

AGRICULTURE (EXTENSION) DEPARTMENT,
GOVERNMENT OF SINDH



HORTICULTURE TRAINING PROJECT-INCREASING THE EARNING
CAPABILITY OF SUBSISTENCE FARMERS

**REQUEST FOR STATEMENT OF QUALIFICATION
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QUALIFICATIONS (RSQ)**

FOR HIRING CONSULTANCY SERVICES FOR "HORTICULTURE TRAINING
PROJECT-INCREASING THE EARNING CAPABILITY OF SUBSISTENCE
FARMERS"

1. GENERAL

- (a) The Agriculture Department (Extension Wing), Government of Sindh (the "GOS") is desirous of procuring services of a consulting firm in Pakistan for:
- (i) Horticulture Training Project-Increasing the Earning Capability of Subsistence Farmers, Agriculture Department (Extension Wing) intends to apply portion of the funds for hiring a consultancy services for the project right from its inception to completion and even afterwards, if deemed necessary, for a period specified under TORs.
 - (ii) The project is aimed at contributing to the well-being of subsistence farmers by developing out-of-the box but pragmatic solutions linked to agriculture that can help the subsistence farmers break away from vicious circle of poverty and dependence over middlemen by imparting critical skills to them that can bring about permanent change in their living standards.
 - (iii) The project's social benefits would encompass but not limited to:
 - a) Increasing the Earning Capability of Subsistence Farmers.
 - b) Reduction in crime rates through promotion of income generation activities.
 - c) Discouraging the role of middle man
 - d) Uplifting the living standard of marginalized farming community and farmers children access to education.

Agriculture Department invites SOQ for appointment of a consultant from reputable candidates / Firms possessing the required education, experience. SOQ should comprise detailed profile of the consultant, education, sector related and project related experience, list and detail of comparable projects completed and / or in process including consultancy cost.

The consultant shall, in his capacity be responsible to design as well as execute a well-planned training spread over 18 months and targeting around 1700 male and female farmers with a clearly defined objective of developing capability of target farmer groups to break away from vicious poverty circle by engaging in sustainable agriculture practices designed around modern farming techniques.

- (b) Interested firms are required to submit a Statement of Qualification ("SOQ") in the form and manner set out herein to the GOS by 2nd December 2013 (the "Due Date").
- (c) Information provided in the SOQs will be used by the GOS exclusively to evaluate the suitability of the Consulting firm. Only such firms as are pre-qualified by the GOS after such evaluation may be issued Request for Proposal ("RFP") (defined in Section 6 below) for the purposes of participating in the subsequent bidding for providing the Consulting Services.
- (d) Notwithstanding anything contained in this Request for Statement of Qualifications ("RSOQ"), receipt of the SOQ from the firms is not and should not be considered as a commitment by the GOS to engage any consulting firm.

2. PRE-QUALIFICATION

2.1 *Eligibility Requirements*

In order to be pre-qualified by the GOS, the firm **must fulfill** the following eligibility requirements:

- A. Must have very good understanding of agriculture sector of Sindh in general and Sukkur Division in particular
- B. Must have past experience of developing and executing horticulture related projects for large developmental organization(s) and / or the government department(s). Past experience of executing such projects in Sukkur Division would be a huge plus.
- C. Must have very good understanding of Sukkur Division
- D. Must be able to easily converse in Sindhi
- E. Must be familiar with international trade of fruits and vegetables – practical experience in fruit / vegetable exports would be a huge plus
- F. Past experience of working on rural development projects. Having previously done rural development related project in Sukkur Division would be a huge plus

2.2 *Basis for Disqualification*

The following may be reasons for disqualification of a Consulting firm by the GOS at any time/stage:

- (a) If the firm fails to submit the required support documentation along with the SOQ by the Due Date.
- (b) Misrepresentation, withholding or concealment of information in the SOQ by the firm.
- (c) If the firm fails to disclose or provide any additional information as may be required by the GOS.
- (d) If the GOS determines that the firm is prohibited from doing business with the GOS on grounds which may include but not limited to past track record, public policy or national interest.
- (e) If the GOS determines during evaluation that the firm (in its sole discretion) will be unable to satisfactorily provide the Consulting Services (including as a consequence of any conflict of interest).

2.3 Discretion of the GOS

Notwithstanding anything contained herein, the GOS may at its discretion reject any or all SOQs, temporarily halt the process or annul the same at any time/stage without assigning any reason or incurring any liability whatsoever.

3. MANDATORY CONTENTS OF SOQ

Each SOQ shall include the following sections:

- Methodology
- Capability and Experience
- Conflict of Interest

3.1 Methodology

This Section of the SOQ shall set forth a brief write up of the methodology to be employed by the Consulting firm to provide the Services. It shall also include the envisaged assistance required from GOS and the anticipated milestones and timelines by which such milestones are proposed to be achieved.

3.2 Capability and Experience

This section of the SOQ shall include the following information of the firm:

- (a) Name of each employee working full time at the firm together with his/her academic qualification and years of experience.
- (b) Resume of at least two (2) persons who would be involved in provision of the Consulting Services together with their expertise and experience, demonstrating their capability to provide the Services (including relevant experience).
- (c) Identity of the partner who will be responsible for the Consulting Services ("Responsible Partner").

3.3 Conflict of Interest

This Conflict of Interest section shall include information regarding any conflict of interest that a firm has in representing GOS.

4. SUBMISSIONS OF SOQS

4.1 Timing, Number of Copies and Filing Requirements

A firm must submit an original three copies of its SOQs not later than 1400 hrs Pakistan Standard Time on or prior to the Due Date to the GOS at the following address:

The Project Coordinator
Horticulture Training Project I.E.C.S.F
(Ex-EDO Agriculture Office) Begum Nusrat Bhutto Secretariat/
One Unit Building, University Road Khairpur.
Telephone: 0243-39280150
Fax Number:
Email: horticulture.khairpur@yahoo.com

Each SOQ shall be in English. Faxed SOQs will not be accepted. SOQs bearing a postmark or courier dispatch receipt up to 14:00 hrs Pakistan Standard Time on the Due Date will be accepted upon the package's arrival.

4.2 Sealing and Marking of SOQs

In order to avoid the possibility of loss of the contents of an SOQ due to a rupture of the outer envelope containing an SOQ, each SOQ should be enclosed in a sealed envelope which itself should be encased in another envelope. Both the inner and outer envelope(s) must be marked with the full address as shown above.

4.3 Material Change

Each firm must report any material change in the information provided by it in its SOQ up to the Due Date. Any such material change that may be grounds for disqualification under Section 2.2 could lead to a disqualification of the firm.

4.4 Certification

The Responsible Partner must sign the SOQ, on behalf of the firm, to indicate consent evidencing their agreement to provide the Consulting Services.

The Responsible Partner submitting the SOQ on behalf of the firm shall certify the SOQ in the following form:

"I, the undersigned certify on behalf of [name of the firm] that to the best of my knowledge and belief, and upon diligent inquiry, all the information submitted in this Statement of Qualifications is true and accurate. I further confirm and understand that amongst other reasons any misrepresentation or concealment of facts will render [name of firm] disqualified for pre-qualification.

In certification of the statements above, I hereby sign this document on the ___ day of ___ 2013.

[Typewritten name, signature and position of the Responsible Partner.]"

5. REVIEW AND EVALUATION OF SOQS

5.1 Review and Evaluation

The experience, expertise and other capabilities of the firm to provide the Consulting Services will be reviewed and evaluated by the GOS, which in view of the aforementioned criteria shall determine whether the firm has the expertise and the capability to provide the Consulting Services.

5.2 *Supplementary Information*

Where the GOS deems it convenient or necessary, it may request supplementary information or documentation from a firm for determining eligibility for pre-qualification of such firm.

5.3 *Intimation of Pre-qualification*

Intimation of pre-qualification will be given in writing and delivered to pre-qualified firm by facsimile, email and/or courier at their specified address.

5.4 *Return of SOQ*

The GOS shall be under no obligation to return any SOQ submitted by a firm or to reimburse a firm for the cost of preparing an SOQ or any other costs incidental thereto.

6. BIDDING

All pre-qualified firms will be sent 'Request For Proposal' ("RFP"). If a pre-qualified firm bids for providing the Consulting Services, it shall be deemed to have no objection to the terms of the RFP.

7. SPECIAL PROVISIONS

7.1 *Discharge and Exemption*

Each firm that submits an SOQ exempts and discharges the GOS and its consultants, advisors and personnel completely and unconditionally from any responsibility or liability for the actions that may be made with respect to its pre-qualification to participate in the bidding process for providing the Consulting Services.

7.2 *Confidentiality During Pre-Qualification*

By submitting its SOQ, each firm agrees to maintain the confidentiality of all information submitted in connection with the pre-qualification process and agrees to keep its own information confidential, whether or not it is among those pre-qualified by the GOS.

ANNEXURE A – SCOPE OF WORK

CONSULTANCY SERVICES FOR HORTICULTURE TRAINING PROJECT-INCREASING THE EARNING CAPABILITY OF SUBSISTENCE FARMERS

- a. Help Agriculture Department in conceptualizing the project to effectively use agriculture, particularly vegetable production for helping the Subsistence Farmers in target areas
- b. Insure that curriculum coverage that effectively covers all necessary aspects of the project including technical, social and economic aspects
- c. Oversee the process of conducting the survey for selection of villages / trainees etc.
- d. Develop training calendar / schedule and ensure that it is followed by all
- e. Develop the management framework to ensure quality of training
- f. Interact with training staff, project administration and participants on regular basis to ensure that project is being executed as per plans and that the desired results are being achieved
- g. Oversee the development of demonstrative farms.
- h. Encourage farmer groups to form and register their cooperatives.
- i. Help in creating marketing linkages and create connectivity of the trainees with quality buyers
- j. Develop the ways and means to help trainees understand quality requirements of high-end buyers of vegetables
- k. Help in converting the participating groups into cooperatives
- l. Oversee the use of training by participants by helping them grow vegetables on their own farms and selling the produce to quality buyers
- m. Detailed Scope of Work shall be provided in the RFP stage