

REQUEST FOR EXPRESSIONS OF INTEREST

Ministry of Agriculture, Forestry and Rural Development in Kosovo
Project Title: Agriculture and Rural Development Project (KARDP)
IDA, Credit No 5005 XK

Assignment Title: Training of Potential Applicants for applying to grant programs

Reference No.: KARP-CS-1(iii)

The Ministry for Agriculture, Forestry and Rural Development (MAFRD) is seeking a training service provider (the Consultant) to support the implementation of Component 1 Transferring Knowledge to Rural Sector of MAFRD's Kosovo Agriculture Rural Development Project (KARDP - financed by the loan to MAFRD from the World Bank). The development objective of the project is to improve productivity of and access to markets by project beneficiaries in the horticulture and livestock subsectors of Kosovo and strengthen institutional capacity of the Ministry of Agriculture, Forestry and Rural Development, towards the European Union's IPARD requirements. The ARDP Measures selected for support under KARDP are Measure 101 "Investment in physical assets of agricultural holdings" and Measure 103 "Investment in physical assets concerning processing and marketing of agricultural products".

The Objectives of the Assignment

The objective of this assignment is to provide training and advice to potential grant applicants (farmers, farmer organizations, agricultural and/or food-processing and rural entrepreneurs, etc.) in the preparation of grant applications (with supporting documentation) that have the potential to be financed by MAFRD measures 101 and 103 of the ARDP.

The Consultant will be responsible for performing the following tasks for the duration of the contract:

1. **Screening Trainees for grant eligibility according to the criteria set up by MAFRD:** The Consultant will screen potential trainees to ensure that all trainees will meet the minimum eligibility qualifications for MAFRD grants in the related field (livestock related investments, fruit and vegetable related investments, agricultural or food processing related investments).
2. **Consultant will provide training in grant application preparation** across all municipalities of Kosovo (12 groups) for at least 500 agricultural and livestock producers (including agricultural or food – processors, rural entrepreneurs and farmer organizations), during the period January-April 2018.
3. **Training course for each group will last an average of 10 days** spread out over two-three months and will focus on applications under two measures supported by the project. Target beneficiaries of this assignment are farm enterprises (livestock, fruit and vegetable production) and agro-processors. Training should be designed to match MAFRD's grant application requirements. Trainees will only include potential applicants who match MAFRD's grant qualification criteria. Each group will be divided in subsectors and training modules will be designed based on the needs of each subsector. Two training days will be organized for all participants of the group to present general eligibility criteria, project

development and grant application process, while other training days will split for each subsector groups based on the needs each subsector has (Livestock, Fruits, Vegetables, Agro-processing).

Training will include:

- (a) Identifying and analyzing on-farm investments to support profitable livestock production, including (but not limited to) equipment for animal production , machinery, buildings, milk quality, milk handling and storage, feeding, purchase of new livestock, manure systems, animal housing and other capital investments;
 - (b) Identifying and analyzing on-farm investments to support profitable fruit and vegetable production including (but not limited to) establishing or expanding nurseries, orchards and vineyards; greenhouses; purchases of equipment and machinery for nurseries, planting, harvesting, spraying, cleaning and grading etc., irrigation, heating, and storage facilities;
 - (c) Identifying and analyzing investments in agricultural and food processing and marketing investments (including compliance with quality and food safety standards);
 - (d) Agro-environmental measures related to modern manure storage in order to avoid contamination of ground and surface water; proper use of pesticides and other chemicals (artificial fertilizers); and application of environmental measures at the agro-processing facilities to mitigate and reduce negative effects to environment following the WB safeguard policies on environmental protection..
 - (e) Access to finance – crediting possibilities for agro-rural projects from commercial banks and microfinance institutions; benefits; terms of credit and conditions for application;
 - (f) Support to completion of grant applications for the relevant MAFRD grant programs.
4. ***Follow-Up Advisory Support*** after completion of training to all those trained who express their interest to apply for grants related to any of the three grant categories (livestock, fruits and vegetables, agricultural or food processing), in the preparation of grant applications and supporting documentation for MAFRD grants under any of the two Measures. Each farmer or organization will benefit follow up advisory support, in order to fully elaborate grant application and required supporting documentation. Advice will also be provided as necessary on technical aspects of the proposal as well as the relevant licensing and permitting requirements.
5. ***Promotional Materials and Workbook:*** For those farmers and organizations who will not benefit from the training and advisory aspects of this assignment instructional material will be prepared and distributed through the MAFRD Municipal Agricultural Extension Offices and other distribution points (project website, municipal offices, NGOs, etc.).
- (a) At least five (3) informational brochures on a particular aspect of investment planning in livestock and horticulture production and agro-processing (e.g. Conducting Market Research, Financial Planning, Sales and Distribution Planning), or technical subjects related to livestock production (nutrition and feeding, housing, herd and flock health, product marketing), fruit and vegetable production (post-harvest handling and storage, soil fertility programs, crop protection - including integrated pest management, and product marketing), and profitable opportunities for investments in agricultural or food processing and marketing. The Consultant will propose the list of brochure topics prior to preparation for final approval by the MAFRD Training Extension Coordinator,

- (b) A comprehensive workbook on completing a project proposal for a livestock, horticulture and agro-food processing grant application and required supporting documentation.

Deliverables

Activities will take place between the beginning of February 2018 and April 2018 (one round of trainings), during which time the following material will be delivered:

1. Inception report including course curriculum and training/advisory implementation schedule;
2. Copies of all curricula and course outlines and materials;
3. Workbooks for preparing grant applications and related documents for a livestock, fruit/vegetable, and agricultural food processing investment projects. This could be based on materials already developed by other donors, University faculties, previous projects etc., but must be directly relevant to MAFRD grant program criteria, policies and procedures;
4. Informational brochures dealing with identifying investment requirements, financial planning, market analysis and planning, and related technical issues;
5. Brief weekly reports on training and advisory activities conducted and progress on achievement of indicators target; and
6. Final report summarizing delivery of activities achievement of performance indicator targets.

The Ministry of Agriculture, Forestry and Rural Development now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The consultant will be chosen based upon:

- Demonstrated experience (min 5 years) with implementation of similar projects with special focus in RAS training's in Eastern Europe and/or transition economies;
- General professional qualifications and experience of its experts involved in the fulfillment of this particular assignment;
- Extensive expertise in the field of training including preparation of training and promotion materials, workbooks etc.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s [Guidelines: Selection and Employment of Consultants \[under IBRD Loans and IDA Credits & Grants\] by World Bank Borrowers](#) dated January 2011 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Consultant will be selected in accordance with the Quality Based Selection (QBS) method set out in the above mentioned Consultant Guidelines, and following the above mentioned evaluation criteria.

Further information can be obtained at the address below during office hours *i.e. 08:00 to 16:00 hours*.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **Wednesday 29 November 2017**.

Agriculture and Rural Development Project (KARDP)

Project Implementation Unit – PIU

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