

**Sustainable Agriculture and Production Linked to Improved Nutrition Status, Resilience, and Gender Equity (SAPLING)**

**Request for Proposal – Technical training on advanced agriculture techniques (such as germination testing, seed production and storage, grafting, layering, budding, cutting, division, seedling/sapling production, etc.) for SAPLING staff**

**Helen Keller International- Bangladesh**

**Cooperative Agreement No. AID-FFP-A-15-00010**

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# Introduction

USAID’s Office of Food for Peace (FFP) awarded HKI a five-year cooperative agreement to lead the Development Food Security Activity (DFSA), “Sustainable Agriculture and Production Linked to Improved Nutrition Status, Resilience, and Gender Equity” (SAPLING) on September 30, 2015, with the overall goal of improving gender equitable food security, nutrition and resilience of vulnerable people within the Bandarban District of the Chittagong Hill Tracts (CHT). To achieve this objective, HKI is working in partnership with CRS, CARITAS Bangladesh, three local implementing partners, individuals, communities, institutions, traditional leaders and the Government of Bangladesh to affect enduring positive change in its program areas by addressing immediate needs while investing in the future of food security and resilience. This goal will be achieved by applying an integrated community development approach to interventions designed to increase household (HH) availability, access and utilization of nutritious foods, enhance maternal and child health and nutrition (MCHN), and improve resilience to shocks and stresses among families who are under constant threat of natural and human-induced disasters.

SAPLING is being implemented in the upazilas of Ruma, Bandarban Sadar, Lama, Thanchi and Rowangchari. The population is comprised of 12 ethnic groups including Bengali. Each group has its own language and cultural traditions.

Due to remoteness, hill people’s access to agricultural extension services and information about appropriate climate-smart practices is limited. As such, they are not being disseminated/applied as extensively as in other parts of the country. In addition to that, the impact of climate change has made the situation more complex. The natural resources including water and forest are being reduced day by day for various reasons. In such context, the hill people need options to cope with the changing circumstances. Land scarcity is also a major issue with SAPLING’s target population of poor and extreme poor producers restricted to only a small amount of land apart from their dwellings. Due to lack of required knowledge, skills and technologies, people are not able to make the land productive. The nutritional status of the hill people is also lower than the national average and among the population, with pregnant mothers and young children most negatively impacted.

Since the inception of the program, SAPLING has been working to improve productivity, income and resilience of the most vulnerable, having a broader objective of bringing nutritional wellbeing to the population in general and pregnant/lactating mothers, adolescent girls and children under five, in particular.

To achieve its objectives, SAPLING has formed approximately 2,700 para-level groups of over 46,000 poor and extreme poor members including all pregnant and lactating women with children under two (regardless of income status). Applying a community based approach, SAPLING facilitates “We can grow” sessions using homestead food production as a platform to facilitate discussions on ways families and individuals can overcome challenges to food security from disaster and WASH to income generation.

As part of the “We can grow” curriculum, SAPLING emphasizes **learning by doing** through both household gardening and the development of one model garden designed to promote climate smart agricultural practices. This garden is known as a “Learning Center” (LC) and is managed by a LC Leader responsible for motivating, educating and scaling up or sharing (some of) the LC’s outputs with her group. On average, groups have 20 members (mostly women) with one LCL. Presently, SAPLING has approximately 2700 groups, each with an LC and leader.

As part of its fiscal year 2018 workplan, SAPLING has committed to providing advanced horticultural training to its LC leaders on germination testing, seed production and storage, vegetative propagation (grafting, layering, budding, cutting, division, etc.), seedling/sapling production and other relevant horticultural technologies. Once trained, each of the LC Leader is responsible for training his/her group members in the techniques.

In this regard, SAPLING is intending to organize four batches of two-day TOT for roughly 100 of its staff (Technical Officers (TOs) and field facilitators) who will be responsible for providing ToT training to SAPLING’s remaining field facilitators, as well as hands’ on, learning by doing ToT in the mentioned subject areas for LC leaders who will then need to train their group members.

SAPLING is searching for a firm/individual/institute capable of developing and conducting the requested training. The master training module will need to be adapted into several more simplified versions for the easy understanding and implementation of the ToT by actors with various levels of knowledge on horticulture and education in general, namely:

* One comprehensive ToT module with appropriate reference material is needed to train the 100 SAPLING staff who will become SAPLING’s master horticultural trainers.
* The master trainers will be responsible for training the remaining (approximately) 200 field facilitators. To do so they will need an appropriate module which is highly practical but also has some academic reference material.
* The master trainers, with help of the remaining field facilitators, will then need to train the 2,700 LC leaders. The LC leaders are producers with relatively low levels of education. Therefore, this module should place heavy emphasis on visual content and learning while doing. Most, if not all, of the training should take place at the LC.
* The LC leader with help from her assigned field facilitator, will then need to train her group members. To do so she will need a hands-on module which has pictures demonstrating what to do when and how to do it (with little or no written text).

# Objectives

The objectives of the training are as follows:

* Provide enhanced skills and capacity to SAPLING staff through practical training on seed production and storage, germination testing and vegetative propagation methods.
* Train SAPLING staff on these techniques using common varieties of vegetables such as tomato, eggplant, pigeon pea, broccoli, leafy vegetables, fruit trees, e.g., papaya and jackfruit, and other trees, e.g., moringa and neem, and/or plants found most useful for poor households living in Bandarban District of the Chittagong Hill Tracts.
* Provide ToT training with established modules to ensure full understanding of SAPLING staff on how to cultivate vegetables and trees through various propagation techniques, emphasizing how to produce and preserving seeds, conduct germination tests, and carryout vegetative propagation methods including cuttings and grafting, as well as how to teach these techniques.
* Provide practical training on appropriate tools and materials to be used for skills development of Field Facilitators, LC leaders and producers.
* Provide pre- and post-testing of all trainees, including results and recommendations in final report.

Provide modifiable electronic copies of all necessary training modules and training materials.

# Scope of Assignment:

The consultant/institution will work with SAPLING technical team to determine the training package, tools, techniques and the issues of practical demonstration. The major topics of the training are germination testing, seed production and storage, vegetative propagation (grafting, layering, budding, cutting, division, etc.), tree seedling/sapling production and other relevant horticultural technologies which are best suited for the topography and changing climate. The consultant will provide trainer of trainer (TOT) training to approximately 100 SALING staff in four batches considering that this ToT is ultimately intended for LC leaders and producer group members from the rural areas and have little experience and knowledge on the said topics.

The four batches of two-day, TOT trainings will be accomplished within two weeks – with four, two-day trainings per batch of approximately twenty-five staff each, equating to roughly 100 Master Trainers trained.

The consultant/firm/institution will undertake the following activities regarding the training.

* Preparation of a comprehensive training plan giving emphasis on requirements of recipients.
* Prepare and submit separate detail outline, curriculum, and customized modules for the various levels of recipients as described earlier.
* Make the practical ground and others materials and tools ready for practical demonstration during the ToT for SAPLING’s master trainers.
* Provide a detailed list of training logistics required and evaluation materials to be purchased by SAPLING.
* Provide a complete resource pack of materials for the trainees.
* Take all other necessary steps/works for ensuring training quality.
* Prepare and submit a final report on overall training program, with recommendations and findings.

# Time Schedule

SAPLING will award the consulting services contract by the 2nd **week of May 2018**, with expectation of the following:

* Contract period is for four weeks.
* The four batches of training are expected to be completed by May 25, 2018.
* All deliverables outlined in the annexed SOW must be completed by May 31;

# **Qualifications**

This assignment requires following expertise, skill and competencies from candidates included in the training team and/or firm proposing to conduct the assignment:

* Relevant academic qualification, post graduate preferably in horticulture or a combination of relevant education and experience;
* In-depth knowledge and understanding of advanced agricultural techniques in hilly/mountain areas;
* At least five years’ experience working with agricultural techniques such as seed production and storage, germination testing, seedling/sapling production and vegetative propagation;
* Demonstrated facilitation skill and training experience;
* Comprehensive knowledge and experience in application of participatory training methods and techniques;
* Proven knowledge and experience on designing training for lead farmers and/or extension staff;
* Experienced in working with NGOs;
* Experience of working with USAID project or familiar with USAID guidelines for delivery of training;
* Fluency in oral and written English;
* Experience providing training to multilingual audiences will be preferred.

# Evaluation

In response to this invitation, individual consultant/agency is requested to submit a technical proposal as per the ‘SOW’ and a financial proposal separately. The selection committee will evaluate the technical proposal as well as the financial proposal of the individual consultant/agency. The total scoring points for the technical will be 60 and cost will be 40.

A cumulative analysis scoring method will be applied to evaluate the individual consultant/agency. The award of the contract will be made to the consultant/consulting firm whose offer has been evaluated and determined as:

a) Responsive to this solicitation document, meets the eligibility criteria stated in this RFP, meets the technical, management/personnel, and organizational capability requirements, and is determined to represent the best value to SAPLING, and;

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this solicitation, with the ratio set at 60:40 respectively.

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| --- | --- |
| **CRITERIA** | **SCORES** |
| **TECHNICAL** | **60** |
| Proposal demonstrates understanding of the objectives of the assignment and appropriately responds to the needs as stated in the RFP | 10 |
| The approach and methodology for executing the Scope of Work effectively and efficiently is explained in the proposal | 10 |
| Proposal clearly demonstrates applicant’s in-depth knowledge and experience related to the skills required to effectively implement the SOW including staff and participant capacity building and ToT | 10 |
| Qualifications and relevant experience of the proposed team members | 15 |
| Demonstrated experience in designing and conducting similar assignments | 15 |
| **FINANCIAL** | **40** |
| Cost reasonableness of individual items included in the detailed budget (salaries, travel, other direct costs, etc.) | 15 |
| Items are allocable & allowable for performance of proposed work to meet all deliverables described in SOW | 10 |
| Sufficient justification (in notes) for all proposed costs, including filled out AID1420-17 (bio-data sheets) for each of the proposed staff whose salaries are included in the budget (see <https://www.usaid.gov/forms/aid-1420-17> for form) | 15 |
| **Total** | **100** |

Note: SAPLING reserves the right to include additional criteria.

As a part of evaluation process, consultant(s) may be interviewed or asked for presentation on submitted proposal by selection committee.

# Terms and Conditions of Payment

* 40% after submission and agreement of detail training plan and related training materials, including acceptance of all modules to be used in the ToT and shared with trainees
* 60% based on completion of the training and submission and acceptance of the final training report and electronic copies of all final training modules and materials.

SAPLING is an USAID funded project and per govt. regulation, USAID projects are VAT exempted. So, VAT will be settled by issuing VAT coupon subject to submission of Mushuk-11 according to local government rules & regulations. AIT will be deposited in the government treasury according to local government rules & regulations by HKI.

Payment will be made through bank wire transfer within 30 days after delivery and receipt of invoices if services ordered are correct.

# Proposal Content

The interested agency or individual consultant(s) shall submit the proposal to execute the assigned task and the proposal must contain the following:

A. Technical Proposal

* Demonstrating understanding of the assignment/SOW
* Detailed methodology to address the objectives of the assignment
* Outline of the master training schedule with detail contents
* Detailed work plan
* CV of proposed trainer(s) having relevant qualification and experiences with evidence/reference.
* Description of similar work performed by the individuals/team
* Organizational profile mentioning relevant experience (if applicable)
* Contact information for three professional references for whom similar work has previously been performed in the past

B. Financial Proposal

To determine cost reasonableness, allocability and allowability, the detailed budget should include the estimated cost in BDT for each of the expenses expected to be incurred to perform the tasks outlined in the SOW. The cost notes should explain the basis for any/all costs and include a copy of Contractor Employee Biographical Data Sheet which can be found at AID 1420-17 <https://www.usaid.gov/forms/aid-1420-17>. The financial bid should show VAT and Income Tax provision separately. The consulting firm/individuals also submit the VAT registration certificate (for agency); Copy of valid TIN certificate; and Bank account detail.

(Note- Travel costs should be based on available existing transportation services and reasonable costs for lodging, meals and incidentals)

# Necessary Documents

The consultant will provide proper documents, which will enable the consultant to work in Bandarban district, Bangladesh and he/she will work in mentioned place with his/her own peril. HKI Bangladesh will not assume any responsibility relating to this subject;

Consultant will submit the following documents:

* Technical proposal including CVs of proposed staff, corporate capability statement (if organization/firm is proposing), and contact information of at least three past performance references
* Financial proposal including detailed budget, cost notes and completed bio-data forms.

All documents & proposal need to submit in PDF form or any other non-editable form.

# Proposal Submission

Interested individual/agency is requested to officially respond by submitting all the documents as mentioned in the RFP**.**

* Proposals should be submitted by email. Please sign, stamp, and scan your cover letter and budget pages and send the proposal as an attachment in PDF format to [**Bangladesh.procurement@hki.org**](mailto:Bangladesh.procurement@hki.org)**.**

The proposal must be submitted to HKI no later than **2 May 2018**. Proposal submitted after the deadline will not be considered. Any queries please send email to **Fkabir@hki.org** by **April 26, 2018** and answers will be posted by **April 30, 2018**.

# Terms and Conditions:

All proposals must include a statement of authorization to bid signed by individual consultant or a principal of the responding firm. Bidder must disclose any relevant conflicts of interest and/or pending lawsuits. This request for proposals (RFP) does not obligate HKI to award a contract or complete the proposed project. It reserves the right to cancel this RFP if it is considered to be in its best interest.

HKI also reserves the right to waive minor informalities and, not withstanding anything to the contrary, reserves the right to:

* Reject any and all proposals received in response to this RFP;
* Select a proposal for contract negotiation based on the best interest of SAPLING;
* Negotiate any aspect of the proposal with any vendor;
* Terminate negotiations and select the next most responsive vendor for contract negotiations;
* Terminate negotiations and prepare and release a new RFP; and
* Terminate negotiations and take such action as deemed appropriate.

All proposals must include a statement that the consultant will adhere to HKI’s terms and conditions as outlined above and must be signed by individual consultant or a principal of the responding firm.

***HKI Code of Conduct & Ethics Policy:*** In accordance with the HKI Code of Conduct and Ethics Policy, HKI requires full and open disclosure when dealing with procurement. As such, HKI employees must avoid any conflict of interest or the appearance of a conflict of interest. HKI employees must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. HKI employees shall not solicit, request, accept, or agree to accept any gift from a vendor or prospective vendor.

# The General Terms and Conditions:

1. Consultant shall deliver the assignment/work and related papers/documents as per agreed of details, technical and financial proposal with satisfaction of respective purpose staff of HKI, SAPLING, Bandarban office.
2. The Work: Consultant shall complete the assigned work on Scheduled time, which is attached and incorporated into this agreement. The Work/assignment shall be of good quality and performed per generally accepted standards. No substandard / poor performance of work/assignment will be accepted by HKI Bangladesh and no payment will be made for substandard / poorly performed work;
3. Relationship of Consultant to HKI: Consultant is not an employee of HKI. Consultant is not entitled to receive benefits usually afforded HKI employees. Consultant shall pay all taxes and fees related to the work other than those that are paid by HKI per agreement. Nothing in this agreement shall create an employer/employee relationship, partnership or joint venture between the parties. Consultant has no right or permission to agree to anything in the name of, or for the account of, HKI, or to create or accept any obligation on behalf of HKI;
4. Ownership of Work: Consultant agrees that it created the Work, it hereby provides HKI all rights to the Work, and no other party has any rights to the Work. Consultant agrees that: (a) on HKI’s reasonable request, Consultant will sign any document stating that HKI owns the Work and has all rights to the Work, including without limitation, copyright applications, assignments and other documents required to protect HKI’s right to the Work; and (b) on HKI’s request, Consultant shall provide HKI all originals, copies or other documents containing a part or all the Work. These obligations extend beyond the expiration or termination of this agreement;
5. Confidential Information: Consultant may receive confidential information regarding HKI in connection with the Work. Consultant shall never disclose any of HKI’s confidential information to anyone or use HKI’s confidential information for its own purposes without HKI's prior written agreement; Confidential information of HKI means any information (written, oral or observed) relating to HKI's: (a) donors and potential donors; (b) beneficiaries; (c) employees; (d) business and strategic plans; (e) finances; and (f) relationship with any governmental entity. Confidential information of HKI also includes information specifically designated confidential by HKI or which Consultant knows or reasonably should know is not generally known to the public. These obligations extend beyond the expiration or termination of this agreement.
6. Indemnity: Consultant shall defend, indemnify and hold HKI harmless from any losses, claims, damages, liabilities and expenses related to Consultant’s Work or performance of this agreement. These obligations shall extend beyond the expiration or termination of this agreement.
7. Compliance with Laws: The Consultant shall comply with all laws, regulations, and orders applicable to it in connection with the Work otherwise HKI reserves the right to take any legal action against consultant / consulting firm under the law of Bangladesh.
8. HKI Policies: While on HKI premises (including in HKI vehicles) or performing the Work, Consultant shall comply with HKI policies provided orally or in writing to the Consultant, including those relating to security and prohibiting harassment and discrimination.
9. HKI Name: Consultant shall not use HKI's name in any publicity or disclose to the public any information relating to the Work without HKI's prior written consent. These obligations extend beyond the expiration or termination of this agreement.
10. Invoice Statements and Adjustments: Consultant shall provide HKI original of final invoice to HKI Bangladesh in letterhead pad as agreed beforehand. The invoice should indicate services performed any reimbursable expenses, any past payments and any other information as agreed by both parties and HKI reasonably requests. When HKI requests, Consultant shall provide HKI a final invoice within 15 (fifteen) days after the Work completion. HKI’s payment of any invoice shall never prevent HKI from questioning its correctness. If any invoice statement is found to be incorrect, the invoice statement shall be corrected immediately and an appropriate payment shall be made. The payment will be made by wire transfer in favor of the consultant (individual or firm). The amount, if that is transferred through bank transfer, to be sent to the following bank account format:
    1. Name of account:
    2. Account number:
    3. Name of Bank:
    4. Branch name:
    5. Address of the bank:
    6. Swift code / Routing number
11. All reports and documents prepared during the assignment will be treated as HKI property. The reports / documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HKI Bangladesh.
12. The consultant / firm agrees that during the period of this agreement and for a further period of twelve months, S/he shall not issue any written materials or express publicly any personal opinion concerning this services under this agreement, except with the prior written approval of HKI Bangladesh.
13. The consultant shall use the HKI name or marks only for this agreed activities authorized by HKI in writing. All other uses will be deemed infringements of the HKI trademark.
14. If the consultant requires additional time to complete the contract, over and above that previously agreed to, but without HKI Bangladesh changing the scope of work, HKI Bangladesh's prior written concurrence to the same is necessary.
15. HKI Bangladesh may make general changes, in written within the scope of the content affecting the services to be performed or time of performance. If any such changes cause an increase or decrease in the cost or time required for performance of any part of the work under the contract, HKI shall make equitable adjustment in the contract price, delivery schedule, or both and shall modify the contract in writing accordingly.
16. After completion of the assignment and submission of the final output, evaluation will be done by the concerned unit/office. Final payment will be withheld until evaluations have been submitted.
17. The Vendor is responsible to pay all Income Tax, Value Added Tax (VAT) or any other duties as applicable as per present Bangladesh Govt. rule.
18. The breakdown of applicable Vat/Tax is as follows:
19. 15% VAT shall be deducted from consultancy services for national/ international consultants.
20. 10% Income Tax shall be deducted from consultancy services of Bangladeshi national consultants and in absence of e-tin 15% income tax shall be deducted instead of 10%.
21. The consultant will be responsible for the safekeeping and return, in good working condition and order, of all the organization's property, which may be assigned to him/ her for use or custody failure to return the property in good order will result in a deduction of payment to cover the cost of repair or replacement;
22. In the event of failure on the Consultant’s part to meet the agreed deadline HKI- Bangladesh reserves the right to penalize the Consultant or his / her firm at the rate of 1% of the total contract amount (final amount) for delay per day from the deadline;
23. Notwithstanding anything contained in this agreement, HKI-Bangladesh may at any time terminate this agreement in whole or in part by requiring the consultant to stop performing the work or any part thereof. In this event the consultant shall have no claim against HKI-Bangladesh by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account thereof.
24. The consultant may terminate this agreement by giving a reasonable period of notice to HKI. In this event, the Consultant shall have no claim against HKI-Bangladesh by reason of such termination, other than payment in proportion to the work performed under the agreement less any sums previously paid on account therefore. Upon expiration or termination (by any of the involved parties) of this agreement, the consultant shall surrender to HKI all confidential material relating to HKI in his or her possession, of whatever origin. The confidentiality should also be kept after your consultancy with HKI ceases.
25. Certification regarding Terrorism: Consultant hereby certifies that it has not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.
26. Legal Notices: Any legal notice relating to this agreement shall be delivered by hand or sent by confirmed fax or mail to the party’s address herein or to another address provided in writing by the party. Confirmation means that there is evidence of transmittal, such the recipient’s written reply or signature or an electronic confirmation.
27. No Assignment: Consultant shall not assign this agreement or have another person or entity perform any of the Work without HKI's prior written consent.
28. No Other Persons Benefit: No person or entity that is not a party to this agreement has any right to enforce, take any action or claim it is owed any benefit under this agreement.
29. Amendments: This agreement cannot be amended except by a document signed by all the parties.
30. Severability: If any part of this agreement is held invalid, illegal or unenforceable, the rest of the agreement will remain valid, legal and enforceable and will not be impaired.
31. HKI Payment: HKI shall pay Consultant the amount on Schedule. If there is a dispute between the parties, HKI may refuse to pay a portion or all the payments until the dispute is resolved.
32. Transportation about consultancy service (in country): Based on agreement and submission of actual invoice.
33. Departure Taxes: HKI will reimburse the actual cost upon submission of original invoice based on agreement if applicable.
34. Air ticket (round the trip): HKI will reimburse the actual cost upon submission of original of invoice, boarding pass, and air ticket if applicable based on agreement.
35. Remuneration for travel days coming into Bangladesh to conduct the consultancy: This only applies to Consultants coming from abroad. If the travel time, including transit time, is less than 5 hours, the Consultant will be entitled to half a day's remuneration of the agreed daily fee. Should this travel time exceed 5 hours, the Consultant will be entitled to one full day's pay of the agreed daily fee for the consultancy. The Consultant must abide by the HKI procurement procedure.
36. Cost for sending invoice (from abroad): The Consultant is wholly responsible to bear all costs related to sending original invoice and other reports as determined by the TOR.
37. Manner of Payment: Consultant's compensation and reimbursable expenses shall be paid within 30 days of submission of original / scan copy of invoice/s. Payment will be made after completion of work and upon submission of the original invoice/s through account payee check / bank transfer. For payment consultant has to submit an invoice to Finance Department, HKI Bangladesh with a copy of work contract and ToR.
38. Arbitration: "Any dispute or difference arising out of or in connection with PO or the interpretation of any terms thereof shall be referred to arbitration in accordance with the arbitration Act, 2001 or any other arbitration Act for the time being in force in Bangladesh. Each party shall appoint its own arbitrator and the two arbitrators so appointed shall appoint a third arbitrator who shall act as chairperson of the arbitral tribunal. The place or arbitration shall be Dhaka, Bangladesh. The language of the arbitration proceeding shall be in English.
39. The Consultant shall be solely responsible for his/her own insurance (health, travel, etc.). HKI will not bear any cost in this regard.