



Terms of References

For procurement for organizing the annual national conference for the dairy sector

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

I. Background

We Effect is a Swedish development organization 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 to apply 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 organizations to deliver improved services to their beneficiaries, predominantly represented by farmers (agriculture practitioners).

For this purpose, KAMP will organize a national dairy conference, which will participate all stakeholders in the dairy sector in Kosovo.

II. Objective of the assignment

Under Result 1: Strengthening of Civil Society Organisations / Stronger Organisations and Activity 1.2.2: Organizing Annual National Conference. The conference, "The Use of New Technologies in the Dairy Sector" will focus on presenting new technologies in the dairy sector and cattle nutrition. It aims to showcase best practices in farm management and their impact on farmers' daily lives.

This event will bring together livestock sector experts from Kosovo, Albania, and North Macedonia to discuss innovative solutions that enhance productivity, sustainability, and

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



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animal welfare, improving farmers' livelihoods. Attendees will be able to learn about the latest advancements and share experiences that can lead to more efficient and effective dairy farming practices.

Additionally, there will be a detailed presentation of a sectoral analysis study focusing on the livestock sector financed by WE EFFECT. This study will provide insights into the current state of the sector, including statistical data and economic indicators that highlight growth trends. Key factors influencing the sector's development will be examined, along with opportunities for innovation and the challenges faced.

Overall, the conference aims to foster collaboration and knowledge-sharing, ultimately contributing to the advancement of the dairy sector in the region.

KAMP will engage three experts for the conference, one from each of the following regions: Kosovo, Albania, and North Macedonia.

For the organization of the conference "The Use of New Technologies in the Dairy Sector" which will be organized on 10.12.2024, we need the commitment of persons and companies (service providers) to provide the following services:

- Conference Hall and Accommodation. Provision of a conference hall, which must include food and drinks for 220 people, Led Screen in the conference hall, accommodation in 2 single bedrooms for 2 delegates (check-in on 09.12.2024 and check-out on 10.12.2024), and parking space for participants.
- Translation and Voiceover Services (Albanian-English and English-Albanian) for 150 people.
- Working Materials - Provision of essential materials for the conference, including papers, handouts, markers, agenda, and any other necessary materials.
- Support Staff - Engagement of 10 support staff for 2 working days 09 and 10.12.2024 to manage various aspects of the conference, such as registration, technical support, and event coordination.
- Photographer - Hiring a photographer to document the event.
- Moderator - A moderator for the panel discussion.

III. Duty travel & accommodation

Travel through Kosovo is foreseen in this assignment.

Compensation for delegates will be provided at a rate of €0.20 per kilometer for travel expenses.

IV. Coordination & Reporting

The coordination and organization of the event will be done by the KAMP staff who are engaged in the project.

V. Application procedure

By **November 08**, all interested companies should send their application to shpqkkamp@gmail.com, info@shpqk.org

Email must include a financial offer from the company. For the application for support staff and moderator, please include the financial offer (including taxes and contributions), CV, and declaration of relationship.

By **November 11**, the evaluation of offers is going to be conducted and signed. By **November 12**, the contract will be signed by both parties



VI. Evaluation of Offers

The evaluation for the Conference Hall and Accommodation, Translation and Sound Services, Working Materials, and Photographer will be based on the detailed requirements that will be sent to different companies.

Evaluation of Support Staff:

The evaluation will be based on the following criteria:

- Availability for the dates December 9 and 10, 2024 – 10%
- Experience in Similar Activities – 20%
 - Up to 2 similar activities – 10%
 - 3 or more activities – 20%
- Student Status – 40%
 - Currently a student- 40%
 - Graduated- 20%
- Financial Offer – 30%

Evaluation of Moderator:

The evaluation will be based on the following criteria:

- Education – 30%
 - Bachelor – 20%
 - Master – 25%
 - PhD – 30%
- Knowledge of the Agriculture Sector – 30%
 - Up to 2 years of work experience – 10%
 - 3-5 years of work experience – 20%
 - More than 5 years of work experience – 30%
- Moderator/Presenter at Similar Events – 10%
- Financial Offer – 30%

VII. Terms of payment

- The payment will be made after delivering services at the annual national conference

VIII. 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 can 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.