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KOSOVO ASSOCIATION OF MILK PRODUCERS KAMP

Terms of References

For procurement of consulting services for Activity A.5.2.1. Conducting Gender Audit for "KAMP" Organization

Under project:

"Strengthening Kosovo's Dairy Sector: Productivity, Milk Quality, and Climate Resilience (Phase II)" Funded by We Effect, Sweden

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 20 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.

During the implementation of the project KAMP will conduct a Gender Audit to ensure that KAMP's programs, policies, and practices are gender-responsive and inclusive.

KAMP will hire a short term consultant to prepare and implement the process of Gender Audit, which will be done in close collaboration with the active participation of KAMP. During that process KAMP will identify areas where gender mainstreaming needs improvement and provide recommendations for doing so effectively.

As a result KAMP will also learn the process and build capacities to replicate this in the future.

II. Objective of the assignment

KAMP is looking for a qualified expert who will conduct Gender Audit for KAMP association.

The scope of work will be to:

- Conduct gender-based evaluation of the organization's existing policies, strategies, procedures, project documents, reports, and studies.
- Identify gaps and areas for improvement (with potentials for introducing advanced gender transformative approach where positive masculinity is one of the main drivers).
- Provide recommendations for revising or developing new policies that promote gender equity.

In this context, the expert will be responsible to:

1. Conduct desk review of KAMP's programs/projects, policies, strategies and practices.
2. Moderate the assessment workshop with KAMP staff and Board.
3. Submit Gender Audit report containing findings and recommendations for future improvement, including a Gender Action Plan.
4. Submit a report in English on the assignment

III. Duty travel & accommodation

All transportation and accommodation arrangements and related expenses shall be organized and fully covered by the consultant.

IV. Coordination & reporting

The selected expert will work under the direct supervision of the KAMP's project manager. The project manager will be responsible for sharing the available assignment-related documents with the consultant and replying to the question/s that the selected consultant might have.

Logistical support to the expert is expected to be delivered by KAMP's project team members and coordinated by the project manager.

The consultant will be reporting directly to KAMP's project manager.

Table 1. Timeline for delivery of the expected products

Deliverables:	**Timelines**
1. Conduct desk review of KAMP's programs/projects, policies, strategies and practices.	By 17th November
2. Moderate the assessment workshop with KAMP staff and Board.	By 23rd November

3. Prepare Gender Audit report containing findings and recommendations for future improvement, including a Gender Action Plan and circulate it with KAMP staff	By 1st December
4. Submit the finalized report after reflecting the suggestions and remarks from KAMP staff.	By 10th December
5. KAMP's approval provided and payment implemented.	By 15th December

V. Qualification requirements

The expert shall hold the following skills and experience:

- Hold a completed university degree (Bachelor's degree or higher)
- A good understanding of international, national and local conventions, strategies, and policies related to gender equality.
- Knowledge of best practices in promoting gender equity in different organizational contexts.
- Demonstrated expertise in gender-related research, data collection, and analysis.
- Experience in conducting Audits or similar organizational assessments will be considered an advantage.

The contracted expert will be obliged to perform the following competences:

- Demonstrates integrity and fairness by modeling "KAMP" values and ethical principles.
- Demonstrate professional competence and conscientious and efficient in meeting commitments.
- Observing deadlines and achieving results.
- Demonstrate ability to work independently and in the team.
- Display cultural, gender, ethnic, religious and age sensitivity, and adaptability.

Selected consultant will be requested to communicate with the project manager for any unclear situation or challenge that the consultant might face during the implementation of the tasks, especially the challenges in practicing the above-mentioned competences.

VI. Application procedure:

- Offers must be submitted no later than 08 November 2026, at 4:00 p.m.
- The offer should include:
    - the CV of the applicant;
    - A letter of interest containing a short description of the Methodology for Gender Audit;
    - Reports or references from previous similar assignments, if available.
- The financial offer (including tax and contributions)

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- The signed Declaration of Relationships.

All the above-mentioned documents should be attached to one email sent to info@shpqk.org

- **By** 09 November 2026: Evaluation of the received offers will be conducted.
- **By** 10 November 2026: The contract will be signed by both parties.

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 conducted using a weighted scoring method based on the applicants' technical qualifications (70%) and financial proposals (30%).The most responsive/compliant/acceptable proposal, having received the highest combined score out of a weighted technical and financial evaluation specific to the solicitation, will be selected. The offers will be evaluated based on the technical criteria and financial criteria.

1. Technical evaluation (70%): [a+b+c/30% + 30% + 10% = 70%]

a) Education – (30%)
   1. Bachelor degree- 15%
   2. Master degree- 30%

b) Evaluation of the Proposed Methodology for Conducting the Gender Audit (30%)
   1. Not aligned with the requirements – 0%
   2. Partially aligned with the requirement – 15%
   3. Fully aligned with the requirement – 30%

c) Evaluation of Previous Similar Assignments (10%)
   1. No report or reference from a similar assignment submitted: 0%
   2. One report or reference demonstrating experience in a similar assignment: 5%;
   3. Two or more reports or references demonstrating experience in similar assignments: 10%

Only candidates who achieve a minimum of **40% in the technical evaluation** will proceed to the financial evaluation.

2. Financial evaluation (30%)

Based on the formula: 30 * (Lowest Price / Proposed Price).

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VIII. Cost of the mandate &Terms of payment

The payment for this assignment will be made in one final installment (100%), following the complete submission of all required documentation and the review and approval of the final Gender Audit Report by KAMP.

The consultant must submit the following documents:

1. **Gender Audit Report**, including a Gender Action Plan for KAMP.
2. **A brief summary report (maximum 2–3 pages)** describing the process, results, key findings, and recommendations arising from the assignment.
3. **Copies of educational and supporting materials** used during the assessment workshop.

All required documents must be submitted electronically to info@shpqk.org.

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 or with similar bodies/persons of the Client.

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.