

**Pre-Qualification of Individual Trainers for Delivery of Training Advice & Guidance**

**Pre-Qualification**

**of**

**Individual Trainers for Delivery of Training, Advice & Guidance to Fish Farmers and value chain operators Under “Cage Culture Cluster Development” Project**

**Fisheries Development Board (FDB)**

**Plot No. 12, Orchard Scheme, Murree Road, Islamabad**

## **TERMS OF REFERENCE**

Fisheries Development Board (FDB) is a Non-Profit Public-sector development Organization working under Ministry of National Food Security and Research, Government of Pakistan, with a mandate to develop the fisheries and aquaculture sector of Pakistan through providing support, handholding, training and showcasing the new technologies.

### **I. INTRODUCTION**

Aquaculture is a rather recent activity in Pakistan and is still in its infancy; nevertheless, there is immense potential for development of the sector. Despite its vast fresh, brackish and marine water resources only carp culture is practiced in inland waters and only on a limited scale, carp are cultured in earthen ponds, using mostly extensive farming practices with very little inputs.

The existing fish farming practices comprises of extensive to semi intensive system with low input and low output farms. Except trout farming, which is practiced in concrete raceways, all farming practices are based on earthen ponds have shallow water depth of below 5 feet. Input consists of organic farm waste, cow-dung, poultry waste, farm made fish feed using locally available feed ingredients. Stocking density is very low from 1250 to 3000 fish babies per hectare. Use of aeration is very limited to cluster of fish farms in Multan and Gujranwala Division where semi intensive farming practices have become popular. With the promotion of tilapia farming some tilapia hatcheries and commercial feed plants have been established. Tilapia farming has promoted the use of water aeration in some parts of Punjab. Cage farming is being conducted at experimental stages by Fisheries Development Board, Punjab Fisheries Department and by some private sector cage farmers. Under the PM initiative two model demonstration cage farms have been established one at Dhurabi dam and other in Miani Hor along Balochistan Coast.

Sustained aquaculture development depends on three essential components: basic conditions (supply and demand, environmental suitability, technical capability, legality, experience, and quality of leadership); infrastructure; and short-term economic feasibility. Until the industry reaches the “take-off” stage, the growth of aquaculture is a slow, step-by-step process. Elimination of any one of the limiting factors will contribute somewhat to this growth, but not much. Nevertheless, the best way to develop aquaculture is to eliminate the limiting factors one by one.

The Pakistani aquaculture has reached to the take off stage, the basic conditions have been met, much of the infrastructure is in place. Economic feasibility of new species is being tested and initial results are promising. Major constraint at the moment is human ability to use complex technologies to under-take the challenge of advance aquaculture practices. The aim of FDB’s training program is to build the human abilities to face the challenge of advance aquaculture and to achieve the goals envisaged under PM initiatives.

## **II. TRAINING COURSES**

The indicative trainings courses to be covered under FDB's Training, Advice & Guidance Program include the following:

1.	Fish Farm Construction and its water requirement: Engineering simplified.
2.	Foundation studies in aquaculture: Farm Management
3.	Fish Health Management
4.	Fish harvesting, transportation and Marketing
5.	Good aquaculture feed manufacturing practice
6.	Record Keeping, Accounting and Business management
7.	Fish Breeding and hatchery management
8.	Cage Fish Farm: Operation and Management
9.	Recirculatory Aquaculture System: Operation and Management
10.	In-pond Raceways System: Operation and Management
11.	Training to Fish Farmers/Exporters: Food Safety, Good Manufacturing Practices and Compliance for importing country standards including; residue control, traceability and certification.
12.	Training to Fisheries and Aquaculture Managers: Products Standardization and Cross-border Trade Compliance.

## **III. INVITATION FOR PRE-QUALIFICATION**

Pre-qualification of individual trainers / consultants for delivery of training, advice & guidance to fish farmers and value chain operators.

1. Fisheries Development Board is intended to pre-qualify and engage services of individual Trainers for delivery of training courses to fish farmers and value chain operators.
2. Individual Trainers shall be selected / pre-qualified as per Evaluation Criteria specified in the pre-qualification document.
3. Pre-qualification is open to the individual Trainers / Consultants who have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan.
4. Applications for pre-qualification must be submitted on prescribed format as provided in these documents. Any Application not prepared according to the prescribed format shall be rejected.
5. The Applicants should submit details of their most relevant assignments of similar projects for technical evaluation using the prescribed format.
6. The Application for pre-qualification must be delivered, in sealed envelope, through registered mail / courier service at below mentioned address not later than **February 15, 2021 before 1100 hours**, clearly marked "Pre-Qualification Application for Selection

of Trainers for Delivery of Training, Advice and Guidance under Cage Culture Project.”

7. The received Applications will be opened on same day at 1200 hrs.

**(Muhammad Junaid Wattoo)**

Chief Technical Officer/Project Director

Cage Culture Cluster Development Project

Fisheries Development Board (FDB)

Plot No. 12, Orchard Scheme, Murree Road, Islamabad

#### IV. INSTRUCTIONS TO APPLICANTS

##### 1. Definitions:

- i. "Agreement" means the Contract Agreement signed by the Client and the Applicant and all the attached documents.
- ii. "Applicant" means Trainers applying for the pre-qualification.
- iii. "Client" means Fisheries Development Board, with whom the selected Applicant signs the Agreement for the Services.
- iv. "Government of Pakistan" means the Government of Pakistan and all its associated departments, agencies, autonomous / semi-autonomous bodies, boards, universities and similar other organizations.
- v. "Relevant Experience" means the experience of providing training / consultancy in respective field as an expert / consultant / trainer or practitioner.

##### 2. Preparation & Submission of Applications:

- a. The Applicants may apply against any number of **Training Courses** as mentioned under Heading II of Pre-qualification document i.e. "Training Courses" for delivery of training, advice and guidance"
- b. The received applications will be evaluated as per the evaluation criteria given at section V of the pre-qualification document.
- c. The qualification and past experience of the applicant must match with the Training Course applied.
- i. Application for pre-qualification (one original and one copy) must be received in sealed envelopes by registered mail / courier to:

Project Director,  
Chief Technical Officer/Project Director  
Cage Culture Cluster Development Project  
Fisheries Development Board (FDB)  
Plot No. 12, Orchard Scheme, Murree Road, Islamabad

Applications must be clearly marked "Pre-Qualification Application for Selection of Trainers for Delivery of Training, Advice and Guidance under Cage Culture Cluster Development Project

- ii. The name and mailing address of the Applicant shall be clearly marked at the left corner of the envelope.
- iii. The Applications shall be prepared in the English language and as per format described in pre-qualification documents.
- iv. The Applications must respond to all questions and provide complete information as indicated in pre-qualification document. Any lapse in provision of essential information on standard templates may result in rejection of the Application.

- v. The clarification meeting, if necessary, to be held, shall be intimated accordingly well before last date of submission of Applications.
- vi. Applicant shall bear all costs associated with the preparation and submission of his /her pre-qualification document. The Client is not bound to accept any Application and reserves the right to annul the selection process at any time prior to pre-qualification intimation, in accordance to the prescribed rules / regulations without thereby incurring any liability to the Applicants.

**3. Eligibility Criteria / Mandatory Requirements for pre-qualification:**

- i. Pre-qualification is open to individual Trainers / Consultants who have not been blacklisted or debarred by any Government / Semi-Government / Autonomous organizations in Pakistan.
- ii. The Applicant must be registered with Income Tax Department, have valid Tax Number (NTN) and be on active taxpayer's list.

**4. Evaluation of Applications:**

- i. The Client will evaluate and pre-qualify the Applicants in accordance with the evaluation criteria specified in the Pre-qualification documents.
- ii. The Client will notify each Applicant submitting the Application for prequalification whether or not it has been pre-qualified through email.

**5. Updating Pre-qualification Information:**

- i. The Client at any stage of the selection proceedings, having credible reasons for or prime a facie evidence of any defect in Applicant's capacities, may require from Applicant to provide information concerning to his / her professional, technical, legal or managerial competence whether already pre-qualified or not.
- ii. Applicants shall be required to update the information concerning their professional, technical, financial, legal or managerial competence used for the prequalification at any subsequent stage as may be required by the Client to ensure their continued compliance with the qualification criteria and verification of the information provided at the time of pre-qualification.

**6. Client's Right:**

- i. The Client can cancel the pre-qualification process and reject all Applications, in the event that the Client does not wish to proceed with the assignment. In such an eventuality, no expense and / or cost whatsoever incurred by any Applicant in the preparation of Application shall be payable by the Client.

- ii. The Client shall disqualify an Applicant if it finds, at any time, that the information submitted by him / her concerning his / her qualification was false and materially inaccurate or incomplete.

**7. Ownership of Pre-qualification Document:**

- i. All documents submitted by an Applicant in response to this invitation to prequalification shall become the property of the Client. However, intellectual property in the information contained in the application submitted by the Applicant shall remain vested in the Applicant.

**8. Alteration, Erasures or illegibility:**

- i. Except for amendments to the entries made by an Applicant which are initialed by the Applicant, Applications bearing any other alterations, erasures or illegibility are liable to rejection.

**9. Applicable Laws:**

- i. All Applications submitted pursuant to this invitation and the formation of any resulting contract, shall be governed by the laws of Pakistan. Any amendment or a further legal requirement issued by Govt. of Pakistan even after issuance and receipt of Applications shall be applicable without any financial repercussion.

**10. Misconduct:**

- i. If an Applicant or any person on his / her behalf makes any attempt to canvass, solicit or approach any official of the Client or any of its officials in any matter relating to or arising out of this Application, his / her Application will be liable to rejection and the Applicant shall be liable to debarment for a period to be fixed at the discretion of the Client.

**11. Full Compliance:**

- i. The Applicants shall comply fully with the Instructions to Applicants, Forms, and Appendices etc. Non-compliance of any item may render an Applicant not eligible for Pre-Qualification.

**12. Amendment in Pre-qualification Documents:**

- i. At any time prior to deadline for submission of Applications, the Client may amend the pre-qualification documents by issuing an addendum.
- ii. Any addendum issued shall be part of the Pre-Qualification Documents and shall be communicated in writing to all those who have obtained the pre-qualification documents.
- iii. To give prospective Applicants reasonable time to take an addendum into account in preparing their Applications, the Client may, at its discretion, extend the deadline for the submission of Applications.

### **13. Pre-qualification Validity**

- i. The Applicants declared pre-qualified as a result of the pre-qualification proceedings; their pre-qualified status will remain valid for Three (03) years from the date of announcement of pre-qualification results. However, if deemed necessary the Client may extend the validity of pre-qualification of all prequalified consultants by issuing an extension notice.
- ii. The Client, if considers necessary, may call fresh Applications for prequalification at any time during the currency of validity by cancelling or not the prequalification already done.

### **14. Clarification of Pre-qualification Documents:**

- i. Applicants may request a clarification of any provision of the pre-qualification documents at-least seven (07) days before the Application submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Pre-Qualification Documents.

## **V. EVALUATION CRITERIA**

### **16. General:**

- i. Pre-qualification will be based on the Applicant's Profile (Professional Qualification, General Experience and Relevant Experience), as demonstrated by the Applicant's responses in the forms attached to pre-qualification document.
- ii. If an Applicant fails to fulfil the Mandatory Requirements, such Application shall not be considered for further processing and shall be rejected.

### **17. Weightage: Distribution of Total Score 100 Points**

<b>Sr. #</b>	<b>Category / Component</b>	<b>Weightage / Points</b>
1	Applicant's Qualification	30
2	Applicant's General Experience	30
3	Applicant's Relevant Experience (Training / Consultancy)	40

### **18. Qualifying Marks**

- i. Applicants scoring at-least 70% marks shall be pre-qualified.



**19. Evaluation Procedure:****i. Applicant Qualification:****(Max 30 Points)****Highest Degree in related subject:***(Use Annexure-B for provision of relevant information)*

Sr. #	Components	Score	Total Score
	<b>Highest Degree in related subject</b>		
1	PhD / MS / MPhil	15	
2	Masters / Bachelor (Hons)	12	
3	Graduation 14 Years	10	
	TOTAL		15

**ii. Certifications / Trainings Obtained:***(Use Annexure-B-1 for provision of relevant information)*

Sr. #	Components	Total Score
	<b>Certifications / Trainings Obtained</b>	
1	Maximum marks for 15 certifications / trainings or above, relative marking for others	15
	TOTAL	15

**iii. Applicant General Experience:****(Max 30 Points)****1. Career Span:***(Use Annexure-B for provision of relevant information)*

Sr. #	Components	Total Score
	<b>Total Professional Experience</b>	
1	Maximum marks for 10 years or more, relative marking for others	30
	TOTAL	30

**iv. Applicant Relevant Experience: (Max 40 Points)**

Consultancy Assignments (in last 05 Years): (Max 20 Points)

*(Use Annexure-C for provision of relevant information)*

<b>Sr. #</b>	<b>Components</b>	<b>Total Score</b>
	<b>Consultancy Assignments Executed</b>	
1	Maximum marks for 10 consultancy assignments or more, relative marking for others	20
	<b>TOTAL</b>	<b>20</b>

**v. Training Assignments (in last 05 Years): (Max 20 Points)**

*(Use Annexure-D for provision of relevant information)*

<b>Sr. #</b>	<b>Components</b>	<b>Total Score</b>
	<b>Trainings Conducted</b>	
1	Maximum marks for 10 training assignments or more, relative marking for others	20
	<b>TOTAL</b>	<b>20</b>

## VI. STANDARD ANNEXURES

Annexure – A

### Application for Pre-qualification

Project Director  
Cage Culture Cluster Development Project  
Fisheries Development Board (FDB)  
Plot No. 12, Orchard Scheme, Murree Road, Islamabad

Subject: PRE-QUALIFICATION APPLICATION FOR SELECTION OF TRAINERS/  
CONSULTANTS FOR TRAINING, ADVICE & GUIDANCE

Dear Sir,

I, the undersigned, offer to provide the required information / documents for the above-mentioned subject in accordance with pre-qualification documents, and for the following Training Programs mentioned in Heading II of Pre-Qualification Document:

Sr. #	Training Program	Area/region
1	e.g. Fish Health Management	e.g. <ul style="list-style-type: none"><li>• All over Pakistan</li><li>• Punjab</li><li>• Sindh</li></ul>

I, hereby declare that all the information and statements made in this document are true and accept that any misinterpretation contained in it may lead to rejection of proposal.

Yours sincerely,  
[Name, Signature, Address]

## “Curriculum Vitae”

<b>Personal Information</b>	Complete Name			
	CNIC			
	NTN			
	D.O.B (DD / MM / YYYY)			
	Postal Address			
	Phone #			
	Email:			
<b>Qualification</b> <i>Start from Highest</i>	<b>Degree</b>	<b>Institute</b>	<b>Year Completed</b>	<b>Percentage / CGPA</b>
<b>Career Summary</b> <i>(Brief of professional experience max 200 words, must reflect the professional expertise)</i>				
<b>Total Experience</b> (Mention No. of Years)				
<b>Professional Experience</b> <i>(Start with most recent job)</i>				
<b>Recent Job</b>	<b>Designation</b>			
	<b>Organization Name</b>			

	<b>Job Duration</b>	<b>No. of Years / Months</b>	
		<b>Start Date</b>	<b>End Date</b>
<b>Job Scope / Duties Performed</b> (Brief of responsibilities max 100 words)			
<b>Past Experience</b>			
<b>1- Previous Job</b> Use same pattern for other jobs completed.	<b>Designation</b>		
	<b>Organization Name</b>		
	<b>Job Duration</b>	<b>No. of Years / Months</b>	
		<b>Start Date</b>	<b>End Date</b>
<b>Job Scope / Duties Performed</b> (Brief of responsibilities max 100 words)			
<b>Languages</b>			
<b>Skills</b>			

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience, and I am available to undertake the assignment in case of work award. I understand that any misstatement or misrepresentation describes herein may lead to my disqualification or dismissal by the Client.

Name of the Applicant

Date:

Signature

**“Certifications / Trainings Obtained”**

<b>Sr. No.</b>	<b>Certification / Training Title</b>	<b>Type (Certification/ Training)</b>	<b>Institute / Organization</b>	<b>From (D/M/Y)</b>	<b>To (D/M/Y)</b>

\*Add rows if necessary

**“Applicant Experience of Consultancy Assignments”**

[Please attach list of Assignments / Projects conducted during last 05 years]  
 (Provide Documentary Evidence: Award of Contract / Completion Certificates,  
 Reference Letter, Recommendation Letter, Email etc.)

<b>Experience of Consultancy Assignment</b> (Project Sheet 1*)			
<b>Sr. No.</b>	<b>Required Information</b>	<b>Response</b> (please provide exact information with Project title, location, and duration)	
1	Project Title and duration <i>[The Project Title means the actual name of the Project]</i>		
2	Please elaborate Applicant's role in relevant project	Attach separate Page and provide reference / page number here.	
3	Year of Completion / Execution		
4	Contact details of Client, Location(s) Province / District / City	<b>Relevant Indicator /Milestones</b>	<b>Value (Rs)</b>
5	Please specify the magnitude of project		

**Copy the above table for another response.**

*[Use the same pattern for additional assignments / projects and mark them as Project Sheet 2 and sheet 3 ... etc.]*

**“Training Assignments Conducted”**

<b>Training Assignments conducted in last 05 Years</b>				
Sr. No.	Year	Training Assignment Title	Brief Scope of Training Assignment	Client Details (In case of in-house trainings conducted mention in-house training in Client Details)
1				
2				
3				
4				
5				
6				
7				



UNDERTAKING REGARDING NOT BEING BLACKLISTED

*(Printed and signed on Rs 50 stamp paper)*

Date DD-MM-YYYY

**To,**

Project Director  
Cage Culture Cluster Development Project  
Fisheries Development Board (FDB)  
Plot No. 12, Orchard Scheme, Murree Road, Islamabad

**Dear Sir,**

Subject:       **UNDERTAKING REGARDING NOT BEING BLACKLISTED**

It is hereby declared that, I **[Complete Name]** S/D/W/O **[Father / Husband Name]** holding **[CNIC -----]** is not blacklisted by any Government authority, department or any other relevant body in Pakistan. I will immediately inform to **“Fisheries Development Board”** in case of any change in the situation / status at any point in time during the pre-qualification process and thereafter.

Name:

CNIC:

Signature: \_\_\_\_\_

**“Application Submission Checklist”**

Sr. No.	Required Documents	Check Box (Y/N)	Page No
1	Cover Letter - ( <b>Annexure - A</b> )		
2	Curriculum Vitae - ( <b>Annexure - B</b> )		
3	Certifications / Trainings Obtained - ( <b>Annexure B-1</b> )		
4	Consultancy Assignments - ( <b>Annexure - C</b> )		
5	Training Assignments - ( <b>Annexure - D</b> )		
6	Undertaking not being blacklisted - ( <b>Annexure - E</b> )		
7	Copies of Experience Certificates		
8	Copies of Certificates for Certifications / Trainings Obtained		
9	Copies of Award of Contract / Completion Certificates for Consultancy Assignments		
10	Copies of Award of Contract / Completion Certificates for Training Assignments Conducted		
11	Copy of National Tax Number (NTN)		
12	Copy of CNIC		