



Terms of References

For procurement of consulting services for Activity A.2.2): Awareness raising meetings with interest groups and community to expand the knowledge/information and to identify problematic issues

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 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).

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 themain purpose to empower rural communities in Pogradec Municipality, especially women and youth, through education, services, access to resources and active involvement in sustainable development.

During the implementation of the project, awareness raising meetings with interest groups and community to expand the knowledge/information and to identify problematic issue will be hold. In this respect 1-10 moderators are required to hold in total 10 informative meetings with interest groups as (farmers, women and youth in rural areas) related to Food Security and Disaster Risk Management. Also the moderators need to complete the questionnaires on Eco Product developed by UG in the framework of the project.

The moderators need to be part of LAG group. UG will support the trained members of LAG in these meeting.

II. Objective of the assignment

UG is looking for 1-10 qualified moderators who can hold in total 10 meetings in the administrative Unit Buçimas, Udënisht, Çërravë

In this context, the Moderators will be responsible to:

- Moderate in total 10 meeting in the above administrative Units with interest group as farmers, women and youth of rural areas. The number of participant should be around 16, focus at 50% on women participation.
- Plan the meetings well, defining the main purpose and the topics that will be covered.
- Share complete information about disaster risk management, food security, climate change
- Complete around 40 questionnaires on eco product in one meeting

- Create an open atmosphere for questions and answers so the audience should be free to discuss and seek information.

III. Duty travel & accommodation

All travels and accommodations should be organized by the moderators 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.2.2:**

Awareness raising meetings with interest groups and community to expand the knowledge/information and to identify problematic issues

IV. Coordination & reporting

The selected moderators 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 moderators and reply to the question/s that selected moderators might have.

Logistical support to the moderators 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.

Moderators will be reporting directly to UG’s project manager.

Deliverables:	Timelines
1. Organizing in total 1-10 meetings with the local community, interest groups	By 7th Sept- 23
2. Submission of the reports on the organized meetings	By 14th September 23
4. UG’s approval provided, and payment implemented	By the end of September 23

Table 1. Timeline for delivery of the expected products

V. Qualification requirements

The Moderators shall hold the following skills and experience:

- Theoretical and practical knowledge about food security, disaster risk management, climate change
- The moderators should be part of LAG.
- The moderators should have a good knowledge of the above administrative units
- Experience in the implementation of similar meetings, related to DRM, Food Security
- Provide complete and accurate information related to DRM, quality standards and practices in the agricultural sector in Albania.
- Have a good understanding of the DRM, Food Security laws and regulations that apply in Albania.
- Demonstrated planning and organizational skills
- The moderators 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 moderators 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 moderators 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 15 August **2023 deadline until 5 pm**.
- Offers should be submitted to une_gruaja@yahoo.com and Cc to afrovitig@yahoo.com.
- The offer should contain the meeting module, in short, what do they will say about DRM and food security, the area where they will do the meeting, the numbers of participants (no of women and men), the number of questionnaires they are willing to fulfill
- The financial offer, which should be inclusive of any other costs (such as health and travel insurance) and taxes.
- 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 moderation from 1(one) to 10 (ten) meeting to a budget of 22,000 **ALL per meeting**. 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 meeting.

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