



Terms of Reference

For procurement of local consultancy for:

Training of dairy farmers on bio security

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 vital role in rural livelihoods and national food security. However, low levels of awareness and implementation of biosecurity measures on dairy farms increase the risk of disease transmission, economic loss, and reduced milk quality. Strengthening biosecurity practices among dairy farmers is essential to improve animal health, milk safety, and overall productivity. For this purpose, we are looking to engage an experienced local expert.



Objective of the Training

The overall objective is to build the capacities of dairy farmers in Kosovo to implement effective biosecurity measures on their farms, thereby reducing the risk of disease outbreaks and improving farm productivity and milk quality.

Specific objectives:

- To raise awareness on the importance of biosecurity in dairy farming.
- To provide practical knowledge on disease prevention, hygiene, and farm management practices.
- To equip farmers with tools and guidelines to implement basic and advanced biosecurity measures.
- To promote record-keeping and early detection of animal health issues.

Scope of Work

The consultant/trainer will be responsible for:

- Preparing a training curriculum tailored to small and medium-scale dairy farms in Kosovo.
- Delivering training sessions in 5 locations across key dairy regions.
- Providing training materials, including a biosecurity checklist for farmers.
- Demonstrating proper sanitation, disinfection, animal handling, and isolation procedures.
- Preparing a final training report with recommendations.

Target Group

The training is intended for:

- Small and medium-scale dairy farmers
- Members of dairy cooperatives and producer organizations
- Farm managers and veterinary technicians supporting dairy farms

Expected number of participants: 5 – 10 per session

Deliverables

- Training curriculum and agenda
- Presentation materials and practical handouts in Albanian
- Attendance sheets forms
- Final training report including photos, participant feedback, and recommendations

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, 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. KAMP will also cover the cost of food, and drinks, and the training venue for participants.

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 is the following:

Activities/Deliverables:	June	July
1. Delivering training sessions in Pristina municipality	✓	
2. Delivering training sessions in Drenas municipality	✓	
3. Delivering training sessions in Lipjan municipality		✓
4. Delivering training sessions in Skenderaj municipality		✓
5. Delivering training sessions in Malishev municipality		✓
6. Delivering final report		✓

Table 1. Timeline for delivery of the expected products

III. Qualification requirements

- University degree in veterinary medicine, animal science, or related field
- Minimum 5 years of experience in livestock health, dairy farming, or biosecurity
- Proven experience in adult training or farmer extension services
- Knowledge of local dairy farming practices in Kosovo
- Fluent in Albanian (knowledge of Serbian is an asset)

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 June 16th, all interested consultants should send their application to info@shpqk.org, milazimmakolli@gmail.com



Email should include a Cover Letter, CV, and Financial offer with lumpsum in Euros (in attached Word/PDF document). The CV should include lists of assignments (topic, client) as required in the section for the technical evaluation below.

By June 17th, the evaluation of offers is going to be conducted and signed.

By June 18th, the contract will be developed and signed by both parties (consultant and KAMP official representative).

Financial offer in EUR for the tasks specified in the Terms of Reference.

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 (70 points) and financial proposal (30 points).

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 (70 points):

- **Evaluation of overall professional experience in agriculture/veterinary [maximum 25 points]**
 - 15 years of experience and more [max 25 points]
 - 10 to 14 years of experience [17 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 on agriculture/veterinary training [maximum 25 points]**
 - More than 5 assignments in [25 points]
 - 3 to 4 assignments in [17 points]
 - 1 to 2 assignments in [10 points]

Note: Consultants with less than one similar assignments will be eliminated for further evaluation.
- **Evaluation of experience in developing educational materials, manuals/brochures, guidelines and contributing to scientific conferences. [20 points]**
 - More than 7 assignments, [20 points]
 - 3 - 6 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 42 points out of maximum 70 points available for the technical evaluation) will be considered for the financial evaluation.

Financial evaluation (30 points)

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 30 points.
- The other offers with higher prices shall receive the respective score according to the following formula: $30 * (\text{Lowest Price} / \text{Proposed Price})$.

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 evaluation will be offered a contract with KAMP to implement the assignment. In case the best applicant/s is/are being prevented from signing 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 6 days.

VI. Terms of payment

- Payments will be made upon KAMP's acceptance of the set of documents/deliverables (laid out in the section "Deliverables") at the end of the assignment.
- The payments will be executed based on the email request sent to shpqkkamp@gmail.com , or milazimmakolli@gmail.com
- Payments for food, beverages, and venue expenses will be made by KAMP after each training session, and will cover all related participant costs,