

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 60170 XK

Assignment Title: Training to Certify Candidates for Advisory Services in Agriculture and Rural Development and Improve Effectiveness of Extension Staff

Reference No.: KARP-CS-3(ii)

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 train the MAFRD extension personnel as well as municipal advisory agents and private extension personnel in technical topics combined and based on the request and needs of Agriculture Extension Service staff of MAFRD as well as to train and certify candidates for advisory services on agriculture and rural development.

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

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1. Develop training design (curriculum, materials and methodology) for both trainings: Training on Certification Program for Advisors and Training for Extension Staff in Advanced Technologies in Agriculture and Rural Development. Training should be conducted in Albanian and Serbian language depending on the participants who attend sessions.
2. Train based on the Training Certification Program approximately 300 advisors, for three years (2019, 2020, and 2021). Each year, ten (10) training days will be organized for the groups of advisors (one group should have at least 15 participants and maximum 25 participants) on 5 basic modules. Trainings are expected to be organized for 12 groups in three years and number of groups per year depends on the number of advisers who express their interests for certification. The MAFRD is responsible to launch the invitation for expression of interest for advisers to participate in Training Certification Program. This year (2019) trainings will be organized for 4 groups.

Training Certification Program (TCP) includes five (5) basic modules. These modules are:

1. Module 1: Basic knowledge (2 days);
2. Module 2: Time management (1 day);
3. Module 3: Methodology and Inter – personal skills (2 days);
4. Module 4: Methods of advice giving (2 days);
5. Module 5: Farm management (3 days).

The focus of the Training Certification Program is to certify advisors in enhanced methodologies of training and advice giving to farmers and rural community.

Certification of Advisors for Agriculture and Rural Development is based on the Administrative Instruction, No.07/2015 dated June 11, 2015 “The form, content and procedures of passing the professional exam and certification for advisor for agricultural and rural development”, which has several phases-steps that need to be followed in the course of implementation of this assignment:

- Call for application for certification of the candidates for advisory services in agriculture and rural development and definition of training groups,
 - Appointment of the Commission for Assessment and Certification of Advisors,
 - Training of candidates
 - Testing and assessment of candidates
 - Certification of candidates,
 - Preparation of the Final Report.
3. Train approximately 70 extension agents and private extension personnel in advanced technologies in agriculture and rural development. Training will be organized during the period September 2019 until May 2021, in two (2) rounds. Participants will be organized into 5 groups and will be trained in 6 courses. Each course will last an average of 2 days, spread out over as many weeks as possible. Training on technical aspect should be delivered as a package, while best practice topics can serve as additional electives which participants can pursue depending on their interest and knowledge. Topics to be covered by this course include technical topics such as:
1. Advanced technologies in Primary Crop and Livestock Production;
 2. Farm Planning, Management and Analysis;
 3. Post-harvest Handling, Agricultural Marketing;
 4. Agro-processing and Rural diversification;
 5. Bioenergy – use of the biomass; agricultural products (plant or animal origin), forestry products, municipal and other waste to generate electricity and water and solid waste management;
 6. Role of the information and communication technology in agriculture (ICT in agriculture).
4. Study Visit: During the life time of the contract, the Consultant will organize 2 study visits in any of the EU countries. Study visits will be organized for total of 30 people (each group with 15 participants). The group will be represented by 5 people from the Advisory and Technical Services Department and 10 will be selected from Municipal Advisory Centers. The objectives of the study visits are to exchange experiences and to establish contacts and cooperation with extension staff of the respective country and to increase technical knowledge. All expenses for organization of study visits, including per diems rates, based on the official document of Ministry of Finance “Rates of expenses payment for official travel abroad”, will be covered by the Consultant.
5. Training Material and Workbooks: The consultant will prepare classroom material with all topics of organized trainings on both certification program and technical trainings for extension staff.

Deliverables

Activities will take place between September 2019 and May 2021, during which time the following material will be delivered:

1. Inception report including all copies of both training programs, all curricula and materials developed/used and implementation schedule;
2. Classroom material with all topics of organized trainings on both certification program and technical trainings for extension staff;
3. Evaluation of staff trained;
4. Recommendations regarding future training needs;
5. Brief weekly reports on training activities conducted, including records of participants disaggregated by gender and ethnic groups;
6. Final report summarizing delivery of both training activities.

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 on last five years it has implemented at least one similar contract (training of farmers and/or extension staff) and in order to show it has relevant past experience on implementation of similar assignments.
- 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.

Based on the Law No. 04/L-074, ON AGRICULTURE AND RURAL DEVELOPMENT ADVISORY SERVICES, Firms that provide agricultural and rural development advisory services funded by public or international funds in Kosovo should possess the operation permit; and be registered and have license by the Agricultural and Rural Development Advisory Services in the MAFRD.

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, revised July 2014 (“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 **Thursday 27 June 2019**.

Agriculture and Rural Development Project (KARDP)

Project Implementation Unit – PIU

Mother Theresa Road Nr.24/6, 10 000 Pristina, Kosovo

E-mail: ardp.procurement@gmail.com