



## Terms of Reference

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

### **“Strengthening Productivity and Sector Resilience”**

for

### **“Strengthening Kosovo’s Dairy Sector: Productivity, Milk Quality, and Climate Resilience (Phase II)”**

## **I. Background**

The Kosovo Association of Milk Producers (KAMP) is a non-profit local organization established in 2005 to represent interests of farmers across Kosovo, with a particular focus on livestock/ dairy farmers. 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, have a developed dairy sector which met the market demands, in line with the developments in the European market, in line with the environmental requirements and the 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 in relation to the livestock sub-sector;
- Provision of regular information to its existing association livestock farm members on their milk quality status and necessary measures on 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 interests of livestock farmers to government institutions and other relevant stakeholders.

The purpose of this assignment is to procure professional services and logistical support required for the successful organization of the **Annual National Dairy Conference – “Strengthening Productivity and Sector Resilience”**, an event implemented under the project *“Strengthening Kosovo’s Dairy Sector: Productivity, Milk Quality, and Climate Resilience (Phase II).”* The assignment ensures that all technical, operational, and administrative elements necessary for hosting a high-quality national conference are delivered in a coordinated and efficient manner.



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

## II. Objective of the assignment

The objective of this assignment is to ensure the successful planning, organization, and implementation of the Annual National Dairy Conference within the framework of the project **“Strengthening Kosovo’s Dairy Sector: Productivity, Milk Quality, and Climate Resilience (Phase II).”** The conference aims to bring together key stakeholders from the dairy sector— including dairy farmers, processors, government institutions, donors, academia, and industry experts— to discuss current sector challenges, share best practices, and identify opportunities for improving productivity, milk quality, and climate resilience in Kosovo’s dairy industry.

More specifically, the assignment seeks to:

1. **Provide high-quality technical expertise** through the engagement of three subject-matter experts who will deliver presentations and participate in panel discussions on topics related to dairy production, milk quality improvement, climate-smart agriculture, and sector policies. KAMP will identify and will negotiate with experts directly.
2. **Ensure a professional and well-equipped conference environment**, including the provision of a suitable conference hall for 150 participants, full audio-visual setup (LED screen, sound system, microphones), and food and drinks for 150 people. Accommodation for one expert and parking facilities must also be ensured.
3. **Facilitate effective communication and inclusivity** by providing simultaneous translation and voiceover services (Albanian–English–Albanian) for all 50 participants throughout the entire duration of the conference.
4. **Supply all necessary working and promotional materials**, such as handouts, agendas, stationery, and other supporting materials required for smooth delivery of the conference sessions.
5. **Engage qualified support staff (4)** to assist with registration, logistics, technical coordination, distribution of materials, and overall management of participants.
6. **Document the event professionally** through a dedicated photographer responsible for capturing key moments, sessions, and participant engagement for project reporting and communication purposes.
7. **Moderate the conference effectively** by securing a professional moderator who will guide discussions, ensure smooth flow of sessions, facilitate Q&A, and maintain participant engagement. KAMP will identify and will negotiate directly with the moderator.

## III. Scope of Work / Required Services

The service provider must ensure the delivery of the following components required for the successful organization of the Annual National Dairy Conference:



### 1. Conference Organization and Accommodation

- **Conference Hall:** Capacity for 150 participants for the conference scheduled on December 17, 2025.
- **Food and Beverages:** Full service of food and drinks for all conference participants.
- **Accommodation:** Accommodation for 1 expert, single room, check-in on 16.12.2025 and check-out on 17.12.2025.
- **LED Screen:** The conference hall must be equipped with a 38 m<sup>2</sup> LED screen.
- **Parking:** Sufficient parking space for all participants.

### 2. Translation and Sound System Services

- **Simultaneous Interpretation:** Albanian–English–Albanian interpretation required on 17.12.2025 from 08:30 to 16:00.
- **Equipment for 50 participants:** The service must include interpretation headsets, sound system, static and wireless microphones for 50 participants.

### 3. Printing and Conference Materials

The service provider must supply the following conference materials:

- 150 branded Schneider pens
- 100 stickers (cut in four)
- Installation of banner on the designated structure/scaffold
- 25 badges with holders
- 150 printed agenda copies in A4, color
- 150 A6 notebooks, 50 pages, black & white interior, with design

### 4. Photography and Video Production Services

- **Photography:** Event photography on December 17, 2025 from 08:30 to 16:00.
- **Video Summary:** Production of a conference highlight video including key clips and main messages from speakers.
- **Delivery:** Photo album delivered no later than 2 days after the event.

## IV. 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.

## V. Coordination & Reporting

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

## VI. Application procedure

By **December 10**, all interested companies should send their application to [shpqkkamp@gmail.com](mailto:shpqkkamp@gmail.com), [info@shpqk.org](mailto:info@shpqk.org)

For Provision of Conference Hall and Accommodation, the company must submit a financial offer.

For Translation and Sound System Services, the company must submit a financial offer, as well as CVs of the translators and company references.



For Printing and Conference Materials, the company must submit a financial offer and company references.

For Photography and Video Production Services, the company must submit a financial offer and a portfolio.

By **December 11**, the evaluation of offers is going to be conducted and signed.

By **December 12**, the contract will be signed by both parties

## VII. Evaluation of Offers

### Evaluation for the Conference Hall and Accommodation:

The evaluation will be based on the following criteria:

- Conference hall with a capacity of 150 people and provision of food and beverages (30%);
- Accommodation for 1 person, check-in on 16.12.2025 and check-out on 17.12.2025 (10%);
- LED Screen – The hall must be equipped with a 38 m<sup>2</sup> LED screen (20%);
- Sufficient parking (10%);
- Financial offer (30%) the percentage calculation will be based on the formula:  $30 * (\text{lowest price} / \text{proposed price})$

### Evaluation for the Translation and Sound Services:

The evaluation will be based on the following criteria:

- Interpreters Experience (40%):
  - up to 2 years – 20%;
  - more than 2 years of experience – 40%;
- Provision of equipment (20%)
- Financial offer (30%)– the percentage calculation will be based on the formula:  $30 * (\text{lowest price} / \text{proposed price})$
- References (10%)

### Evaluation for the Working Materials:

The evaluation will be based on the following criteria:

- References (10%);
- Design, printing, and delivery of materials by 14.12.2025 (20%)
- Financial offer – the percentage calculation will be based on the formula:  $70 * (\text{lowest price} / \text{proposed price})$

### Evaluation for the Photographer:

The evaluation will be based on the following criteria:

- Provision of portfolio (10%);
- Availability on 17.12.2025 (10%);
- Financial offer (80%)– the percentage calculation will be based on the formula:  $80 * (\text{lowest price} / \text{proposed price})$



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

### **VIII. Terms of payment**

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

### **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 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 that makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market.