



Terms of Reference (ToR) for Conducting Trainings to Women Farmers in Livestock 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 play a crucial yet often underrecognized role in the livestock sector, particularly within smallholder and family-run farms. They are actively engaged in daily tasks such as animal care, feeding, and overall farm operations. However, despite their significant contributions, women frequently lack access to formal training, and decision-making roles within their households and communities. Cultural norms, limited access to resources, and low levels of technical education further hinder their ability to improve livestock productivity or expand their operations. In addition, many women operate informally and are not part of producer groups or cooperatives, which restricts their market access and income-generating potential.

To address these challenges, a recent study on women’s involvement in the livestock sector in the Ferizaj region highlighted the need to build both the technical and managerial capacities of women livestock farmers. One of the key recommendations from this study was to strengthen women’s roles within cooperative structures. Cooperatives member-owned organizations created to meet shared economic, social, and cultural needs can serve as powerful platforms for rural women by facilitating access to resources, markets, and collective decision-making. However, many women remain excluded due to gaps in knowledge, limited exposure to good practices in livestock management.

In response to these findings, EKW is seeking a qualified trainer with demonstrated expertise in the livestock sector to design and deliver a four-day training program with four different modules tailored to the specific needs of women livestock farmers in the Ferizaj region. The training will cover essential areas such as farm management, feeding systems, animal health and welfare, hygiene practices, and cooperative development. The overall objective is to equip participants with practical skills and knowledge that will enhance their productivity, improve livestock conditions, and promote their active engagement in cooperative structures ultimately contributing to more inclusive and sustainable rural development.



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 livestock farmers in the areas of:

- Effective farm management and record-keeping
- Development of efficient feeding systems using local resources
- Implementation of hygiene practices for animal health and milk safety
- Role of Cooperatives in the Livestock Sector

with specific objectives:

- Strengthening participants' capacity to manage livestock operations through improved planning, organization, and farm monitoring
- Promoting cost-effective and nutrition-based feeding strategies adapted to local conditions
- Increasing awareness and application of good hygiene practices to reduce disease risks and improve product quality
- Promote the understanding of how cooperatives function, and how women livestock farmers 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 livestock 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 each 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 trainings will be conducted in Ferizaj 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 livestock, agriculture, or rural development.
- Proven experience/references in delivering tailored training and capacity-building programs for women livestock 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 – Livestock 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 – Livestock 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.