

Terms of reference (ToRs) for the procurement of services

	Project number/ cost centre:
Managing Training of Trainers (ToT) for Good agricultural practices in apple cultivation and Development and management of training for Post-harvest loss (PHL) management	14.0967.1-012

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1. Context

The project “Green Innovation Centres for the Agriculture and Food Sector” (hereafter called as the project, Green Innovation Centre, or GIC project) is part of the special initiative “Transformation of Agricultural and Food Systems” (SI AGER) of Germany’s Federal Ministry for Economic Cooperation and Development (BMZ). The project addresses poverty and hunger and aims at contributing to sustainable rural development in selected areas through innovations in the agriculture and food sector. It established Green Innovation Centres for the agriculture and food sector in 15 countries, amongst them India. The project has two target groups: smallholder farmers and small- and medium sized enterprises that are working along selected value chains (VC).

By propagating innovations in selected value chains and disseminating adapted, sustainable cultivation techniques, the incomes of smallholder farms and MSMEs, the number of employment opportunities in the local agri-food sector and rural productivity are increased, and natural resources are used more efficiently and in a more environmentally friendly manner. In India, the **tomato, potato and apple value chain** are promoted.

For the project in India, local innovation systems, competence development and the establishment of farmer organisations are crucial means to achieve the main goals. In addition, the project is committed to the cross-cutting issues of, agroecology, climate change adaptation, renewable energy, gender equality, and youth employment. The project works in line with priorities of the Government of India, such as ‘Doubling Farmers’ Income and promoting Farmer Producer Organisations.

2. Background

Since these terms cover two different assignments, i.e. Training of Trainers for Good agricultural practices in apple cultivation and development and management of training for Post-harvest loss (PHL) management, two separate background information will be provided:

Good agricultural practices in Apple cultivation

In Himachal Pradesh, the project is working in the apple value chain in Shimla and Kullu district. With a total of 232,139 ha of area under horticulture, producing 495,362 tons of fruit (2018-2019), the state is called the fruit basket of India. Apple accounts for 1,131,154 ha area with a total production of 368,603 tons in the year 2018-19. In 2010/11, about 101,485 ha was under apple cultivation which gave a total produce of 892,112 tones. As per Department of Horticulture (DoH) Shimla, around 465,254 farmers are engaged in the Horticulture sector in the state.

There is a requirement of extensive training programmes for farmers on various aspects of apple cultivation in Himachal Pradesh, especially in the changing climate dynamics and environmental crisis. With limited institutional, human, as well as financial resources, it is not easy to cover most of the farmers under training programmes. Hence, it becomes a matter of

utmost importance to design a strategy where maximum number of farmers can be covered in limited duration and can be targeted for need-based training programmes or modules in the apple value chain.

The GIC India already has developed a training approach and tested it with individual farmers and now wants to anchor it with partner institutions in order to ensure the sustainability of the project measures. Now, it wants to carry out so-called **training of trainers (ToT)** that would strengthen the capacity of agricultural extension workers who will again further train the project farmers. In conjunction with key institutions like Y S Parmar University of Horticulture and Forestry, Nauni, DoH and farmer organisations, four easy-to-use **training manuals** have been developed and designed which will be utilised in the framework of these ToTs.

In particular, the ToT manuals cover these **four modules of Good agricultural practices**:

- Canopy Management
- Soil Management
- Integrated Pest and Disease Management (IPM)
- Pollination Management

PHL

India ranks first in the world in production of fruits and second in vegetables, accounting roughly 10-15 %, respectively of total global production. National Agricultural Income was estimated at about 57 % in the early fifties which presently, accounts for 18 % of India's gross domestic product (GDP) and provides employment to 50 % of the country's workforce. India still has a long way to go in this regard and with agri-marketing reforms. It is estimated that nearly 15-20 % of the produce is wasted during picking, harvesting, packing, transportation, storage, marketing, and consumption. The fruits and vegetables are facing extreme price volatility and the government is torn between ensuring remunerative prices for farmers and reducing costs for consumers.

Since the GIC project has received an additional booster fund of Post-harvest loss (PHL) management in which it is aiming at expanding successful climate-intelligent pilot measures, it has trained farmers, government employees and financial actors in the topic of "reducing PHL through the use of solutions based on renewable energy technologies". Also, the project has developed PHL modules with different horticulture crops. This has raised demand among different stakeholders to train further farmer populations across different states and it is realised that such training programmes delivered through certification programmes will provide better reach in accessing government schemes.

Based on these considerations, the GIC project is seeking to onboard a nationally recognised skill development agency to ensure the organisation of ToT for good agricultural practices in apple cultivation of Himachal Pradesh and the development of a customised training module on PHL management and execution of training programmes. The objective of the PHL

assignment is to scale the certified training programme on PHL management to 400 farmers in the states of Bihar, Jharkhand, West Bengal, Andhra Pradesh, Tamil Nadu.

The consulting firm will provide advice internally within the GIC project on the strategy for implementing the training programmes/ToT and customise the training modules. Post successful training, the consultancy firm be able to certify the trainees and sharing of experience about the training programme with other stakeholders.

Target groups and other stakeholders

For ToT Apple:

Up to **50 Training of Trainers** shortlisted from DoH officials, FPO members and apple growers in Himachal Pradesh to be trained as Master Trainers per module of good agricultural practices for apple cultivation (two batches of 25 participants per module)

- It is expected that these Master Trainers will return to their original positions
- It is expected that they will train others to be competent farm advisors for the learnt approaches.

For PHL training:

- 400 potential trainees will be identified from farmer organisations, DoH and GIZ, preference being given to youth (both women and men)

3. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Work package 1: Management of Training of Trainers for Good agricultural practices in apple cultivation

- Finalise the training modules delivery model and sharing of printed handout materials during the training.
- Identify and shortlist the trainers in consultation with GIC/GIZ.
- Share inception report with GIC that covers a detailed plan for implantation of the ToT
- In consultation with GIC/GIZ, identify up to 50 participants (i.e. DoH officials, FPO members and apple growers) for each module to be trained in the ToT. The right choice of trainees is key to ensuring that the trained advisors play their role of trainers and advisors to the farmers, maintain, and strengthen the network between them, and develop a regional platform of knowledge on apple cultivation.
- Identify the resource persons for the training programmes on the proposed topics and engage with them in advance on the training programme.
- Organise event venues, travel fees, food arrangement, and accommodation for all participants for all modules
- Print training material and provide stationaries for training participants:

- 60 hard copies of each of the four ToT Manuals
- A total of 250 Farmer Handouts for all ToT Modules
- 250 PoP Flip Books
- Notepads
- Managing capacities and creating opportunities to follow-up this training through coordinated networking and regular training updates
- Expose participants to extension reforms and new approaches
- Incorporate awareness raising on environment and pollinators and habitat conservation for sustainable apple production in all modules
- After successful completion of the Soil and IPM training, a one-day IPM and Soil field demonstration day
- Build the capacity of the participants in the use of different extension methods, approaches, and tools through Training of Trainers, who will replicate the training in their respective locations.

Specifications of ToT trainings

Topic	Number of trainees	Number of training days	Timeline	Comment
Canopy Management	50	2	31.10.2024	50 participants will be split into two batches of 25 participants each. The trainings will happen directly one after the other.
Soil Management	50	2	30.11.2024	50 participants will be split into two batches of 25 participants each. The trainings will happen directly one after the other.
Integrated Pest and Disease Management	50	3	31.12.2024	50 participants will be split into two batches of 25 participants each. The trainings will happen directly one after the other.
IPM and Soil field day	30	1	31.12.2024	Participants will be selected after IPM and Soil ToT.
Pollination Management	50	2	31.01.2025	50 participants will be split into two batches of 25 participants each. The trainings will happen directly one after the other.

Work package 2: Development of PHL training modules and organisation of the trainings

1. **Desk Review:** Thorough review of existing PHL module prepared by GIZ and customise the module based on the available local produces to the mentioned states (Bihar, Jharkhand, West Bengal, Andhra Pradesh, Tamil Nadu).
2. Extend support in collaboration with the GIC/GIZ expert on advice related to content preparation for PHL management training module.
3. **PHL training module**
 - Develop the state specific PHL Training modules Bihar, Jharkhand, West Bengal, Andhra Pradesh, Tamil Nadu.
 - To ensure adaptability of the training modules needs to be customised according to locally available crops and context by the consulting firm and translated into local languages
 - Develop a certification programme
 - Deliver the certification programme through skill development institutions.
 - Train minimum 400 small farmers including (men and women farmers) on PHL.
4. **Reporting**
 - Document the progress of the PHL Training programmes and highlight the challenges and opportunities into the certified training programmes.
 - List the different schemes available in the training module and prepare overview of detailed opportunities available for horticulture crops.
 - Organising knowledge and experience-sharing events and workshops with the key stakeholders.

Important:

- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirement of GIZ.
- The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Milestone	Deadline	Place	Person responsible
For Work package 1 (ToT GAP)			
Inception report	10.09.2024	online	Contractor
ToT module confirmation	30.09.2024	online	Contractor
Canopy Management ToT	31.10.2024	Shimla Kullu /	Contractor
Soil Management ToT	30.11.2024	Shimla Kullu /	Contractor

Integrated Pest and Disease Management ToT	31.12.2024	Shimla Kullu /	Contractor
IPM and Soil field day	31.12.2024	Shimla Kullu /	Contractor
Pollination Management ToT	15.01.2025	Shimla Kullu /	Contractor
Submission of training reports	28.02.2025		Contractor
For Work package 2 (PHL)			
Desk Review of existing PHL training materials of different stakeholders	05.09.2024	-	Contractor
Kick-off Meeting (Hybrid format)	05.09.2024	Online	GIZ (GIC project)
PHL Training Module Development	01.10.2024	-	Contractor
Delivering of Training	01.10.2024	-	Contractor
Reporting	31.12.2024	Online	Contractor
			Total days

Contract period: 01.09.2024 – 31.03.2025.

4. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 0 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 0 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results-based monitoring system** (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 0 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1) and GIZ and to promote scaling-up effects (1.5.2) under **learning and innovation**.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The bidder is required to explain its approach for coordination with the GIZ project (1.6.1).

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform the tasks.
 - The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
 - The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2022

The bidder is required to draw up a **personnel assignment plan (1.6.2)** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

5. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

Eligibility of consulting firm: (Submission of documentary evidence against each criterion is mandatory)

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

- The agency must be registered as an organization/entity in India.
- The agency must submit a declaration on GWB clauses – refer Annexure “Legal Inferences”
- Average annual turnover for the last three financial years must be at least 60,000 Euros.
- The number of employees as on previous year should be at least 10.
- The agency should provide at least 5 reference projects in skill council in agriculture in last 3 years and at least 5 reference project in India in last 3 years with a minimum commission value of reference projects of 20,000 Euros
- The agency should have minimum of 10 years of experience in Agriculture Skilling, 5 years experience in the Post-harvest loss management training and be a Government recognised training certification provider
The agency should have regional experience in Andhra Pradesh, Maharashtra, Himachal Pradesh and Karnataka.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines
- Quality assurance of the evaluation report against the agreed methodology

Qualifications of the team leader

- Education/training (2.1.1): PhD in Agriculture science, Natural resource Management or any other related field.
- Language (2.1.2): Business skills in English and Hindi
- General professional experience (2.1.3): More than 20 years of work experience in the rural development/agriculture sector
- Specific professional experience (2.1.4): 10 years in agriculture skilling
- Leadership/management experience (2.1.5): 20 years of leadership experience in running development skilling initiatives.
- Regional experience (2.1.6): 20 years of experience in projects in India.

- Development cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Technical Expert 1

Tasks of expert 1

- Support during the process of PHL training module development
- Engages with skill development agencies in different states
- Develops training calendar for the trainees.
- Supports in translation of training module
- Regularly updates GIC project on the progress
- Compiles progress report
- Implementation of training program: logistical arrangements, documentation of the training report.
- Analysis the pre and post training program.
- Support in organising round table with key stakeholders to share the experiences.

Qualifications of expert 1

- Education/training (2.3.1): University degree in agricultural science, or any other related field.
- Language (2.2.2): Business fluency in English and Hindi.
- General professional experience (2.2.3): 10 years' experience in agriculture skill development working with various skill development institutions like ITI, skill councils, training institution or colleges.
- Regional experience (2.2.6): 10 years' experience in India on skill development.
- Other (2.2.8): Experience in agriculture training module development.

Technical Expert 2

Tasks of expert 2

- Support during the process of PHL training module development
- Engages with skill development agencies in different states.
- Develops training calendar for the trainees.
- Supports in translation of training module
- Regularly updates GIC project on the progress
- Compiles progress report
- Implementation of training program: logistical arrangements, documentation of the training report.
- Analysis the pre and post training program.
- Support in organising round table with key stakeholders to share the experiences.

Qualifications of expert 2

- Education/training (2.3.1): University degree in agriculture, graduation in agricultural science.
- Language (2.2.2): Business fluency in English and Hindi.

- General professional experience (2.2.3): 10 years' experience in agriculture skill development working with various skill development institutions like ITI, skill councils, training institution or colleges.
- Regional experience (2.2.6): 10 years' experience in India on skill development.
- Other (2.2.8): Experience in agriculture training module development.

Technical Expert 3: Field coordination of ToT Training

Tasks of expert 3

- Support and Field Coordination for ToT GAP
- Engages with skill development agencies in different states.
- Regularly updates GIC project on the progress
- Compiles progress report
- Implementation of training program: logistical arrangements, documentation of the training report.
- Analysis the pre and post training programmes

Qualifications of Technical expert 3

- Education/training (2.4.1): Master in agricultural sciences, horticulture, or any other related field.
- Language (2.4.2): Business fluency in English and Hindi.
- General professional experience (2.4.3): 10 years' experience in agriculture skill development working with various skill development institutions
- Regional experience (2.4.6): 10 years' experience in India

Technical Expert 4: Documentation and Training module preparation of ToT

Tasks of expert 4

- Support preparation of ToT Training modules
- Supports documentation and reporting of ToTs
- Develops training calendar for the trainees.
- Supports in translation of training module
- Implementation of training program: logistical arrangements, documentation of the training report.
- Analysis the pre and post training program.

Qualifications of expert 4

- Education/training (2.5.1): University degree in agriculture, graduation in agricultural science.
- Language (2.5.2): Business fluency in English and Hindi.
- General professional experience (2.5.3): 10 years' experience in agriculture skill development working with various skill development institutions like ITI, skill councils, training institution or colleges.
- Regional experience (2.5.6): 10 years' experience in India.
- Other (2.5.8): Experience in agriculture training module development.

Short-term expert pool with 4 members

Short-term Expert 1: *Canopy Management*

Tasks of Short-term Expert 1

- Deliver comprehensive training modules for Canopy Management based on the ToT Training Manual
- Conduct classroom sessions
- Provide constructive feedback to trainees to improve their understanding and application of canopy management techniques

Qualifications of Short-term Expert 1

- Education/training (2.6.1): University degree in Horticulture, Agriculture, or a related field.
- Language (2.6.2): Business fluency in English and Hindi.
- General professional experience (2.6.3): 10 years' experience in orchard management, particularly in apple cultivation
- Regional experience (2.2.6): 10 years' experience in India.

Short-term Expert 2: *Soil Management*

Tasks of Short-term Expert 2

- Deliver comprehensive training modules for Soil Management based on the ToT Training Manual
- Conduct classroom sessions
- Provide feedback to trainees based on their performance in practical and theoretical sessions.

Qualifications of Short-term Expert 2

- Education/training (2.6.1): University degree in Soil Science, Agronomy, Agriculture, or a related field
- Language (2.6.2): Business fluency in English and Hindi.
- General professional experience (2.6.3): 10 years' experience in soil management with a focus on orchard soils, particularly apple cultivation.
- Regional experience (2.6.6): 10 years' experience in India

Short-term Expert 3: *IPM*

Tasks of Short-term Expert 3

- Deliver comprehensive training modules for Integrated Pest and Disease Management based on the ToT Training Manual
- Conduct classroom sessions

- Provide feedback to trainees based on their performance in practical and theoretical sessions.

Qualifications of Short-term Expert 3

- Education/training (2.6.1): University degree in Entomology, Plant Pathology, Agriculture, or a related field.
- Language (2.6.2): Business fluency in English and Hindi.
- General professional experience (2.6.3): 10 years' experience in IPM and plant nutrition management for apple orchards
- Regional experience (2.6.6): 10 years' experience in India on skill development

Short-term Expert 4: Pollination Management

Tasks of Short-term Expert 4

- Deliver comprehensive training modules for Pollination Management based on the ToT Training Manual
- Conduct classroom sessions
- Provide feedback to trainees based on their performance in practical and theoretical sessions.

Qualifications of Short-term Expert 4

- Education/training (2.6.1): University degree in Horticulture, Apiculture, Agriculture, or a related field
- Language (2.6.2): Business fluency in English and Hindi.
- General professional experience (2.6.3): 10 years' experience in pollination management, bee management, pollinator health
- Regional experience (2.6.6): 10 years' experience in India on skill development

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 30 expert days

Expert 1: Assignment in country of assignment India for 40 expert days

Expert 2: Assignment in country of assignment India for 40 expert days

Expert 3: Assignment in country of assignment India for 26 expert days

Expert 4: Assignment in country of assignment India for 30 expert days

Short-Term Expert 1: Assignment in country of assignment India for 10 expert days

Short-Term Expert 2: Assignment in country of assignment India for 10 expert days

Short-Term Expert 3: Assignment in country of assignment India for 14 expert days

Short-Term Expert 4: Assignment in country of assignment India for 10 expert days

Fee days	No. of experts	No. of days	Comments
Team Leader	1	30	
Expert 1	1	40	
Expert 2	1	40	
Expert 3	1	26	
Expert 4	1	30	
Short-term expert 1: Canopy Mngt.	1	10	
Short-term expert 2: Soil	1	10	
Short-term expert 3: IPM	1	14	
Short-term expert 4: Pollination	1	10	
Travel expense	No. of experts/ days	No. of days in total	Comments
Team Leader and Technical expert			
Travel costs for Team Leader and Technical expert	2	10	<ul style="list-style-type: none"> Travel by air (round trips from base location) One trip to each of the 5 states
Local transport for Team Leader and Technical expert	2	20	In the 5 states, training programme will last for two days
Per diem for Team Leader and Technical expert	2	20	In the 5 states, training programme will last for two days
Accommodation for Team Leader and Technical expert	2	20	In the 5 states, training programme will last for two days (two nights will be paid per training)
Travel costs ToT participants	200	200	Round trips to training venue
Overnight accommodation for ToT participants	200	250	One night for Canopy management, pollination, and Soil Two nights for IPM

Other costs			
Lunch during ToT GAP	9	52	52 participants (incl. staff) for 9 days of training (total number of training days)
Venue for ToT Trainings	18	18	Total number of trainings days: 9. Two batches → 18 days
IPM and Soil Field day			Lump sum 30,000 INR
Printing costs			
ToT Manual Canopy Management	60	60	
ToT Manual Soil Management	60	60	
ToT Manual IPM	60	60	
ToT Manual Pollination	60	60	
Farmer Handouts for all ToT Manuals	250	250	
Print of PoP Flipbook	250	250	
Notepads, ToT Agenda	200	200	

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 0 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

6. Inputs of GIZ or other actors

- GIZ is expected to make the following available:
 - o List of prospective trainees
 - o Ensure availability of the trainees during the respective programmes
 - o Training material, i.e. manuals on Good agricultural practices in Apple cultivation and PHL prepared

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid must be drawn up in English.

The complete bid shall not exceed 30 pages (excluding CVs & other supporting company documents)

The CVs of the personnel proposed in accordance with Chapter 5 of the ToRs. The CVs shall not exceed 20 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should be submitted in English only.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.