

Certainly, here is a revised version of the Terms of Reference:

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## **Terms of Reference: Procurement for Engagement Support Staff**

*Annual National Conference for the Dairy Sector*

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

### **I. Background**

We Effect, a Swedish development organization, operates globally with a focus on reducing poverty and inequality. Our work spans Africa, Asia, Europe, and Latin America, targeting member organizations to empower individuals living in poverty. In Europe, We Effect is active in Albania, Bosnia and Herzegovina, Kosovo, Moldova, and North Macedonia, concentrating on rural development, housing, gender equality, environment, and financial inclusion.

Our development approach centers on a rights-based methodology, emphasizing local ownership, accountability, transparency, non-discrimination, and meaningful participation. The We Effect Regional Office Europe integrates sustainable and results-oriented practices, aligning with environmental, social, and economic development perspectives. The upcoming program (2023-2027) specifically addresses environmental and economic development, with a strong focus on empowering partner organizations to enhance services, primarily for farmers.

In preparation for the annual national conference for the dairy sector, we are seeking the engagement of ten support members for the Annual National Conference.

### **II. Objective of the Assignment**

Under Result 1: Strengthening of Civil Society Organizations / Stronger Organizations and Activity 1.2.2: Organizing Annual National Conference, the assignment is to support the conference themed "Challenges and Opportunities in the Dairy Production Sector in Kosovo." This conference will address current developments, challenges, and opportunities in the dairy sector, aiming to raise public awareness.

### **III. Duty Travel & Accommodation**

Transportation/Travel must be included in the financial proposal.

### **IV. Coordination & Reporting**

The additional staff engaged will work under the direct supervision of the KAMP project manager. Progress will be closely monitored, reporting directly to the KAMP project manager. The estimated time frame for deliveries is described in Section V.

### **V. Financial Proposal**

The total all-inclusive gross amount should be specified in Euros,

### **VI. Qualification Requirements**

The qualifications and skills required will preferably be those who have graduated from the faculty or are university students.

#### **VII. Application Procedure**

Interested parties should submit their applications to [shpgkkamp@gmail.com](mailto:shpgkkamp@gmail.com) and [milazimmakolli@gmail.com](mailto:milazimmakolli@gmail.com) by November 27 Close of Business. The application must include a CV, Financial Offer, and Declaration of Relationship.

#### **VIII. Evaluation of the Offers**

Evaluation of bids will be done by November 28, and contracts will be signed by November 28, where those engaged will be employed at the annual national conference on November 29.

The evaluation will consider qualifications (70%) and financial proposals (30%), applying a weighted scoring method. The contract will be awarded to the bidder with the highest combined score.

Technical evaluation criteria include education, overall professional experience, knowledge in organizing, familiarity with the agriculture sector in Kosovo, and experience in rural development contexts.

Financial evaluation will be based on the "best value for money" principle.

#### **IX. Terms of Payment**

Payment will be made upon completion of the annual national conference.

#### **X. Declaration of Relationships**

Applicants must disclose any business or personal relationships with closely associated parties from We Effect, its Regional Office in Skopje, its governing bodies, and employees.