



Terms of References

For procurement of consulting services for (Activity A.1.3): (i) Design of one relevant module on “How to start a small business in the rural areas”

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 Instant 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).

Through the implementation of the project "Equality in food, rights and participation for a sustainable rural development", UG will provide a new service (counseling in the field of agribusiness) to rural communities, especially women and youth. For this purpose one module on "how to start a small business in the rural areas" is needed to be used during counseling sessions offered by the agribusiness specialist, Project staff, and DtD support group.

II. Objective of the assignment

UG is looking for a qualified expert in order to design of 1(one) module on "How to start a small business in the rural areas".

In this context, the expert will be responsible to:

- 1. Design a module on “How to start a small business in the rural areas” which will contain knowledge and skills regarding the steps of creating a small business in rural area.**
- 2. Develop the first module draft and circulate it with UG staff for comments and suggestions.**
- 3. Finalize the module.**

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.1.3:** *“Development of a module on “How to start a small business in the rural areas”*

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 module on “How to start a small business” and circulate it with UG staff	By 26 th June
2. Finalized Module after reflecting the suggestions and remarks from UG staff.	By 30 th June
3. UG's approval provided and payment implemented	By 6 th July

Table 1. Timeline for delivery of the expected products

V. Qualification requirements

The expert shall hold the following skills and experience:

- University degree on Agriculture & Management or related fields.
- At least five years of experience in agribusiness.
- Deep knowledge of entrepreneurship and business management processes.
- Sufficient knowledge about marketing and sales strategies for small businesses.
- Knowledge of the rules and laws related to the creation and operation of a small business.
- Expertise and experience in designing modules related to agriculture and business.
- Good analytical skills.
- Experience with farmer organizations is a strong asset.

VI. Application procedure:

- Offers should be submitted by **19 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 1 (one) module and maximum budget of 70,000 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 module on “How to start a small business in the rural areas”

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