DISCLOSURE FORM  
(BUSINESS PURPOSES)**

FULL NAME \_\_\_\_\_  
(Name of applicant interested in business with NIDA-Pakistan)

CNIC #: \_\_\_\_\_  
(Please attached CNIC copy)

NAME OF COMPANY: \_\_\_\_\_  
(Legal Name of company/firm/individual interested in business with NIDA-Pakistan)

ADDRESS: \_\_\_\_\_  
(Office/home permanent or Postal Address)

Please describe below any business/personal relationships, transactions, positions you hold (volunteer or otherwise), or circumstances i.e. Your close/blood relative that you believe could contribute to a conflict of interest between NIDA-Pakistan and your Firm, individual, personal, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report. (Please mark with "X" or "✓")

\_\_\_\_\_ I have the following conflict of interest to report: (Please mark with "X" or "✓")  
(Please specify conflict of interest between you, your firm and NIDA-Pakistan and/or its employees)

Name	Title/ Position	Business/personal Relationship of applicant with NIDA-Pakistan Office bearers/Employees

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I understand that any misrepresentation or false information provided on this form renders me to immediate dismissal of my business relationship.

I am aware as well that I am further responsible for updating this form. I acknowledge that failure to do this result in termination of my current business agreement and black listing for future business and official relationship with NIDA-Pakistan.

I have reviewed, and agree to abide by, the Policy of Conflict of Interest of NIDA-Pakistan.

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

\_\_\_\_\_  
**Signature of the applicant:**