



Terms of References

For procurement of consulting services for (Activity A.2.2): (i) Development of a survey of local production capacities with a focus on bio/eco products

under the project:

“Equity in food, rights and participation for a sustainable rural development”

Funded by We Effect, Sweden

I. Background

“Unë, Gruaja” is a non-profit organization, registered in 2003 by Tirana First Instance Court. The mission of the organization is to empower women and youth in the Pogradec - Korça area. UG has worked in institutional level to establish and build the capacities of the Technical Working Groups in each of the Administrative Units, part of the Coordinated Referral Mechanism of Domestic Violence in the Municipality of Pogradec. The organization has consistently been actively supported by the community. The community of Pogradec has witnessed a high level of motivation, commitment, professionalism and readiness in service delivery by offering services with high quality to the community members. “Unë, Gruaja” is member of AWEN (Albanian Women Empowerment Network).

The Association "Unë, Gruaja " Pogradec (UG) has started the implementation of the project “Equity in food, rights and participation for a sustainable rural development”, which has the main purpose to empower rural communities in Pogradeci Municipality, especially women and youth, through education, services, access to resources and active involvement in sustainable development.

During the implementation of the project an assessment of local production capacities with a focus on bio/eco products will be conducted. In this respect an expert is required to prepare a questionnaire in order to collect the necessary data to assess the quality and efficiency of local producers’ capacities with a focus on bio/eco products, identifying the problematic issues, concerns and needs of the community in the Administrative Units of Pogradec Municipality targeted by the project. Afterwards the collected data will be processed by the expert, who will prepare a report with findings and recommendations.

II. Objective of the assignment

UG is looking for a qualified expert for the **Development of a survey of local production capacities with a focus on bio/eco products**

In this context, the expert will be responsible to:

- 1. Design a questionnaire with appropriate queries formulated in a comprehensible language for the community able to evaluate and produce summarized understandable and timely results and circulate it with UG staff for comments and suggestions.**
- 2. Assess the data from the 750 filled questionnaires and prepare the report with finds and recommendations. Circulate the report with UG staff for comments and suggestions.**

3. Finalize the report

III. Duty travel & accommodation

All travels and accommodations should be organized by the consultant and all assignment-related travel/accommodation expenses should be arranged, calculated and reimbursed as per UG's financial rules.

Reference: The expertise will be provided in the frame of the **Activity A.2.2:** *“Development of a survey of local production capacities with a focus on bio/eco products”*.

IV. Coordination & reporting

The selected expert will work under the direct supervision of the UG'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 UG's project team members and coordinated by the project manager. The staff members of UG will also provide contacts of the stakeholders if there is a need for clear bilateral communication.

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

Deliverables:	Timelines
1. Design the questionnaire on “Development of a survey of local production capacities with a focus on bio/eco products” and circulate it with UG staff	By 7 th July
2. Assess the data, prepare the report and circulate it with UG staff	By 6 th August
3. Finalized report after reflecting the suggestions and remarks from UG staff.	By 21 st August
4. UG's approval provided and payment implemented	By 31 th August

Table 1. Timeline for delivery of the expected products

V. Qualification requirements

The expert shall hold the following skills and experience:

- Experience in designing questionnaires.
- University degree on Agriculture & Management or related fields.
- The expert must have deep knowledge and experience in the field of production and local capacities.
- The expert must have a deep knowledge of survey methodologies and questionnaire design.
- After collecting the data from the questionnaire, the expert must be able to analyze and interpret the data accurately and reach important conclusions.
- The expert must be able to create questions that will reveal important information about local production capacities.
- The expert must be able to communicate the results and conclusions of the questionnaire in a clear and understandable way to the audience involved.

- The ability to prepare detailed reports and presentations of results is important to enable the understanding and use of collected data.

VI. Application procedure:

- Offers should be submitted by **28 June 2023 deadline until 4 p.m.**
- Offers should be submitted to une_gruaja@yahoo.com and Cc to afrovitig@yahoo.com.
- The financial offer, which should be inclusive of any other costs (such as health and travel insurance) and taxes.
- The offer should include the main topics/issues that the module will contain.
- The contact person who should be contacted in case of any questions related to the ToR.
- The signed Declaration of Relationships.

All the above-mentioned documents should be attached to one email sent to une_gruaja@yahoo.com and Cc to afrovitig@yahoo.com

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 topics/issues the module contains (30%);
- c) Evaluation of communication, teamwork, and reporting skills (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. Cost of the mandate & Terms of payment

This assignment consists of (i) designing a questionnaire, (ii) processing of 750 filled questionnaires, (iii) prepare the assessment at maximum budget of 80,000 ALL. Payments will be as follows: A 100% final payment upon receipt and approval of a final invoice.

Due to the expected value and duration of the contract, this assignment considers payment to be realized in one (final) installment upon approval of the deliverables described with this ToR.

The payment will be realized based on the email sent to une_gruaja@yahoo.com and afrovitig@yahoo.com. The email should contain the following components:

- Email Body Text (preferably in English language):
 - Official request for payment.
 - Link for downloading the pictures and video materials if applicable.
- Email Attachments:
 - A copy of the finalized questionnaire on “Development of a survey of local production capacities with a focus on bio/eco products”

IX. Declaration of relationships

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