



REQUEST FOR CONSULTANT PROPOSAL

RFP #: MAT 2024 – CONSULTANT 01

International Training and Curriculum Design Expert

ISSUANCE DATE: Feb 12, 2024

LAST APPLICATION RECEIPT DATE: March 1, 2024, 5:00 PM EST USA

Components of this solicitation are as follows:

Appendix A: Terms of Reference and Requirements

Appendix B: Instructions for Application and Review Process

APPENDIX A:

Terms of Reference / Consultancy

Timeline and Reporting:

Title or proposed position/work: **International Training and Curriculum Design Expert**

Location: Simara, Bara District, Nepal (remote and field work to be decided at contracting stage)

Reporting to: Deputy Chief of Party

Anticipated Start Date: March 2024

Anticipated End Date: June 2024

Consultancy Type: Individual or Firm

Contract type – initial contract of 45 days LOE with the possibility to extend.

Background

Nepal is a landlocked country ripe for investment in its growing aquaculture sector, with 5% of its total area occupied by different freshwater aquatic habitats, including rivers, lakes, reservoirs, swamps, ponds and irrigated paddy fields.¹ Only 2% of the available water resources are utilized for aquaculture production, but the environment is suitable for producing warm, temperate, and cold-water fish species across the country, offering many opportunities to increase both aquaculture production across the value chain and economic benefits for Nepalis.² Aquaculture appeared in Nepal in the 1950s, while capture fishing has existed for much longer. Nepal has 236 indigenous fish species and 16 exotic fish species, but aquaculture activities focus on seven types of carp, tilapia, pangasius catfish (pangas), and rainbow trout.³

¹ Jha, D.K. 2022. “Status of Fisheries and Aquaculture in Nepal.” In: T. S. Pathan; A.R. Chourpagar; S.V. Rankhamb; R.S. Shaikh (eds.), *Fisheries, Ecology and Environment*, pp. 45- 68.

² Alok Dhakal et al. 2022. Hindawi, *Advances in Agriculture*, Volume 2022. Article ID 4206401

³ Jha, D.K. 2022. “Status of Fisheries and Aquaculture in Nepal.”

⁴ Alok Dhakal et al. 2022. Hindawi, *Advances in Agriculture*.



Aquaculture and fisheries production continues to grow at a rate of 17.1% and contributes to 2.47% of the nation's agricultural gross domestic product.⁴ Average fish consumption per person in Nepal is approximately 2 kg per person (2020), much lower than the global average of 20.2 kg per person⁵. While fish consumption provides a nutritious protein source, the low average purchasing power of low contributing to low fish sales and production. Many farmers participate in the aquaculture sector, offering employment and business opportunities across genders, age segments, and social groups.

The anticipated United States Department of Agriculture (USDA) Food for Progress (FFPr) project in Nepal will leverage local, regional, and international technical expertise in aquaculture and extensive stakeholder engagement to make lasting change in Nepal aquaculture productivity, food safety, aquaculture marketability, nutritional awareness, enabling environment, and ultimately, trade.

Under Lutheran World Relief (LWR)'s leadership, the project will support direct and indirect individuals by working with aquaculture farmers, farmer groups, cooperatives, associations, hatcheries, nurseries, transporters, buyers/traders, institutions, equipment providers, and government bodies across sixteen districts in five provinces of Koshi, Madhesh, Bagmati, Gandaki, and Lumbini.

The project focuses on two USDA FFPr's strategic objectives:

- To increase agricultural productivity of fish farmers through improving producer access to improved inputs, services, financing, and end-market linkages.
- To expand trade of aquaculture products locally including aquaculture inputs, services, live fingerlings, and processed fish through improving access to finance, quality inputs, and end markets.

The project will carry out five activities, in capacity building, training, inputs, financial services and market access.

Consultant Opportunity:

LWR is planning to assess existing training and curriculum materials in the aquaculture sector for the species of carp, tilapia, trout and pangasius to develop updated materials for use on the project staff, private sector and by the Government of Nepal's fisheries departments. LWR is seeking a qualified **Training and Curriculum Design Expert** to develop the training materials with expertise in any of the following: aquaculture market systems and value chains, fish production, hatchery and nursery management, feed formulation, feed milling, pond-dike system, Hazard Analysis Critical Control Point (HACCP) principles, food safety, human nutrition, gender, youth, and better management practices, environment and climate change, and facilitation skills development. This initiative aims to enhance the capacity and skills of individuals and organizations involved in the aquaculture sector.

Detailed Tasks:

Working closely with the Training Manager, the consultant will carry out the assignment in the following phases:

Phase I: Analysis of existing training materials in Nepal, regionally and globally (15 days)

⁵ OECD-FAO Agricultural Outlook 2020-2029 & FAO. 2022. *The State of World Fisheries and Aquaculture 2022*.



- a) Analyze existing aquaculture training materials of the Central Fisheries Promotion and Conservation Center (CFPCC), Janakpur Fisheries Training Center, Government of Nepal, Agriculture and Forestry University, and other external sources (national and international). Place special emphasis on examining the content related to fish feed production and management, seed production, nursery operations, grow-out techniques, post-harvest handling, quality control, food safety, nutrition, gender inclusivity, climate change impact, environmental considerations, Hazard Analysis and Critical Control Point (HACCP) implementation, as well as backward and forward marketing strategies. Present to the project team the key strengths and gaps in the training materials, noting their applicability to the four species targeted for Nepal. Develop a 5-7 pages report highlighting details and make recommendations and submit it to Chief of Party.
- b) Lead discussions with a group of stakeholders to determine what gaps exist in the training resources. Understand how training content is presented to a diverse audience, and present alternative approaches for adult learning, especially for women and illiterate audiences.
- c) Collect, analyze, and use external information that can be incorporated into the training resources that highlight best practices in the industry by species, and applicability to the Nepal context.
- d) Develop a bibliography and inventory of the types of curriculum/training materials that exist for referencing and future referral.
- e) Consult with the different municipal, provincial and federal governments (CFPCC, NARC Fisheries Department, Ministry of Agriculture and Livestock Department), aquaculture groups, private sector firms, project staff, and non-government organizations on the proposed structures for training courses and associated materials.

Phase II: Training and Curriculum Material Content (20 days)

- a) Develop several detailed training materials including manuals, modules, presentations, handouts, videos, and assessment tools, duration of course, audience type, etc. for each of the identified areas as referred in the section (phase 1)
- b) Incorporate interactive and participatory adult learning methods to engage participants effectively and promote knowledge retention.
- c) Ensure that the training materials are user-friendly, culturally sensitive, and tailored to the needs of the target audience, which may include farmers, extension workers, government officials, and other stakeholders.
- d) Ensure training materials are attractive, using graphics, worksheets, etc. for full participation of master trainers, public and private sector stakeholders, farmers and other value chain actors.
- e) Collaborate with subject matter experts and stakeholders to proof-read content for accuracy and relevance and make adjustments as necessary.
- f) Work with project's Training Manager and Monitoring, Evaluation and Learning (MEL) Lead to recommend the training criteria needed for the monitoring and evaluation framework that will assess the effectiveness of the training programs on participants; suggest adjustments for consideration.
- g) Work with an LWR-hired editor for final version in English, and concurrently work with a local translator for the materials to be translated from English into the Nepali language.
- h) Ensure photographs used are of the highest quality and permissions to use the photographs are sought and documented.
- i) Pilot test training materials with MATSAY staff; adjust as required and re-finalize materials.
- j) Prepare and finalize training materials for printing by LWR team.
- k) Provide soft copy files of all documents.

Phase III: Training of Trainers (10 days)

- a) Provide training of trainers (ToT) sessions to build the capacity of GoN CFPCC trainers and project aquaculture specialists and/or other facilitators who will deliver the training programs to farmers and



value chain actors, in English and/or Nepali. (Translation services could be provided by LWR, separately).

- b) Prepare comprehensive training reports and recommendations based on the outcomes of pilot sessions.

Deliverables

The following deliverables are expected from the Training and Curriculum Design Expert:

- a) Needs assessment report outlining the specific training needs and gaps.
- b) Training materials (e.g. manuals, curricula modules, presentations, handouts, videos, checklists, assessment tools) for each identified area, including course outlines, training modules, presentations, handouts, and assessment tools.
- c) Monitoring and evaluation framework for assessing the effectiveness of the training programs.
- d) Training of Trainers (ToT) sessions conducted and documented.
- e) Pilot training sessions organized and documented.
- f) Comprehensive training reports with recommendations for improvements.
- g) Soft copy files of all documents.

Level of Effort and Timeline

The ToR is expected to be completed by both remote and field work. Field visits will be required to Simara and the implementation regions through the course of the consultancy. The perspective timeline for the selected consultant to start March 2024 and submit the deliverables by mid-June 2024 for a total of 45 days level of effort. All terms will be agreed upon in the consultant contract.

Qualifications and Experience

The Training Curriculum Design Expert should possess the following qualifications:

- a) Bachelor's degree or higher in aquaculture or fisheries sector,
- b) Experienced on fish feed production, seed production, pedagogical curriculum development, or adult education.
- c) At least 10 years of experience in training curriculum design and proven competency in conducting analysis of training materials in low-literacy environments.
- d) Proven experience in curriculum design and training program development.
- e) Knowledge of the aquaculture sector, best aquaculture management practices, and preferably in food safety and/or HACCP, food safety, fish feed formulation and production, and marketing.
- f) Proven ability to design a diverse set of attractive materials that are accurate and user-friendly for training purposes.
- g) Cross-cultural awareness and ability to work amongst a diverse group of staff, partners, and external stakeholders.
- h) Strong verbal and written communication and writing and technical skills.
- i) English language, fluency in Nepali/Hindi/local languages is a plus.
- j) Ability to communicate technical matters effectively to a wide audience.
- k) Required Microsoft package: Word, Excel; PowerPoint.
- l) Willing to travel to Nepal, including to remote districts.

APPENDIX B: APPLICATION INSTRUCTIONS AND REVIEW PROCESS

LANGUAGE REQUIREMENTS – All documents submitted in response to this solicitation, as well as all correspondence in connection with the solicitation, shall be in the English language.



EVALUATION – Evaluation of responsive and technically acceptable applications submitted pursuant to this solicitation will be carried out by LWR in accordance with the evaluation factors in, “Instructions for Application and Review Process.”

QUESTIONS – Questions should be addressed to the below email address 5 business days prior to the submission deadline.

APPLICATIONS – Applications are to be submitted electronically via email no later than the Last Application Receipt Date, which is defined as **March 1, 2024, 5:00 PM EST USA**. Electronic applications must be addressed and delivered to:

Attention: MATSYA Procurement - **International Training and Curriculum Design Expert**
Email: Matsyaprocurement@lwr.org CC: rbhandari@lwr.org
Last Proposal Receipt Date: **March 1, 2024, 5:00 PM EST USA**

EVALUATION CRITERIA

- a) Expertise in Training and Curriculum Design
- b) Experience in setting up metrics and evaluation systems to assess learning outcomes
- c) Relevant qualifications and experience in Better Management Practices (BMP) or Good Management Practices (GMP) related approaches
- d) Expertise on agriculture enterprises, regulations with certification system in aquaculture, agriculture, or livestock
- e) Proven track record in developing innovative instructional strategies and educational methodologies
- f) Previous experience with international development projects
- g) Communication and presentation skills
- h) Daily rate

Note: LWR will not accept responsibility for delays with transmission or receipt of applications/ proposals. Applicants are solely responsible for ensuring the timely receipt of their applications/ proposals. Applications/ proposals received after the date and time required will generally not be considered unless no other proposals are received.

Submissions shall be in accordance with the instructions provided in this solicitation, at the place and time specified. If submitting a proposal as a firm, please share the CVs of the proposed consultants and include a breakdown of tasks outlined in the ToR in the cover letter. Interested applicants are requested to submit:

1. **A recent CV or resume.** The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:
 - Personal Information: Full name, mailing address, email address, phone number.
 - Education: School/ university name, type of any degrees received.
 - Work and Consultancy Experience: Job/consultancy title, duties, and accomplishments, starting and ending dates (month and year).
 - Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above, including job-related training courses (title and year), job-related skills, and notable accomplishments.
2. **A Cover Letter.** The cover letter must outline how you expect to use previous experience and expertise to complete the ToR. Include a proposed daily rate for services in the cover letter. Only include daily rate for services and not any other expenses.



LUTHERAN WORLD RELIEF

Applicants that best fit the criteria may be invited for interview.