

TORs for the hiring of Training Firm,
South Punjab Forest Company (SPFC)
Forestry, Wildlife & Fisheries Department

Introduction	South Punjab Forest Company (SPFC) is a not-for-profit public sector company incorporated under Section 42 of the Companies Act, 2017 established by Forestry, Wildlife and Fisheries Department, Government of the Punjab, in September, 2015, and became operational in October, 2016. The Company has to seek private investment for raising tree plantation under PPP mode on blank forest land of 134,995 acres assigned to SPFC in six Districts of South Punjab.
Objective	The overall objective of this training is to motivate and build the capacity of the SPFC staff in the identified training in different areas such as business strategies, fund raising techniques, leadership and emotional intelligence approaches used around the world.
Scope of Work	<ul style="list-style-type: none"> • Strategic Management/Leadership • Emotional Intelligence • Fund Raising
Terms of Reference	<ul style="list-style-type: none"> • Capacity of the SPFC staff built in strategic management to fully understand the different approaches and techniques of the theme, • Capacity of the SPFC staff built in making strategic decision, applying emotional intelligence techniques and efficiently working on fund raising practices and accountability processes. • Participants equipped with better coping mechanisms, reduced fears and apprehensions, identify their own challenges in maintaining positive environments and collaborative relationships as well as overcoming resistance and negativity. • SPFC staff is trained and able to perform their work responsibilities effectively and professionally based on the key thematic areas which includes Strategic Management, Emotional Intelligence and Fund-raising. • Number of modules developed for training delivery, (according to the thematic areas identified by SPFC), • Master trainers able to facilitate and conduct need based training using appropriate training methodologies, tools and techniques.

Methodology	<p>Training Workshop:</p> <ul style="list-style-type: none"> • Lectures • Presentations • group exercises • case studies • Individual assignments
Duration	4-5 Days Workshop
Total Participants	Maximum 20 participants
Training Cost	<p>Training Cost shall include the following:</p> <ul style="list-style-type: none"> • Cost of developing the training content & delivering the training • Cost of the training materials including trainee handbook for participants attending the training • Stationary, Audio/Video Setup & certificate • Boarding & lodging of SPFC Staff (if required) • Hall Charges • Refreshment
Eligibility Criteria	
<ul style="list-style-type: none"> ▪ Copy of Evidence of firm’s registration/incorporation ▪ Copy of NTN/FTN certificate or GST/PST (if applicable) ▪ A team of 3 or more trainers with relevant experience of conducting Training ▪ Experience of Training atleast 50,000 professionals or 10 years in the training field ▪ Experience of Developing the Training Manuals as per the scope of work 	