

Terms of References

For procurement of Local expert for drafting a Sector Study for Livestock sector

“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, Kosovo¹, 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 drafting a Sector Study for livestock sector

II. Objective of the assignment

Under Activity/Result 1. The capacities of KAMP staff have been raised to promote dialogue and cooperation between institutions, KAMP and farmers the local expert is asked to:

Global objective

To support the Kosovo Association of Milk Producers (KAMP) and Ministry of Agriculture, Forestry and Rural Development (MAFRD) to design and implement its agriculture policy in line with EU regulations and practices applicable to this sector, and with due

¹ 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

consideration of the EC's cross-cutting objectives regarding environment and climate change, rights-based approach, persons with disability, indigenous peoples and gender equality.

Specific objective(s)

- To give a quantitative and qualitative description of the relevant livestock sectors;
- To provide a diagnostic of livestock sector identifying among other things the bottlenecks, the weaknesses and the strengths in terms of productivity, competitiveness and capacity to access national and international markets;
- To provide to decision makers up-to-date, relevant and comprehensive information necessary for a good programming and implementation of direct payment and rural development programs
- To provide to KAMP with comprehensive information needed to decide on the provision of advice to farmers, the growth of membership and the sustainability of the association.
- To provide to KAMP and decision makers comprehensive information necessary for deciding over the market and direct payment measures to be potentially considered under the financial framework

EC's cross-cutting objectives regarding environment and climate change, rights-based approach, persons with disability, indigenous peoples and gender equality, will be paid consideration in addressing all objectives.

Requested services, including suggested methodology

In order to achieve the objectives, expert support will be provided to the KAMP and necessary means will be secured under this assignment in view of consulting the relevant stakeholders and preparing independent sector studies for the Livestock (milk and meat) - production, processing, and marketing

The sectorial analysis for this sector will address as a minimum:

- Cow Milk production and processing;
- Beef Meat production and processing;

The sector study shall be conducted to find out what segment/area/recipients would be targeted in detail. Clear justification should be provided for the selection of the individual sectors/sub-sectors.

The proposed **structure and content** of the study are the following:

a) Background and Key Figures

This section should include a description of the current situation in the sector.

b) Producers/Farmers

This section should describe the structure of the sector by providing a quantitative and qualitative



SHOQATA E PRODHUESVE
TË QUMSHIT TË KOSOVËS
KOSOVO ASSOCIATION OF
MILK PRODUCERS KAMP

08 -August-2024

description of the producers addressing: the number of producers (including, number of young farmers), size of holdings or operations, geographical distribution in the country, level of product quality, etc.

c) Processing Industry

This section should outline the structure of the sector by providing a quantitative and qualitative description of the processing industry present in a particular sector, addressing: the number of units; size of units (focusing on the situation of enterprises belonging to two categories: in small and medium sized enterprises); present processing capacity and any indication for prospects for increasing the capacity and if this should be justified by the market situation, geographical distribution in the country; level of product quality; availability of adequate supplies of raw materials taking into account quantity, quality, affordable prices, delivery costs; etc.

d) Government Policy for the sector

This section should describe trends / targets in the governmental policies affecting the sector.

e) Market and Trade

Generally, in this section, the existence of market outlets should be assessed taking into consideration: availability of products, supply chain, consumption pattern, and a legal framework for trade. Under this section, links between primary producers and first and second processing should be described as well as levels of and existing barriers to trade. One should also describe domestic demand.

f) Level of attainment of relevant national and EU standards

This section should address in particular the areas of quality, hygiene, and food safety at farm and processing level by focusing on standards regarding environmental protection, public health, animal welfare, and occupational safety.

It should provide information on the level of compliance with the relevant national and EU standards and on how many enterprises have EU approval for exports (EU export certificates). If any program for upgrading to EU standards is established in Kosovo, this chapter should report on this.

g) Past trends and future developments in terms of investment

This section should analyze the investment climate of the sector, in particular highlighting the types and trends of investments made (where possible, by indicating investment source) in the past as well as, to the extent possible, presenting the planned capacity in the future.

h) Identification of potentials and needs of the sector

“SWOT” analysis should be carried out under this section, which: would be based on the above factual assessment of the sector; take into account EU accession and the ultimate goal of preparing the sector for participation in the EU market; consider building-up strength to resist the resulting competition pressure.

i) Identification of training needs in the sector

This part of the analysis should identify and describe the training needs for the sector.

j) Aligning to EU Green Deal



SHOQATA E PRODHUESVE
TË QUMSHITIT TË KOSOVËS
KOSOVO ASSOCIATION OF
MILK PRODUCERS KAMP

08 -August-2024

In line with the EU Green Deal, this section should briefly outline opportunities for the use of renewable energy on production facilities. Moreover, the report should describe appropriate sustainable opportunities for circular economy, with a clear indication of capital needs and scale required. Other relevant elements of the Green Deal should be covered as viewed appropriate; e.g. environmental improvements, targets on climate change, renewable energy, circular economy etc.

k) Outcome

As an outcome, the analysis of the sector should provide:

- A clear and transparent overview of the sector containing a quantitative and qualitative description of the situation;
- Detailed analysis of the realistic potential and obstacles (weakest links in the supply chain) to realize these potentials in the production and marketing chain,
- Recommendations in order to target the specific investments (segment/area/recipients), primarily focusing on the weakest links in supply chain.
- The recommendations should include how to create the sustainability of KAMP, how to develop new services of KAMP and how to develop membership fee.
- It should include indication of eligibility and selection criteria, eligible costs, intermediate and ultimate objectives and targets to be achieved, comments on viability in the given sector taking into account economies of scale,
- It should also describe opportunities for producer organizations (in the wide meaning of this word, such as cooperatives, associations or other legal forms of cooperation between producers) for collective investments (be it (a) joint use of machines / production facilities; (b) short value chains; (c) production of higher value and quality products),
- It should also consider the use of renewable energy and contribution to the circular economy, equitable distribution (especially the participation of smaller and medium size operators), issues of prevention of deadweight¹ loss of investment support, etc.

Primary sources are expected to include (indicatively):

- Desk research;
- Interviews with relevant stakeholders/value chain operators, including farmers, input suppliers, wholesalers, retailers, processors
- In-depth interviews;

Secondary sources include (indicatively):

- MAFRD data;
- Data from other public bodies/authorities, including:
 - Statistical Agency of Kosovo;
 - Faculty of Agriculture;



SHOQATA E PRODHUESVE
TË QUMSHIT TË KOSOVËS
KOSOVO ASSOCIATION OF
MILK PRODUCERS KAMP

08 -August-2024

- Advisory services;
- Data from civil society.

Required outputs:

- One **sector study for livestock/ milk and meat** (production, processing, and marketing);

Language

The final report of sector study needs to be prepared in English and Albanian language.

III. Duty travel & accommodation

Travel through Kosovo is foreseen in this assignment. Visiting farmers and meetings with stakeholders.

IV. Coordination & reporting

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

The sector study to be delivered under this contract should be presented in two languages: English, Albanian, both in electronic copies.

V. Qualification requirements

Qualifications & skills

- ✓ A minimum master degree in agro-economic, agricultural 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 10 years of professional experience in providing services for non-governmental organizations, more specifically, in preparing sector study, 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



SHOQATA E PRODHUESVE
TË QUMSHTIT TË KOSOVËS
KOSOVO ASSOCIATION OF
MILK PRODUCERS KAMP

08 -August-2024

- ✓ 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 August 30, all interested consultants should send their application to info@shpqr.org, milazimmakolli@gmail.com

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

By September 08, the evaluation of offers is going to be conducted and signed.

By September 09, the contract will be signed by both parties (local expert and KAMP representative).

By September 10, 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



SHOQATA E PRODHUESVE
TË QUMSHITIT TË KOSOVËS
KOSOVO ASSOCIATION OF
MILK PRODUCERS KAMP

08 -August-2024

Technical evaluation (80%):

The technical evaluation of the received offers will consist of:

- Evaluation of education [max 10 %]
- Evaluation of overall professional experience [maximum 10%]
- Basic knowledge in use of MS Excel and English [maximum 10 %]
- Familiarity with the agriculture sector in Kosovo [maximum 30 %]
- Experience in rural development context [maximum 20 %].

Only the candidates who will reach the threshold of 60% 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 60 % are going to be subject to financial evaluation.

For those that will pass the minimum threshold (60% 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 20%.
- The other offers with higher prices shall receive the respective score according to the following formula: $20 * (\text{Lowest Price} / \text{Proposed Price})$.

The final evaluation will be sum of the % 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 45 working days.

VIII. Terms of payment

- Te payment will be do 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.



SHOQATA E PRODHUESVE
TË QUMSHITIT TË KOSOVËS
KOSOVO ASSOCIATION OF
MILK PRODUCERS KAMP

08 -August-2024

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.