

## **Terms of References**

**Call for** Local expert on KAMP's statutory changes for inclusion of women and Development of a new manual for an internal reorganization of KAMP

under the project:

**“Improving the Livelihood and Strengthening the Position of Dairy Farmers in Rural Areas”**

### **I. Background**

We Effect is a Swedish development organisation present in Africa, Asia, Europe, and Latin America. Our work focuses on reducing poverty and inequality by strengthening the ability of member organizations to enable women and men, girls and boys living in poverty to improve their living conditions, defend their rights and contribute to a just society. The work is focused to the following areas: rural development, housing, gender equality, environment and financial inclusion. In Europe, We Effect is present in Albania, Bosnia and Herzegovina, Kosovo<sup>1</sup>, Moldova, and North Macedonia.

Target groups of We Effect’s development cooperation are We Effect’s partner organizations (civil society organizations), mostly represented by member-based organizations active in rural development, farmers’ associations, producers’ groups, and cooperatives. We Effect applies a rights-based approach where development interventions are the results of the dialogue with our partner organizations, with strong local ownership, characterized by accountability, transparency, non-discrimination, and meaningful participation.

The We Effect Regional Office Europe makes significant efforts in applying sustainable and results-oriented practices by combining environmental, social, and economic development perspectives in one integrated development framework. In that sense, specific topics of environment and economic development were selected to drive the new program 2023-2027. In terms of social and economic development perspectives, the focus is placed to strongly empowering partner organisations for delivering improved services to their beneficiaries, predominantly represented by farmers (agriculture practitioners).

For this purpose, we are looking to engage a local expert on KAMP's statutory changes for inclusion of women and the Development of a new manual for an internal reorganization of KAMP

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<sup>1</sup> This designation is without prejudice to positions on status, and is in line with UNSC 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

## **II. Objective of the assignment**

Under Activity/Result 5. The position of women in the leadership structures of the livestock sector has improved, the local expert is asked to:

The main objective of the assignment is:

- a. Redesign the statute of the Association of Milk Producers of Kosovo
- b. Redesign the organizational structure of KAMP
- c. Accounting Manual
- d. Internal regulations
- e. Procurement regulation

Prior to conducting the assignment, the local expert:

- will receive the actual documents that KAMP has as the statute of the Association of Milk Producers of Kosovo, the organizational structure of KAMP, the Accounting Manual, and other necessary documents that KAMP has.

## **III. Duty travel & accommodation**

Extensive travel is not foreseen for this assignment. All preparatory work with We Effect will be organized virtually. The preparatory work with KAMP will be organised in physical presence prior to starting the assignment.

## **IV. Coordination & reporting**

Local experts will work under the direct supervision of KAMP project manager. The KAMP staff will closely follow the progress of work under this assignment.

Local experts will be reporting directly to KAMP project manager. The intended dynamics of the assignment is the following:

Activities/Deliverables:	Jul	Aug
Introduction meeting with We Effect and KAMP organised	10	
Redesign the statute of the Association of Milk Producers of Kosovo	21	
Redesign organizational structure of KAMP	30	
Preparing Accounting Manual		10
Preparing Internal regulations		15
Redesign Procurement regulation		20

Table 1. Timeline for delivery of the expected products

## V. Qualification requirements

### Qualifications & skills

- ✓ A bachelor degree in agroeconomic, agricultural faculty, law faculty or equivalent relevant experience;
- ✓ Proficiency in English, including effective spoken presentation and written reporting abilities;
- ✓ Computer literacy at user's level.

### General professional experience

- ✓ Have a minimum of 3 years of professional experience in providing services for non-governmental organizations, more specifically, in strategy and internal organization.

### Specific professional experience

- ✓ Ability to work flexibly and re-prioritize as necessary
- ✓ Has excellent written and verbal communication skills and attention to detail
- ✓ Able to establish and build professional working relationships through strong interpersonal skills and the ability to work as part of a team

### Assets:

- ✓ Previous experience in Kosovo and knowledge of Serbian or Albanian will be a strong advantage.

Selected expert will be requested to communicate with KAMP for any unclear situation or challenge that they might face during the implementation of the tasks, especially the challenges in practicing the above-mentioned competences.

## **VI. Application procedure:**

**By July 30<sup>th</sup>**, all interested consultants should send their application to [info@shpqk.org](mailto:info@shpqk.org), [milazimmakolli@gmail.com](mailto:milazimmakolli@gmail.com)

Email should include a **CV, Financial Offer, and Declaration of Relationship**.

**By July 02<sup>nd</sup>**, the evaluation of offers is going to be conducted and signed.

**By July 04<sup>th</sup>**, the contract will be signed by both parties (local expert and We Effect official representative).

**By July 05**, the consultant will start with the implementation of the contract.

The service provided will be replenished at the moment that the expert has submitted on time the agreed documentation for the realization of this service at the end of the contract.

Financial offer in EUR for the tasks specified in the Terms of Reference.

## **VII. Evaluation of the offers**

The incomplete applications or applications received after the deadline for submission will not be taken into consideration.

The evaluation of offers will be based on the “best value for money principle” by using a weighted scoring method to evaluate the combination of the applicants’ qualification (80%) and financial proposal (20%).

The award of the contract will be made to the bidder whose offer has been evaluated as:

- Responsive/compliant/acceptable, and
- Having received the highest combined score out of a weighted technical and financial evaluation specific to the solicitation

### **Technical evaluation (80%):**

The technical evaluation of the received offers will consist of:

- Evaluation of education [max 10 points]
- Evaluation of overall professional experience [maximum 10 points]
- Basic knowledge in use of MS Excel and English [maximum 10 points]
- Familiarity with the agriculture sector in Kosovo [maximum 30 points]
- Experience in rural development context [maximum 30 points].

Only the candidates who will reach the threshold of 60% (min 54 points out of maximum 90 points available for the technical evaluation) will be considered for the financial evaluation.

**Financial evaluation (20%)**

The financial offers are expected to be delivered in a separate email that will not be considered for evaluation before receiving the results of the technical evaluation.

Once the technical evaluation is finalized, the consultants that gain at least 54 points are going to be subject to financial evaluation.

The offers of the applicant that is being technically evaluated as not responsive (gained 53 or less points in technical evaluation) will not be subject to financial evaluation.

For those that will pass the minimum threshold (54 points and more), the evaluation of the financial offers will be conducted in the following manner:

- The offer with the lowest price shall receive the total of 10 points.
- The other offers with higher prices shall receive the respective score according to the following formula:  $10 * (\text{Lowest Price} / \text{Proposed Price})$ .

The final evaluation will be sum of the points generated in the technical and financial evaluation. One applicant that gained best score in final evaluation will be offered a contract with We Effect for implementation of the assignment. In case the best applicant/s is/are being prevented to sign the contract, We Effect is going to offer a contract to the applicant/a that gain next (second, third/forth) best score in the evaluation process.

**Note:** the maximum number of days for this assignment is 10 working days.

**VIII. Terms of payment**

- The payment will be done upon approval of the entire set of documents
- The payments will be realized based on the email request sent to shpqkkamp@gmail.com, milazimmakolli@gmail.com

**IX. Declaration of relationships**

The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated party from We Effect, its Regional Office in Skopje, its governing bodies and employees.

Closely associated party (persons, physical or legal) as per We Effect's definition is considered person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market.