



Terms of Reference (ToR) for Conducting Trainings to Women Farmers in Beekeeping Sector

under the project:

“Empowering women and communities living in rural Kosovo”

I. Background

EcoKosWomen (EKW) is a distinguished non-governmental organization headquartered in Prishtina, founded in July 2019. EKW is profoundly committed to driving social progress across agriculture, environmental sustainability, and socio-economic realms, placing a strong emphasis on empowering women in agriculture, tackling environmental challenges, and advocating for gender equality. Through its initiatives, EKW has become an encouragement of hope and progress for women in rural areas, offering them the tools and opportunities to improve their lives and their communities.

Rural women in Kosovo are increasingly engaging in beekeeping, a field traditionally dominated by men, as a means of economic empowerment, fostering social cohesion, and preserving cultural heritage. With the support of various initiatives, training programs, and funding opportunities, women beekeepers are establishing their businesses, improving their livelihoods, and strengthening their communities. However, significant challenges remain that limit the full potential of women in the beekeeping sector.

Women engaged in beekeeping in rural areas often operate individually, with limited resources and without sufficient access to professional training. They face difficulties in the technical management of beehives, limited access to quality equipment, and lack of updated information on best beekeeping practices. Moreover, most of them are unfamiliar with collective forms of organization and lack understanding of how cooperatives function, factors that hinder their ability to increase productivity, scale their operations, or access larger markets.

Following the completion of the study on women beekeeping sector in the Peja region, a key recommendation was to strengthen the technical and managerial capacities of women engaged in beekeeping farming. The findings highlighted critical gaps in knowledge and practice, particularly in areas such as seasonal hive management (e.g., winter preparation and spring buildup), feeding strategies during poor nectar flow, safe transportation and migration of beehives, disease control and the proper use of veterinary treatments in response to colony losses caused by poor-quality products, varroa mite management, natural treatment options, and a limited understanding of the role and structure of cooperatives.

In response to these findings, EKW is seeking a qualified trainer specializing in the beekeeping sector. The primary objective of this assignment is to design and deliver a targeted four-day training program with four different modules for women beekeepers. The training will focus on strengthening technical and practical skills in beekeeping operations, improving



understanding of cooperative models, and supporting women in increasing productivity, maintaining healthy colonies, and accessing wider markets through informed and sustainable practices

From May 2024, EKW implements the project “Empowering women and communities living in rural Kosovo”; that is supported by Swedish development organization We Effect, funded by SIDA.

II. Objective of the Assignment

The primary objective of this assignment is to enhance the knowledge and practical skills of women beekeeping farmers in the areas of:

- Seasonal hive management practices (winter prep, spring buildup) and feeding strategies during poor nectar flow;
- Safe transportation and migration of beehives;
- Disease control and safe use of veterinary treatments, due to colony losses linked to poor-quality products, varroa mite management and natural treatment options;
- The role and structure of cooperatives.

with specific objectives:

- Increase women's technical capacity in managing beehives throughout the production year, with attention to seasonal needs and sustainability.
- Introduce safe and efficient techniques for hive relocation and transport, reducing colony stress and loss.
- Raise awareness and provide practical guidance on identifying, preventing, and treating common bee diseases, with a focus on responsible use of treatments
- Empower women to adopt best practices in beekeeping, thereby increasing productivity, income, and resilience in rural livelihoods.
- Promote the understanding of how cooperatives function, and how women beekeepers can benefit from collective action, shared resources, and improved market access.

Expected deliverables are:

Deliverables:	Timelines
1. Training Program Materials: Comprehensive modules, presentations, and resources developed for the training program focused on beekeeping sector.	18.08.2025
2. Four-days training session	20.08.2025-29.08.2025
3. Final Report in English Language: Report summarizing the participation, progress, and outcomes of participant throughout the training sessions.	05.09.2025



Expected Workload and Timeframe:

The trainer will be engaged for 10 working days, in the period from August 12th, 2025 till September 05th, 2025.

The total expected workload for this assignment is 10 working days, distributed as follows:

Milestone	Timeline	Means of Measurement/Verification
Development of Training Agenda and Materials	Days 4	Training agenda and materials.
Completion of Training Sessions	Days 4	Participants list, photos, session completion.
Development of Final Training Report	Days 2	Final report

III. Duty travel & accommodation

The training program will be conducted in Peja region. Travels should be organized by the trainer and all assignment-related travel expenses should be included in day/fee.

IV. Coordination & Reporting

The training program will be in coordination with the project manager, who will liaise with the selected trainer to ensure smooth execution of the session. Final report will be prepared by the trainer, summarizing key activities, participant feedback, any issues encountered during the training and will be submitted to the EKW project manager, highlighting the outcomes of the training and recommendations for future capacity-building initiatives.

V. Qualification requirements

The Trainer should meet the following criteria:

- University Degree in Livestock/Agriculture, or related fields.
- Professional Experience: At least 3 years of experience in beekeeping, agriculture, or rural development.
- Proven experience/references in delivering tailored training and capacity-building programs for women beekeeper farmers or similar communities.

VI. Application Procedure:

Interested candidates for this ToR should submit the following documents by email with the subject line: "Application for Trainer – Beekeeping Sector":

- Up to date professional biography
- A cover letter explaining the methodology of the training program.
- Financial offer experienced in EURO, gross amount with personal tax included



All the above-mentioned documents should be attached to one email sent to ecokoswomen1@gmail.com and fatmireluzha.ekw@gmail.com by August 8th, 2025 at the latest.

- Financial offer in EURO, gross amount with tax included, should be sent to a separate email to ecokoswomen1@gmail.com and fatmireluzha.ekw@gmail.com by August 8th, 2025 at the latest, with the subject line: Financial offer for Application for Trainer – Beekeeping Sector.

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 the Methodology (30%):
- c) Evaluation of experience in training and facilitation in beekeeping sector (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 one (final) instalment upon approval of the deliverables described with this TOR.

The payment will be realized based on the email sent to ecokoswomen1@gmail.com and fatmireluzha.ekw@gmail.com.

The email should contain the following components:

- Email Body Text (in English language):
 - Official request for payment.



- Link for downloading the documents, pictures and video materials if applicable.
- Email Attachment:
- Final Report.