



Central Institute of Fisheries Education
National Agricultural Higher Education Project (NAHEP)
2nd Floor, Room No- 225, New Campus, Panch-marg,
Off Yari Road, Versova, Andheri West,
Mumbai- 400061
Website: www.cife.edu.in



Expression of Interest for Consultancy Services under NAHEP

National Agricultural Higher Education Project (NAHEP) of ICAR-Central Institute of Fisheries Education, entitled as **“Energy efficient and environment protective Aquaculture Technologies for degraded soil”** a world Bank funded Project invites EOI from qualified and experienced Consultants to conduct the following three training programmes :

- 1. Skill development in certification for quality assurance and management for fish processing industries.**

General Instructions :

- ❖ Interested persons who like to apply may visit the website: www.cife.edu.in for detailed information regarding requisite qualification, experience and **Terms of Reference** for the consultancies or obtain further information at the address given below on any working days from 1000 to 1700 hours.
- ❖ Expression of Interest must be submitted in hard copies to the address given below in between **28th Feb 2019 to 8th March 2019 till 1600 hours.**
- ❖ Further enquiry regarding above three consultancy services may be obtained from, NAHEP Office, CIFE, and Mumbai at 022-26361446/7/8 (Extension No.-220/230 and Mob-09404156881/9869253483).

❖ **Address for Correspondence –**

Central institute of Fisheries Education, New Campus, Panch marg, Off Yari road, Verosva, Andheri west, Mumbai -400061, Mob-94041 56881 / 98692 53483

General Terms of References for Hiring Consultants

Target beneficiaries	M.F.Sc and Ph.D students from fisheries science and Faculties involved in fisheries science/education
Duration of training	1-2 weeks (case specific)
Minimum size of batch	Minimum 5 and quote should be given for additional candidates if any.
Location of training	Both on campus training at ICAR-CIFE, Mumbai and if a module needed for off campus visit and field level training. The quote should include the cost.
Facilities	ICAR –CIFE will provide training room and LCD facilities if training is conducted on campus (CIFE-Mumbai Campus)
Additional cost for off campus training	For off campus training days the cost should include travel and food (if needed accommodation)
Eligibility criteria for consultant	<ul style="list-style-type: none"> ❖ The professional company or individual should be tax payer within India and company should have a GST registration. ❖ Company should have 5 years' experience or having 2 training personnel with minimum of 5 years' experience in the relevant field. ❖ Company or individual should enclose a short resume indicating educational qualification and professional experience.
Providing Study material	<ul style="list-style-type: none"> ❖ The consultant should provide the training manual, notebook, folder, pen etc. in the beginning of the training session.

1. Specific terms and condition for Skill development in certification for quality assurance and management for fish processing industries.

- ❖ Training on food safety management, fish product safety management should be of 5-7 days duration and training objective should include
 - a) Basics of food safety
 - b) Risk assessment
 - c) Root cause analysis
 - d) Vulnerability assessment
 - e) Internal auditing (Concepts and Procedure)

- ❖ Training on Laboratory management system (5-7 days duration)
 - a) Training should deal with IS:ISO 17025, IS:ISO 17020 and IS:ISO 17043
 - b) Maintenance of the laboratory equipment and facilities needed for NABL accreditation
 - c) Validation of methods and equipment
 - d) Development of SOP's
 - e) Role of management

OTHER TERMS OF REFERENCE FOR HIRING CONSULTANT(s)
ICAR-Central Institute of Fisheries Education, Mumbai-400061.

Title of the position: Consultancy Service

The Client: ICAR-Central Institute of Fisheries Education.Mumbai-400061

Reporting Lines: Principal Investigator, NAHEP-CAAST& Director, ICAR-Central Institute of Fisheries Education, Mumbai-400061

Particular	Contents/Comments
1) Background information on the project and the assignment	<p>The Organization: ICAR-Central Institute of Fisheries Education (CIFE) is a leading Fisheries University having a distinguished heritage and has nurtured many illustrious scholars and leaders over the years. In over 50 years of existence; CIFE has emerged as a centre of excellence for higher education in fisheries and allied disciplines. The Institute was established on 6th June 1961, under the Ministry of Agriculture, Govt. of India with assistance from FAO/UNDP. It came under the administrative control of Indian Council of Agricultural Research (ICAR) on 16th April 1979 and subsequently, the scope and mandate have been widened to include education, research and extension.</p> <p>The Project: India has 6.74 million ha of salt-affected soils, with almost 40% lying in states of Haryana, Punjab, Uttar Pradesh, Delhi and Rajasthan, which have become less productive or increasingly unfit for farming. Thus, new technologies for alternative land use have become crucial. Identifying aquaculture as one of the viable options, ICAR-CIFE has successfully developed and demonstrated culture of <i>Penaeus monodon</i> and <i>Litopenaeus vannamei</i> in inland saline areas. Adoption of shrimp farming in Haryana, Punjab, Rajasthan and Delhi has already begun to transform farmers' lives with doubling of area and production during 2017. This significant contribution of the institute has also been recognised by various state governments. In order to further strengthen the flagship program on inland saline aquaculture from a long term sustainability perspective, ICAR-CIFE</p>

	<p>has initiated a mega project entitled as “Development of Energy Efficient and Environment Protective Aquaculture Technologies for Degraded Soils”. The project is funded by World Bank and Govt. of India under the ambit of National Agricultural Higher Education Project (NAHEP) and Centres for Advanced Agricultural Science and Technology (CAAST).</p> <p>The expenditure/financing for the consultancy/assignment will be made from the NAHEP Fund of ICAR-CIFE, Mumbai.</p>
<p>2) Precise statement of the objectives of assignment</p>	<p>The NAHEP seeks advisory services from individual (s) that fulfil the following objectives:</p> <p>The proposed project shall focus on following aspects in which our PG/Ph.D students and faculty members must trained and able to deliver and carry out further entrepreneurship by the PG/Ph.D students and planning out of research by the scientists and dissemination of technologies to various stake holders like Fish farmers, Faculty members including students and industrialists.</p> <p>Main objectives:</p> <ol style="list-style-type: none"> 1. Economical feasible technology for producing value added fish products for fish grown in inland Saline Water. 2. To strengthen academia-Industry interface for preparing industry ready students, catering entrepreneurs and co-development of technologies.
<p>3) An outline of the tasks to be carried out (Scope of services) including transfer of knowledge, if any.</p>	<p>The consultant (s) have to support and provide the trainings under NAHEP-CAAST</p> <p>The proposed objective covers the following activity:</p> <ul style="list-style-type: none"> • Skill development in certification for quality assurance and management for fish processing industries
<p>4) Schedule for completion of</p>	<p>Most of the work related to this training will be done at ICAR-CIFE, Mumbai Campus however certain specific works of the</p>

tasks:	<p>consultancy/training may have carried out off-campus also.</p> <p>Duration and Length of the Assignment: 5-7 days (Case specific)</p> <p>Financing and Payment Schedule: The assignment will be financed under NAHEP-CAAST project entitled “Development of Energy Efficient and Environment Protective Aquaculture Technologies for Degraded Soils”.</p> <p>The payment will be made after the successful completion of the training program.</p>
5) Description of key professionals whose CVs would be evaluated	<p>In the case of Consultant/Service provider</p> <ul style="list-style-type: none"> • M.Sc. /Ph. D. degree in the subject of Post-Harvest Technology or any other science disciplines with research topic related to the Fish product processing or field expertise in collection of information’s pertaining to processing, setting of Fish processing industries, legal formalities required, IPR related activities etc. • Experience on Ornamental fish trading, Ornamental fish breeding/hatchery management, Aquarium designing etc. • Experience in the field of quality assurance and management, SOP’s formulation skills, internal auditing, risk assessment etc. • Experience of having served in the area of training for more than 5 years • Strong analytical and problem-solving skills; • Demonstrated ability to set priorities and to work with minimum supervision in order to meet changing deadlines; • Fluent in English and Hindi language; • Preferably should have worked with reputed organization/institution in the area of specialisation
6) Outputs and Deliverables	<ul style="list-style-type: none"> • Successful completion of training programs as per the given objectives • Pre and post training knowledge would be collected and evaluated for analysis • Mid training appraisal may be taken • Feedback from trainees is a critical need

7) Data, services, personnel, and facilities to be provided by the Client	The ICAR-CIFE, will provide office space, communications and other resources required for smooth implementation of the assignment.								
8) Composition of review committee to monitor consultants' work.	<p>A review committee will be formed to monitor the progress and performance of the service provider i.e. consultant (s)/consultancy firm. The composition of the review committee will be as follow:</p> <table border="1"> <tr> <td>Hon. Vice Chancellor/Director /PI</td> <td>Chairman (<i>de facto</i>)</td> </tr> <tr> <td>Dean Academics</td> <td>Executive chairman</td> </tr> <tr> <td>Nodal Officer, NAHEP</td> <td>Member</td> </tr> <tr> <td>Co-PI of NAHEP (core group)</td> <td>Member secretary</td> </tr> </table>	Hon. Vice Chancellor/Director /PI	Chairman (<i>de facto</i>)	Dean Academics	Executive chairman	Nodal Officer, NAHEP	Member	Co-PI of NAHEP (core group)	Member secretary
Hon. Vice Chancellor/Director /PI	Chairman (<i>de facto</i>)								
Dean Academics	Executive chairman								
Nodal Officer, NAHEP	Member								
Co-PI of NAHEP (core group)	Member secretary								
9) Procedure for review of progress reports, inception, status, final draft and final reports	<ul style="list-style-type: none"> • Internal nominee from the institute would review the progress • The means of review would be the no. of items in training module covered and trainees' level of approval 								
10) Others	<p>A) Modifications or Variations</p> <p>Any modification or variation of the terms and conditions of the assignment , including any modification or variation of the scope of the Services, may only be made by written permission from PI-NAHEP. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.</p> <p>B) Force Majeure</p> <p>For the purposes of this assignment, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's</p>								

	<p>performance of its obligations under the assignment impossible or so impractical as to be considered impossible under the circumstances.</p>
	<p>B.1) Extension of Time</p> <ul style="list-style-type: none"> • The training program should complete before 20th March 2019. • The requirement is short term and no extension of time is expected.
	<p>B.2) Payments</p> <p>During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of the work order, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.</p>
	<p>C)Termination</p> <p>C.1) Termination by the Client</p> <p>The Client may terminate this Contract in case of the occurrence of any of the events specified in following paragraphs</p> <p>(a) If the consultant does not remedy a failure in the performance of their obligations under the work order, within Fifteen (15) days after being notified or within any further period as the client may have subsequently approved in writing.</p> <p>(b) If the consultant becomes insolvent or bankrupt.</p> <p>(c) If the consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the assignment.</p> <p>(d) If, as the result of Force Majeure, the Consultant are unable to perform a material portion of the Services for a period of not less than fifteen (15) days.</p> <p>(e) If the client, in its sole discretion and for any reason whatsoever, decides to terminate this work order.</p>
	<p>C.2) Termination by the Consultant</p> <p>The Consultants may terminate this work order, by not less than thirty (30) days written notice to the client, such notice to be given after the occurrence of any of the events specified in following paragraphs</p>

	<p>(a) If the client fails to pay any money due to the consultant pursuant to this assignment.</p> <p>(b) If, as the result of Force Majeure, the consultant is unable to perform a material portion of the services for a period of not less than thirty (30) days.</p> <p>(c) If the client fails to comply with any final decision reached as a result of arbitration.</p>
	<p>C.3) Payment upon Termination</p> <p>Upon termination of this work order the Client shall make the following payments to the Consultant:</p> <p>(a) payment for services satisfactorily performed only prior to the effective date of termination;</p>
	<p>D) Conflict of Interests</p> <p>The consultant shall hold the client’s interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests. the consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this work order or to the services or in the discharge of their obligations under the work order, and the consultant shall use their best efforts to ensure that the personnel, any sub-consultants, and agents of either of them similarly shall not receive any such additional payment. The consultant shall not engage, and shall cause their personnel as well as their sub-consultants and their personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this assignment.</p>
	<p>E)Confidentiality</p> <p>Except with the prior written consent of the client, the consultant and the personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the consultant and the personnel make public the recommendations formulated in the course of, or as a result of, the Services.</p>

F) IPR and Publication

No IPR is expected to be generated. However, in such a state, it would be client's priority to decide the beneficiary.

G) Arbitration

- It is hereby agreed between the two Parties that TOR shall be executed in manner and form outlined in this Agreement. Any dispute, controversy, difference of any kind whatsoever or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties. If no amicable resolution or settlement is reached within a period of thirty (30) days from date on which above-mentioned dispute or difference arose, such dispute or difference shall be referred to an Arbitrator, appointed by mutual consent of both the Parties herein.
- If the Parties cannot agree on the appointment of an Arbitrator within a period of two months from the notification by the party to the other of existence of such dispute, then the Arbitrator shall be appointed by ICAR-CIFE, Mumbai.
- The seat of arbitration shall be CIFE, Mumbai and arbitration shall be conducted in English language.
- The arbitration will be carried out in accordance with the provisions of Indian Arbitration and Conciliation Act of 1996, or of any modifications or re-enactments thereof.
- The arbitral award will be final and binding, subject to legal remedies available under the law.
- Existence of any dispute or difference or initiation or continuance of arbitral proceedings shall not postpone or delay performance by Parties of their respective obligations under or pursuant to this Agreement. Further, this Agreement shall remain subsisting and operative during the arbitral proceedings and no payment due and payable to either Party shall be withheld except payment in dispute, if any.
- This Agreement shall be governed by, construed, and enforced in accordance with the prevailing laws of India.

H) Recommended Presentation of Proposal

Given below is the recommended format for submitting your proposal. The following headings with the required details are important.

CVs with a proposed methodology addressing the elements mentioned under deliverables may be **submitted on or before 8th March, 2019** electronically via email: **nahep@cife.edu.in**

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

Proposals must include:

- CV or written form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed form prior to contract award.
- 3 professional references most recent
- A brief methodology on how you will approach and conduct the work,
- Financial Proposal specifying the daily rate and other expenses, if any
- Letter of interest and availability specifying the available date to start and other details.

Queries about the consultancy can be directed to: **nahep@cife.edu.in**

Appendix-I

Form 1: Curriculum Vitae (CV) of Key Personnel

1. **Proposed Position** [*only one candidate shall be nominated for each position Expert*]: _____

2. **Name of Firm** [*Insert name of firm proposing the staff*]: _____

3. **Name of Staff** [*Insert full name*]: _____

4. **Date of Birth: Nationality:** _____

5. **Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: _____

6. **Areas of expertise and no. of years of experience in this area (as required for the Profile- mandatory):** _____

7. **Certifications and Trainings attended:** _____

8. **Details of Involvement in Projects** (*only if involved in the same*): _____

9. Languages [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]:

10. Membership of Professional Associations:

11. Employment Record [*Starting with present position and last 2 firms, list in reverse order, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.*]:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, from the assignment if engaged.

Date

(Signature of staff member or authorized representative of the staff)

Day/Month/Year

Full name of Authorized Representative: _____