



Terms of References

For procurement of consulting services for (Activity A.3.1): (i) Training workshops to increase the capacities of Door to Door (DtD) in the field of Financial Literacy

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, a training workshop will build the capacity of the Door to Door (DtD)¹ members in the field of Finance Literacy. In this respect an expert is required to prepare all the written materials (agenda, handouts, power point presentation, reports, and evaluation form) for the workshop and also to conduct it.

In the end of the training workshop the DtD members should be able to hold informative meetings with the community, interest groups who are directly or indirectly related to Finance literacy to bring out the problem and needs. These meetings will be a very good opportunity for DtD members to get actively involved, put the gained knowledge into practice and further develop their own capacities for the future actions.

¹ UG has established a network of active contact persons called “Door to door supporters” working in the rural areas, who disseminate information on GBV/DV, identify cases of victims of GBV/DV and refer them to UG for further support. UG has raised their capacities and now they are a core group of support in the rural areas for the sustainability empowerment of communities there. Throughout this project DtD women's group will be supported to increase capacities in financial literacy and other project related areas.

II. Objective of the assignment

UG is looking for a qualified trainer who can hold a training workshop to increase the capacities of the Door to Door (DtD) in Pogradec, in the field of FINACIAL LITERACY

In this context, the expert will be responsible to:

- **Design and deliver a one-day workshop on Financial Literacy with 15 members of DtD group in Pogradec, preparing all the written materials (agenda, handouts, power point presentation, and evaluation form) for the workshop and circulate them with UG staff for comments and suggestions.**
- **Conduct the workshop creating an open atmosphere for questions and answers from audiences.**
- **Prepare a report for the activity, including results of the evaluations from participants and recommendations for the future.**

III. Duty travel & accommodation

The assignment considers one travel to the city of Pogradec for delivery of training workshop. 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: Consultancy services will be provided in the frame of the **Activity A.3.1.:**

Training workshops to increase the capacities of Door to Door (DtD).

IV. Coordination & reporting

The selected expert will work under direct supervision of the UG's project manager. The project manager will be responsible for sharing the available assignment-related documents to the consultant and reply to the question/s that selected consultant might have.

Logistical support to the expert is expected to be delivered by UG's project team members coordinated by the project manager. The staff members of UG are also going to provide contacts of the stakeholders if there is a need for some detailed bilateral communication.

Consultant will be reporting directly to UG's project manager.

Deliverables:	Timelines
1. Design a Financial Literacy workshop with 15 members of DtD in Pogradec, preparing all the written materials (agenda, handouts, power point presentation, and evaluation form) for the workshop and circulate them with UG staff for comments and suggestions.	By 17th July
2. Deliver the workshop creating an open atmosphere for questions and answers from audiences.	By the end of July
3. Prepare a report for the activity, including results of the evaluations from participants and recommendations for the future.	By 4th August
4. UG's approval provided, and payment implemented	By 10 th August

Table 1. Timeline for delivery of the expected products

V. Qualification requirements

The expert shall hold the following skills and experience:

- Theoretical and practical knowledge about financial issues related to financial resources available to farmers, how to make financial decisions that increase income, how to better manage income, how to get rid of NIPT, how to benefit from subsidy schemes for farmers, etc.
- Prior work experience in the financial sector, such as financial consultant, financial analyst, agribusiness, or related fields.
- Provide complete and accurate information related to financial literacy, quality standards and practices in the agricultural sector in Albania.
- Have a good understanding of the financial laws and regulations that apply in Albania related to agriculture sector.
- The expert must be able to communicate with the audience effectively. Communication skills include the ability to explain complex concepts in a clear and understandable manner.

The contracted expert will be obliged to perform the following competences:

- Demonstrates integrity and fairness by modeling “Unë, Gruaja” values and ethical principles.
- Demonstrate professional competence and conscientious and efficient in meeting commitments.
- Observing deadlines and achieving results.
- Demonstrate ability to work independently and in the team.
- Display cultural, gender, ethnic, religious and age sensitivity, and adaptability.

Selected consultant will be requested to communicate with the project manager for any unclear situation or challenge that the consultant might face during the implementation of the tasks, especially the challenges in practicing the above-mentioned competences.

VI. Application procedure:

- Offers should be submitted by 10 July **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 and the evaluation form of the workshop

- 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; Proven track-record of delivering consultancy services.
- b) Evaluation of the topics/issues the module contains (30%):
- c) Evaluation of communication, teamwork, and reporting skills (10%)

Only the candidates which 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 a maximum of **2 (two)** consultancy days and maximum budget of 42,000 **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 brief summary report (maximum 2-3 pages) on the process and results of the assignments as well as any recommendations coming out of the assignments.
- Copies of the educational/support materials used during the training workshop.

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