



## Terms of Reference (ToR) for Conducting Training to EKW Staff Members on Procurement Procedures

under the project:

### “Rural Women Leading Change: Empowerment, Environment, and Active Civic Participation”

#### **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.

Since its foundation, EKW has led numerous projects aimed at fostering economic empowerment among women. By providing access to resources, training, and support, EKW helps women farmers enhance their productivity and secure better livelihoods.

Recognizing the critical importance of transparency and efficiency in organizational operations, EcoKosWomen (EKW) is undertaking a targeted capacity-building initiative to strengthen the competencies of its team members in procurement procedures. Through the project “Rural Women Leading Change: Empowerment, Environment, and Active Civic Participation”, EKW highlights the essential need to adopt and apply best practices in procurement processes in Kosovo.

This initiative aims to enhance the knowledge and skills of EKW staff by providing comprehensive training on procurement rules, procedures, and standards, ensuring compliance with national regulations and donor requirements. By equipping EKW staff with practical tools and clear guidelines, the organization seeks to promote responsible, transparent, and efficient procurement operations that support the successful implementation of project activities.

The training program, led by an experienced procurement expert, combines theoretical foundations with practical exercises, and step-by-step guidance on procurement planning, documentation, evaluation, and contracting. This approach ensures that EKW staff gain a strong understanding of essential procurement concepts and are prepared to apply effective and compliant procurement practices within EKW’s project work.

From October 2025, EKW implements the project “Rural Women Leading Change: Empowerment, Environment, and Active Civic Participation”; 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 for five (5) EKW staff members in the areas of:

- Understanding procurement principles, regulations, and compliance requirements
- Effective planning and management of procurement processes
- Preparation of procurement documentation and evaluation procedures
- Transparent, accountable, and efficient procurement practices aligned with national and donor standards

**with specific objectives:**

- Strengthen staff capacity to plan, organize, and implement procurement activities in accordance with applicable rules and guidelines
- Improve understanding of procurement methods, documentation requirements, bid evaluation criteria, and contract management
- Promote transparent, fair, and cost-effective procurement procedures that ensure accountability and minimize risks
- Increase staff awareness of compliance obligations, ethical standards, and best practices in procurement to support effective project implementation

**Expected deliverables are:**

<b>Deliverables:</b>	<b>Timelines</b>
1. Comprehensive modules, presentations, and supporting resources developed for the training program focused on procurement procedures.	16.12.2025
2. Two-days training session	17.12.2025-18.12.2025
3. Update Procurement Manual for EKW office	23.12.2025
4. Final Report in English Language: A detailed report summarizing participant engagement, progress, learning outcomes, and recommendations for improving procurement practices within EKW.	29.12.2025

## Expected Workload and Timeframe:

The trainer will be engaged for 5 working days, in the period from December, 15<sup>th</sup>, 2025 till December 29<sup>th</sup>, 2025.

The total expected workload for this assignment is 5 working days, distributed as follows:

<b>Milestone</b>	<b>Timeline</b>	<b>Means of Measurement/Verification</b>
Development of Training Agenda and Materials	Half day	Training agenda and materials.
Completion of Training Sessions	Days 2	Participants list, photos, session completion.
Update Procurement Manual for EKW office	Days 2	Updated Procurement Manual
Development of Final Training Report	Half day	Final report

## III. Duty travel & accommodation



The trainings will be conducted in EKW office, Prishtina. 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/Certificate in Procurement, Business Administration, Finance, Public Administration, or a related field.
- Professional Experience: At least 3 years of professional experience in procurement, supply chain management, or project management, preferably within non-profit, donor-funded, or rural development projects.
- Proven experience and references in designing and delivering capacity-building programs or training sessions on procurement procedures, compliance, and best practices.

#### **VI. Application Procedure:**

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

- 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](mailto:ecokoswomen1@gmail.com) and [fatmireluzha.ekw@gmail.com](mailto:fatmireluzha.ekw@gmail.com) by December 11<sup>th</sup>, 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 December 11<sup>th</sup>, 2025 at the latest, with the subject line: Financial offer for Application for Trainer – Procurement Procedures.

#### **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](mailto:ecokoswomen1@gmail.com). and [fatmireluzha.ekw@gmail.com](mailto: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.