

Winrock International
SAFETI Project
House 3B (Apartment 2C), Road 49
Gulshan 2, Dhaka
Tel: +88 02 9853376



REQUEST FOR PROPOSAL

Date: 31 March 2019

We kindly request you to submit your proposal for performing a detailed inventory of Aquatic Medicinal Products and Chemicals being used in Shrimp/Prawn farming in Bangladesh. The requirements are given below.

Proposals may be submitted on or before **May 12, 2019** and in a sealed envelope titled **"RFP for performing a detailed inventory of Aquatic Medicinal Products and Chemicals being used in Shrimp/Prawn farming"** to the address below:

Director Finance and Administration

Winrock International
USDA- SAFETI Project
House No. 3B (Apartment 2C), Road No. 49
Gulshan 2, Dhaka 1213
Tel: 9853376

It shall remain your responsibility to ensure that your proposal reaches the address above, on or before the deadline. Proposals that are received by Winrock International -SAFETI Project after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

1. BACKGROUND OF SAFETI PROJECT

WINROCK INTERNATIONAL is a non-profit organization that works with people around the world to empower the disadvantaged, increase economic opportunity and sustain natural resources. Winrock has been implementing the USDA funded Safe Aqua Farming for Economic and Trade Improvement (SAFETI) project to support the Bangladesh shrimp and prawn sector development through offices in Dhaka and Khulna, Bagerhat, Satkhira and Jashore districts of Khulna Division, and in Cox's Bazar since October 2016.

SAFETI is being implemented with the objective of achieving the following results through different interrelated components/ activities:

- Increase agricultural productivity by improving production and management of hatcheries and farms in the shrimp and prawn value chain to contribute to both improved food quality and safety, as well as to improved livelihoods and environmental sustainability in the Bangladeshi prawn and shrimp industry;
- Expand trade of agricultural products by improving handling and sanitary controls, reducing unnecessary layers in the value chain, promoting extension services, and building the capacity of trade associations and government trade promotion bureaus.

2. Please take note of the following requirements and conditions pertaining to the supply of the services:



Reporting to the **Aquaculture Production and Trade Specialist of SAFETI**, the Aquatic Medicinal Products Survey Consultant will conduct a survey of chemicals and pharmaceuticals being sold by aqua inputs traders for use in shrimp and prawn farming, hatchery and nursery activities in the SAFETI project districts (Satkhira, Khulna, Jashore, Bagerhat, and Cox's Bazar).

The aim is to create a comprehensive inventory of aquatic chemicals and medicinal products on sale in the national market in the shrimp and prawn farming districts covered by the SAFETI project, with details of brand, country of manufacture, price, the chemical constituents of each, the proposed use in shrimp & prawn farms, shrimp/prawn hatcheries and nurseries for which they are being sold, and an estimate of their annual sales volume and value. The consultant will also conduct interviews of a statistically significant sample of farmers, hatchery and nursery operators to assess their views on the effectiveness of the products sold for use in shrimp/prawn farming.

JOBS AND RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:

- Draft a detailed survey design and implementation plan and finalize it in discussion with SAFETI and DOF;
- Conduct the survey in the districts of Khulna, Satkhira, Jashore, Bagerhat, and Cox's Bazar, including coverage of: wholesale and retail shops selling chemicals and pharmaceuticals for use in shrimp and prawn farms, hatcheries and nurseries from Upazila to District level; and of shrimp and prawn farms, hatcheries and nurseries where the products are being used;
- Collect detailed information regarding those products; brand, country of manufacture, price, chemical constituents, proposed use, annual sales volume and value, effectiveness;
- Analyze the findings and prepare a draft report;
- Present the findings to sector stakeholders in a workshop jointly organized by SAFETI and DOF.
- Considering the observations of the workshop prepare and submit a final report to DOF through the SAFETI project.

All documentation pertaining to the survey work shall be in English

REQUIRED QUALIFICATIONS AND EXPERIENCE OF THE CONSULTANT PROVIDING THE SERVICES

- Masters Degree or equivalent in fisheries, aquaculture or pharmacy from a reputed university.
- Minimum of 3 years experience in relevant fields of work;
- Fluent in both Bengali and English and with good report writing skills;
- Ability to communicate ideas effectively to stakeholders, and to write clearly and concisely;
- Ability to work comfortably with diversified team members and members of public departments;
- Have ready access to a range of private and public institutions;
- Knowledge of the Bangladesh shrimp & prawn sector, an advantage.

3. PROPOSAL SUBMISSION

The consultant shall submit a detailed proposal with activity/work plan, timeframe, and financial budget. Air travel costs and other conveyance for the consultant, accommodation costs, per diem allowance for days worked in the field are to be shown in the budget. The consultant will hire qualified enumerators or survey staff (short-term) for conducting the survey. Enumerators are to be trained appropriately to make them acquainted with the questionnaire and to enable them to collect data accurately through the survey. Work is to be completed and deliverables to be submitted in accordance with the timeline shown in the proposed / agreed activity/work plan. The whole work including deliverables is to be completed within a maximum of 90 days of signing the agreement.



A detailed item-wise breakdown of the budget including the number of actual working days of the consultant and his/her daily rate is to be submitted with the proposal.

Based on the proposed financial budget submitted, a final budget will be negotiated so as to be within the available budget provision of the project.

The proposal should be valid for 120 days from its submission date.

In exceptional circumstances, Winrock International -SAFETI may request the firm to extend the validity of the Proposal beyond what has been initially indicated in this RFP. If the Proposer agrees to the extension, he/she shall confirm this in writing, without any modification whatsoever of the Proposal.

4. EVALUATION CRITERIA

- Technical responsiveness;
- Full compliance to requirements;
- Competitive price will be calculated comprising;
 - ✓ Consultancy cost (including LOE /days) for consultant and enumerators
 - ✓ Travelling and Transportation (including Per diem, accommodation and other cost of field visit/days for consultant and enumerators)
 - ✓ Other costs – (if any specific)

5. **SCOPE OF WORK** – A detailed inventory of Aquatic Medicinal Products and Chemicals being used in Shrimp/Prawn farms, hatcheries and nurseries in Satkhira, Khulna, Jashore, Bagerhat and Cox's Bazar districts; and of user's views of their effectiveness.

6. TIME LINE AND DELIVERABLES:

The tentative start date for the survey work is 16 June 2019. The work is to be completed within a maximum of 90 days from the signing of the agreement.

Deliverables:

- A detailed revised activity plan of the survey and time line is to be submitted within one week from the date of signing of the agreement and prior to the start of the survey work;
- Survey questionnaires ready for use;
- Survey questionnaires once filled in, are to be handed over to SAFETI;
- Draft report on the survey;
- Presentation of the draft report in a workshop of the stakeholders jointly organized by SAFETI and DOF;
- Final report to be developed on the basis of observations of the workshop;
- Submission of final survey report to DOF through SAFETI;
- Digital copies of all documents related to the survey to be submitted to SAFETI.

7. **MODE OF PAYMENTS:**

Payment will be made through account payee cheque, and at-source applicable Tax and VAT will be deducted as per govt. rules. 10% of the total agreed amount will be paid as advance after submission of the revised activity plan of the survey. 20% of the total amount will be paid after the completion of the field survey and submission of a field survey closure report. The remaining amount will be paid after submission of the final report of the survey. Reports are to be submitted in two copies along with digital copy.



Bills are to be submitted in two copies with supporting documents (vouchers, all kinds of tickets, accommodation documents, any cash memos etc.) after completion of the works and submission of all deliverables satisfactorily. Report on the survey must have been accepted by SAFETI and DOF before the payment of the final bill.

WINROCK INTERNATIONAL reserves the right to accept or reject any proposal or all without assigning any reason.

