



Terms of References

For procurement of consultancy for:

Introduction of hygienic engineering & design, food safety and international quality standards

for

Building the capacity of KAMP and relevant stakeholders in Kosovo to develop a sustainable and resilient dairy sector

Background

The Kosovo Association of Milk Producers (KAMP) is a non-profit local organization established in 2005 to represent the interests of farmers across Kosovo, with a particular focus on livestock/ dairy farmers. KAMP comprises 2500 farmers, making them the country's largest farmers association. With over 19 years of experience, KAMP is a well-known and widely respected organization among public and private sector agricultural stakeholders in Kosovo, making it a valuable partner of local, central governmental institutions and other entities, especially international organizations.

The overall objectives of KAMP are to increase the competitiveness level of dairy farmers within the country and have a developed dairy sector that meets market demands, in line with developments in the European market, environmental requirements, and key needs that are supported by the agricultural policies at the national level.

To achieve these objectives, KAMP`s key activities include:

- Regular consulting & provision of expertise on expanding and developing capacities of livestock farmers (especially technical and farm management skills);
- Provision of technical expertise in developing/ designing agricultural policies at the national level (especially the direct payments and the investment grant scheme) and laws and national standards concerning the livestock sub-sector;
- Provision of regular information to its existing association livestock farm members on their milk quality status and necessary measures for improvement of hygienic conditions in order to increase the quality and production capacity;
- Provision of general information about the developments in the livestock sub-sector market.
- Advocacy and representation of the interests of livestock farmers to government institutions and other relevant stakeholders.



The dairy sector in Kosovo plays a critical role in the country's agricultural and food industry. Ensuring hygienic procedures in dairy production and processing is essential to meet national and international food safety requirements, enhance product quality, and improve market competitiveness. Hygienic engineering and design (HED) involves designing, constructing, and maintaining facilities and equipment that ensure food safety while adhering to Good Manufacturing Practices (GMP) and Hazard Analysis and Critical Control Points (HACCP). Along with KAMP, there is a need to enhance the capacities of FVA and MAFRD. For this purpose, we are looking to engage an experienced international expert.

The objective of the assignment

This assignment is expected to produce certified trainers in Kosovo by delivering training of trainers on Hygienic engineering and design of dairy facilities and food safety systems. In order to develop appropriate and custom-made training, the consultant is expected to assess current hygienic engineering practices within the Kosovo dairy sector, identify gaps, and provide recommendations to improve compliance with international standards; Develop guidelines in the form of written manuals, guides/brochures; Enhance capacities of KAMP and FVA on food safety, quality standards, and hygienic farm design; Work together with KAMP and MAFRD to enhance capacities on programming and support package for food safety, quality standards and hygienic design.

- Scope of work

The scope of the assignment includes, but is not limited to:

1. Facility Assessment:

- Review the design, construction, and layout of farms and dairy processing facilities and prepare a report.
- Assess equipment used in production, storage, and packaging for compliance with hygienic standards. Prepare a report.

2. Process Analysis:

- Evaluate cleaning and sanitation protocols and prepare a report.
- Review wastewater management and waste disposal systems and prepare a report.
- Review policies and regulations for financial support in the dairy sector and propose ideas for improvements in coordination with the relevant stakeholders.

3. Training and Capacity Building:

- Develop modules and guidelines, and conduct certified training for 12 dairy sector stakeholders on hygienic engineering and design (HED) principles.
- Develop modules and guidelines, and conduct certified training for 10 dairy sector stakeholders on Hazard Analyses Critical Control Point (HACCP)

4. Develop written material Guidelines/manuals/brochures for cattle housing and hygienic practices for cattle rearing farmers.



5. Recommendations and Reporting:

- Provide detailed recommendations to improve hygienic standards.
- Develop a roadmap for implementing suggested improvements.
- Deliver a final report summarizing findings and action plans.

6. Assess the situation with MAFRD programmes for support and cooperate with KAMP to propose relevant policies and programmes for national support schemes.

I. Duty travel & accommodation

Based on the need for event facilitation, the assignment considers travel in Kosovo.

The consultant should organize all travel and calculate all assignment-related travel expenses, including hotel/overnight in a lump sum.

KAMP will deal with the organization of trainings, determining the training venue, scheduling and inviting participants to the training and will inform on time the consultant.

II. Coordination & Reporting

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

The consultant will be reporting directly to the KAMP project manager. The intended dynamics of the assignment are the following:

Activities/Deliverables:	Mar	Apr	May	Jun	Jul
1. Facility Assessment and reporting	✓	✓			
2. Training and Capacity Building			✓	✓	
3. Develop written material Guidelines/manuals for hygienic principles and food safety for KAMP needs				✓	
4. Recommendations and reporting				✓	✓

Table 1. Timeline for delivery of the expected products

III. Qualification requirements

Qualifications & skills

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



Specific professional experience

- At least 10 assignments of professional experience in training/applying hygienic engineering principles.
- At least 20 assignments/trainings for food safety systems (HACCP, GMP, GAP).
- Proven experience developing educational materials, manuals/brochures, and guidelines.

Note: Please include separate lists of assignments related to the above-required experience.

- Lead trainer and strong facilitation skills.

Assets:

- ✓ Experience in developing policies and support programs
- ✓ Previous experience in Kosovo and knowledge of Serbian or Albanian will be a strong advantage.

Selected consultants 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.

The contracted consultant will be obliged to perform the following competencies:

- Demonstrate professional competence and efficiency in meeting commitments.
- Observing deadlines and achieving results.
- Display cultural, gender, ethnic, religious and age sensitivity and adaptability.

IV. Application procedure:

By March 06th, all interested consultants should send their application to info@shpqk.org, milazimmakolli@gmail.com

Email should include a Cover Letter, CV, Methodology, Declaration of relationship, and Financial offer with lumpsum in Euros (as separate attached Word/PDF documents). The CV should include lists of assignments (topic, client) as required.

By March 07th, the evaluation of offers is going to be conducted and signed.

By March 11th, the contract will be developed and signed by both parties (consultant and KAMP official representative).

V. Evaluation of the offers

The incomplete applications or applications received after the submission deadline will not be considered.

Offers will be evaluated based on the “best value for money principle,” using a weighted scoring method to evaluate the combination of the applicant’s qualifications (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%):

- **Evaluation of overall professional experience in agriculture/food technology [maximum 20 points]**

- 15 years of experience and more [max 20 points]
- 10 to 14 years of experience [15 points]
- 5 to 9 years of experience [10 points]

Note: Consultants under 5 years of professional experience will be eliminated for further evaluation.

- **Evaluation of experience in Hygienic engineering and design training [maximum 20 points]**

- More than 10 assignments in [20 points]
- 5 to 9 assignments in [10 points]
- 2 to 4 assignments in [5 points]

Note: Consultants with less than two similar assignments will be eliminated for further evaluation.

- **Evaluation of experience in Food safety systems training [10 points]**

- More than 20 assignments [20 points]
- Up to 15 assignments [10 points]
- Up to 5 assignments [5 points]

Note: Consultants who have less than 5 assignments will be eliminated for further evaluation.

- **Evaluation of experience in developing educational materials, manuals/brochures, and guidelines. [20 points]**

- More than 10 assignments, [20 points]
- 5 - 9 assignments, [10 points]

Note: This criterion is not mandatory. Consultants who have not met this criterion **will not** be eliminated from further evaluation.

Only the candidates who will reach the threshold of 60 % (min 48 points out of maximum 80 points available for the technical evaluation) will be considered for the financial evaluation.

Financial evaluation (20%)

Once the technical evaluation is finalized, the consultants who gain at least 60 % will be subject to financial evaluation.

The offers of the applicant that is being technically evaluated as not responsive (gained 60 or less % in technical evaluation) will not 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 a 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 the sum of the percentage generated in the technical and financial evaluation. One applicant who scored best in the final assessment will be offered a contract with KAMP to implement the assignment. If the best applicant/s is/are being prevented from signing the contract, KAMP will provide a contract for 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 40, excluding fees for certified training on HACCP and HED (Hygienic Engineering and Design).

VI. Terms of payment

- Partial payment can be made upon request for payment and approval of proposed costs and needs. Full payment will be made upon KAMP's acceptance of the set of documents (milestones) during or at the end of the assignment.
- The payments will be executed based on the email request sent to shpqkkamp@gmail.com, milazimmakolli@gmail.com

VII. Declaration of relationships

The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated parties from KAMP, its governing bodies and employees.

A closely associated party (persons, physical or legal) 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.