



## **Terms of Reference (ToR)**

### **for procurement of Consulting Companies, Agencies, OR Team of Individual Experts for women in Livestock sector in Ferizaj Region**

#### **I. Background:**

**EKW invites interested Consultants for Technical Study for improving Women in Livestock Sector, in Kosovo under the project “Empowering women and Communities living in rural Kosovo” funded by We Effect, Sweden**

EKW recognizes the need for a technical study to understand the challenges and opportunities faced by women, farmers in livestock sector. This report aims to explore knowledge levels, attitudes, and infrastructure capacities, ensuring that interventions and support programs are effectively tailored to women's needs in this sector.

The proposed report aims to gather data through a multifaceted approach, including, literature review and secondary data analysis, fieldwork, surveys, interviews, and focus group discussions and SWOT analysis to identify strengths, weaknesses, opportunities, and threats. By examining the knowledge gaps, perceptions, and infrastructural limitations, EKW intends to identify the key challenges and opportunities that rural women on livestock sector.

The goal is to support rural women in embracing modernized agricultural practices and engaging in livestock, thus contributing to their economic independence and the sustainable development of rural communities in Kosovo.

#### **II. Objective of the Assignment:**

Objective of this assignment is to analyze the current state of the livestock sector in Ferizaj Region and social and economic landscaper and based on this analysis and building upon the cooperative - based model, the assignment will provide business plans that explore the opportunities for the expansion of the existing business.

The objective will be achieved by:

- a) **Assessing the socio-economic landscape of existing women in livestock** in Ferizaj region and identifying the interest of these women in establishment of associations like businesses in **production of milk, dairy products etc.**
- b) **Conducting socio-economic development study**, assessing the current economic condition of the targeted women in Ferizaj region and foreseen state after applying the interventions elaborated with the recommended business plan for livestock businesses. The study should provide a clear gender equality and women empowerment perspectives.



- c) **Development of business plan** for the proposed businesses. Additionally, to create business plan focused on establishing a local store to promote and sell honey and honey products produced by women.
- d) **Identify key challenges, obstacles, including climate conditions**, pests, diseases, and access to inputs.
- e) **Preparing a detailed full size project proposal** based on the findings of the social development study, the economic development study and the business plans.

### III. Scope of the work

The selected consulting company OR agency, OR team of individual experts must ensure that the designated expert on economic development, and the expert responsible for business plan development are actively present in the field. These experts should take the lead in discussions with the stakeholders in Ferizaj region, facilitating meaningful engagement and ensuring thorough data covered with the studies and business plans.

This task will enable experts to gain a comprehensive understanding of the current state of the livestock sector, allowing them to identify a wide range of opportunities. Once these opportunities are recognized, potential models for establishing businesses should be outlined, with the most suitable ones drafted in detail. These selected models should then be further discussed with livestock women farmers to gather their feedback, assess their willingness to participate, and address any concerns. Additionally, all necessary social and economic data should be collected to ensure the development of a well-founded and detailed business plan.

Socio-economic study should contain the following content:

- Introduction
- Methodology
- Current socio-economic conditions of the women farmers in the Ferizaj region in milk and dairy products.
- Results of the field consultation with stakeholders
- Available options for addressing the needs and challenges
- Selection and technical elaboration of the best available model
- Vision [that will be achieved if we apply the best available option]

Socio-economic studies should serve as an input for the development of business plans.

#### **Development of business plan**

Based on the socio-economic studies and selected best available model for establishment of cooperative-like businesses, the team of experts should prepare detailed business plan.

The plan should be made building upon the results of the market assessment that provides clear overview of the market size, market share, target customers, potential customers, their behaviors, and competitive landscape.

Once the foundation of the market assessment is clarified, the business plan should present the key findings of the market dynamics, emerging trends, potential value chain, and scenarios for the future market conditions based on the trends-based risks and assumptions.



The business plan should specify:

- which women farmer will be included in the given cooperative-like business,
- how each of them will be supported by the project (assets, equipment, marketing, trainings)
- how she will contribute to the cooperative-like model,
- what will be investment for each women farmer (further specified in the foreseen project application),
- what will be the annual profit,
- what will be the intended payback period,
- what will be difference between the current and foreseen economic parameters for each woman farmer after completion of the intervention.

The scope of work considers implementation of the following main tasks:

- Explore knowledge levels, attitudes, and infrastructure capacities, ensuring that interventions and support programs are effectively tailored to women's needs in this sector.
- Assess market conditions, supply chains, and export potential.
- Review existing policies, regulations, and support mechanisms.
- Data analysis from the survey, interviews and focus groups
- Provide recommendations for improving productivity, sustainability, SWOT analysis and market integration.

**Expected deliverables are:**

Inception Report:	Outlining the methodology, tools for data collection, and a detailed work plan.
Data Collection:	Comprehensive surveys with minimum 10 women in livestock sector in Ferizaj region, interviews, and at least 2 focus group discussions with small-scale women livestock in Ferizaj region.
Analysis Report:	Detailed findings on the attitudes, knowledge, and infrastructure capacities, with special focus on women in livestock, regarding modern livestock technics.
Final Report and Research:	Including key recommendations for capacity-building, possible trainings, infrastructure needs and empowerment strategies for rural women in livestock.

**Expected Workload and Timeframe:**

The assignment is expected to be completed within 4 weeks, following this timeline:

Week 1:	Inception report, research and finalization of methodology.
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Week 2:	Data collection through fieldwork, surveys, interviews, and focus groups.
Week 3:	Data analysis and consolidation or correlation of reports.
Week 4:	Final Report

### **III. Duty travel & accommodation**

The assignment considers travel within Kosovo, in EKW's interventions. Travels should be organized by the consultant/team and all assignment-related travel expenses should be included in day/fee.

### **IV. Coordination & Reporting:**

The consultant/team will work closely with EKW's Project Manager and report to the manager.

### **V. Qualification Requirements:**

The team should have at least two key experts.

Key Expert 1: Economic Development

- University degree in Agriculture, Veterinary or related fields.
- At least 10 years' experience in conducting socio-economic assessment and development of business plan in rural contexts, preferably with women farmers.
- Senior experience in qualitative and quantitative research methodologies.
- Experience with livestock sector.

Key Expert 2: Business plan and social inclusion

- University degree in Agriculture, Veterinary or related fields.
- At least 7 years' experience in conducting surveys, interviews, and focus groups in rural contexts, preferably with women farmers.
- Experience in organizing and conducting trainings, working groups and fieldwork.
- Experience with women in livestock sector.

### **Preparing a detailed full size project proposal**

Based on the findings of the socio-economic plan and the business plan for each of the proposed cooperative-like businesses, the team of experts should develop a project proposal for a full-size project that will secure the vision specified in the socio-economic plan is achieved.

The project proposal is expected to incorporate the following chapters:



- Relevance of the action
- Target groups and final beneficiaries
- Foreseen improvement
- Intervention logic
- Description of activities
- Methodology
- Equipment, materials, and supplies
- Coordination with complementary initiatives
- Role and participation of actors and stakeholders
- Monitoring and evaluation
- Visibility plan
- Action plan (table)
- Sustainability of the project interventions
- Budget

The final report should be in English and Albanian.

## **VI. Application Procedure:**

Interested candidates for this ToR should submit their applications via email with the subject line: “Application for consultant/team – Comprehensive Report for improving Livestock Sector in Kosovo, women in livestock”:

The application should include the following documents:

- Up to date professional biography, including CV(s) of the consultant/team.
- A cover letter explaining the methodology.
- Financial offer experienced in EURO, gross amount with personal tax included.
- Signed Declaration of relationships.

All the above-mentioned documents should be attached to one email sent to [ecokoswomen1@gmail.com](mailto:ecokoswomen1@gmail.com) and [fatmireluzha.ekw@gmail.com](mailto:fatmireluzha.ekw@gmail.com) by 18/04/2025, at the latest.

- Financial offer in EURO, gross amount with tax included, should be sent to a separate email to [ecokoswomen1@gmail.com](mailto:ecokoswomen1@gmail.com) and [fatmireluzha.ekw@gmail.com](mailto:fatmireluzha.ekw@gmail.com) by 18/04/2025 at the latest, with the subject line: Financial offer for Application for consultant/team – Comprehensive Report for improving Livestock Sector in Kosovo, women in Livestock”.

## **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 based on the “best value for money principle” by using a weighted scoring method to evaluate the combination of the applicants’ qualification (70%) and financial proposal (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%): [1+2+3/30% + 30% + 10% = 70%]**

- a) Evaluation of professional experience (relevance, 30%). Expertise and experience: Number of years of experience in the fields relating to Terms of Reference; Similar assignments.
- b) Evaluation of Methodology (30%):
- c) Evaluation of Familiarity with Livestock, women in Livestock (10%)

Only the candidates who will reach the threshold of 60% of the technical qualification will be considered for the financial evaluation.

**2. Financial evaluation (30%)**

Based on the formula:  $30 * (\text{Lowest Price} / \text{Proposed Price})$ .

**VIII. Terms of payment:**

Due to the expected value and duration of the contract, this assignment considers payment to be realized in two instalments 25 % after the contract signature and 75 % upon approval of the final report deliverables described with this TOR.

The payment will be realized based on the email sent to [fatmireluzha.ekw@gmail.com](mailto:fatmireluzha.ekw@gmail.com) and [ecokoswomen1@gmail.com](mailto:ecokoswomen1@gmail.com)

The email should contain the following components:

- Email Body Text:
  - Official request for payment.
  - Link for downloading the documents, pictures and video materials if applicable.
- Email Attachment:
  - Final Report.
  - Research



### **IX. Declaration of relationships:**

The Applicant shall describe if their organization/employees have any business or personal relationships with closely associated party from EKW, 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.