



## Terms of References

### For procurement of consulting services for A 3.2 Door to Door (DtD) meetings in 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 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 the main 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, DtD meetings in rural areas will be held. The DtD group will organize door to door meetings, in person or in small groups with the women farmers and entrepreneurs. They have to deliver the information on financial literacy and fulfill the questionnaires prepared by UG. They will also present all the services that women can receive from the UG association, even to young people in high schools in 5 administrative units. DtD will be expanded with women and girl farmers, active in rural areas, who will create an informal network, to promote women and girls in rural areas and their products.

#### **II. Objective of the assignment**

UG is looking for 10 qualified DtD members/ supporters who can hold meetings with small group in Pogradec Municipality and Administrative Units.

In this context, the selected DtD members will be responsible to:

- To identify women, girls and young people who want and need financial information and rural development opportunities.
- To organize and moderate meetings in person or small group about financial literacy with interest group as farmers, women, and youth in their rural areas. (about 50 persons reached by each DtD)
- To encourage the farmers to take part at different fairs.
- To identify and bring to UG issues and concerns raised during the meetings
- To fulfill around 30 survey on local production capacities with a focus on eco product prepared by UG
- To propose ideas and ways to address and/or solve them.

- To create informal groups that promote all the information received, share success stories, and become "voices for change"

### III. Duty travel & accommodation

All travels and accommodations should be organized by the DtD selected members.

**Reference:** Consultancy services will be provided in the frame of the **Activity A.3.2**

#### Door to Door (DtD) meetings in rural areas

### IV. Coordination & reporting

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

Logistical support to the DtD members 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.

DtD members will be reporting directly to UG's project manager.

Deliverables:	Timelines
1. Organizing meetings with the small group of farmers, women in rural areas, youth.	01 September - 30 November 2023
2. Submission of the reports on the organized meetings	10 December 2023
4. UG's approval provided, and payment implemented	By 15 December 2023

Table 1. Timeline for delivery of the expected products

### V. Qualification requirements

The DtD members shall hold the following skills and experience:

- Theoretical and practical knowledge about financial literacy
- The selected DtD members should have a good knowledge of the above administrative units
- Experience in the implementation of similar meetings.
- Have a good understanding of the needs the farmers may have.
- Demonstrated planning and organizational skills
- The selected DtD members 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 DtD members 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 25 August 2023 deadline until 5 pm.
- Offers should be submitted to [une\\_gruaja@yahoo.com](mailto:une_gruaja@yahoo.com) and Cc to [afrovitig@yahoo.com](mailto:afrovitig@yahoo.com).
- The offer should contain the meetings planned for the coming months, in short, what do they, the area where they will do the meeting, the number of participants ( no of women and men),
- 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](mailto:une_gruaja@yahoo.com) and Cc to [afrovitig@yahoo.com](mailto: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 in engaging 10 people, who will be engaged during 3 months as DtD supporters, with a budget of 30,000 ALL per person. 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](mailto:une_gruaja@yahoo.com) and [afrovitig@yahoo.com](mailto: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