

## Terms of References

For procurement of Organizing 6 trainings on home-processed milk products

### **“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 to train KAMP dairy farmers on home processed milk products. This activity will help dairy farmers on improving quality of dairy products and increase food safety.

The main purpose of this activity is the training of farmers in rural areas on home processed milk products, three topics will be addressed within this activity:

- Hygiene and milk quality
- Standardization of products

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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

- Marketing

## II. Objective of the assignment

Under Result 2: Effective, Equitable & Just Food Systems and Activity 2.1.2: Organize 6 trainings (six for 2023) on home-processed milk products:

- Hygiene and milk quality
- Standardization of milk products
- Marketing

the local expert is asked to:

- Deliver training on Hygiene and milk quality
- Deliver training on Standardization of milk products
- Deliver training on Marketing

## III. Duty travel & accommodation

Travel through Kosovo is foreseen in this assignment. Trainings will be held on dairy farms around Kosovo selected by KAMP staff.

## IV. Coordination & reporting

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

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

Activities/Deliverables:	Octo.	First group	Second group	Third group
		Octo.	Octo.	Nov.
Delivering training materials	13			
Deliver training on Hygiene and milk quality		13	24	07
Deliver training on Standardization of milk products		16	25	08
Deliver training on Marketing		17	26	09

## V. Qualification requirements

### Qualifications & skills

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

General professional experience

- ✓ Have a minimum of 2 years of professional experience in providing services for non-governmental organizations, more specifically, in milk processing.

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 experts 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 practising the above-mentioned competencies.

## **VI. Application procedure:**

**By October 01<sup>st</sup>**, all interested experts should send their application to [shpqkkamp@gmail.com](mailto:shpqkkamp@gmail.com), [milazimmakolli@gmail.com](mailto:milazimmakolli@gmail.com)

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

**By October 04<sup>th</sup>**, the evaluation of offers is going to be conducted and signed.

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

**By October 12<sup>th</sup>**, 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’ qualifications (60%) and financial proposal (40%).

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 (60%):**

The technical evaluation of the received offers will consist of:

- Evaluation of education [max 10 points]
- Evaluation of overall professional experience [maximum 5 points]
- Basic knowledge in the use of MS Excel and English [maximum 5 points]
- Familiarity with the agriculture sector in Kosovo [maximum 30 points]
- Experience in rural development context [maximum 10 points].

Only the candidates who will reach the threshold of 60% (min 50 points out of maximum 60 points available for the technical evaluation) will be considered for the financial evaluation.

### **Financial evaluation (40%)**

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 50 points are going to be subject to financial evaluation.

The offers of the applicant that is being technically evaluated as not responsive (gained 50 or less points in technical evaluation) will not be subject to financial evaluation.

For those that will pass the minimum threshold (50 points and more), the evaluation of the financial offers will be conducted in the following manner:

- The offer with the lowest price shall receive a 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 the sum of the points generated in the technical and financial evaluation. One applicant that gained the best score in the final evaluation will be offered a contract with KAMP for the implementation of the assignment. In case the best applicant/s is/are being prevented to sign the contract, KAMP will offer a contract to the applicant/a that gains the next (second/third/fourth) best score in the evaluation process.

**Note:** the maximum number of days for this assignment is 3 working days (two training days, and one day for preparing final report).

### **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 parties from We Effect, its Regional Office in Skopje, its governing bodies and employees.

A closely associated party (persons, physical or legal) as per We Effect's definition is considered a 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.