

Terms of Reference

for Procurement of Service provider – Implementation of digital advisory services for selected supply chain actors in the Kochani and Pelagonija regions

1. BACKGROUND

1.1 Introduction

This document contains instructions for applicants interested in responding to the Open Call for procurement of Service provider – Implementation of digital advisory services for selected supply chain actors in the Kochani and Pelagonija regions.

1.2 Contracting Authority

The contracting authority for this procurement is the Macedonian Association of Processors (MAP), located at: Aco Karamanov 13, Skopje, email: map@t.mk. This procurement is conducted for the needs of the intervention “Strengthening Supply Chains Through Deployment of Contract Farming and Advanced Digital Advisory Services” within the project “Income Increase and Socio-Economic Empowerment of Vulnerable and Marginalized Groups from Rural and Sub-Urban Areas 2021-2025” (IISSE), supported by We Effect.

The distribution of funds under this project is contingent upon the approval and allocation of back-donor funds. The funding is strictly subject to the availability and provision of external donor financing.

1.3 Subject of the Contract

The subject of the contract is the engagement of Service provider – Implementation of digital advisory services for selected farmers in the Kochani and Pelagonija regions. The delivery of the digital advisory service packages take place from July 25, 2025 to September 30, 2025, conditional on prior funding approval.

This procurement is indivisible – meaning, only one service supplier will be contracted to implement the full subject of the procurement.

Any application competing for implementation of partial set of activities shall be disqualified.

2. Objective of the assignment

The service provider should implement digital advisory services for selected group of farmers from the Kochani and Pelagonija regions in order to provide detailed analysis and recommodifications.

In this context, the Service Provider will be responsible for the following deliverables:

1. Complete and finalize the implementation plan for the assignment:

- 1.1. Contact and network with selected two MAP members interested to enhance their supply chains through supporting their raw material producers,
- 1.2. Contact and register selected farm producers, develop database of beneficiaries that will receive packages of digital advisory services,

- 1.3. Schedule site visits in coordination with supply chain actors and their cooperants
- 1.4. Develop implementation plan
2. **Complete provision of digital advisory services for 30 selected farms in Kochani and in Pelagonija regions**
 - 2.1. Visiting of production sites (two visits per farm during the implementation period), deployment of available hardware and software and implementation of digital advisory services.
 - 2.2. Prepare and submit production-related packages (such as nutritional, irrigation and pest/disease control plans), monitoring and reporting according to the proposed implementation plan provided by the service provider.

Please note In case of severe adverse production-related conditions, the vendor should provide mitigation guidance and recommendations to the affected beneficiaries (farmers).*

3. Prepare and submit final (summary) report for the implementation of the activity

The implementation of the foreseen activity should be completed within the period July 25 to September 30, 2025. The aim is to support supply chain actors to adopt the Integrated Supply Chain (ISC) concept, through the deployment of contract farming and advanced digital advisory services tailor-made for the needs of small-scale farmers.

3. Duty travel and accommodation

If such costs are expected to be incurred, they should be included in the financial offer of the Applicant. MAP shall not be liable for any costs exceeding the total projected price in the financial offer.

4. Coordination & reporting

Planning, timing, implementation, and reporting of the activities will be in coordination with MAP.

5. Qualification requirements

Key qualifications and competences of the applicant include:

- Experience and references (minimum 3) in delivery of digital advisory services in agriculture in organizing trainings/workshops/seminars
- Competences and previous knowledge in digitalization
- Professional capacity of the staff proposed to implement the activities (CVs of key staff)

5.1 Grounds for exclusion from participation in procurement

List of grounds for disqualification of a tenderer. An applicant will be excluded from the taking part in the procurement and shall submit Declaration of non-existence of grounds of exclusion from participation in the procurement stating that the applicant is not in the following position:

- a) bankrupt, or is being wound up, having its affairs being administered by the court; has entered into an arrangement with creditors, has suspended business activities or is subject of an injunction against running business by court;
- b) the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by court, or for an arrangement with creditors or of any other similar proceedings;

- c) has been engaged in professional misconduct which has an impact on its professional credibility, including, in particular, any of the following:
- a. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion from procurement or the fulfilment of eligibility requirements or in the performance of a contract;
 - b. entering into agreement with other economic operators with the aim of distorting competition;
 - c. violating intellectual property rights;
 - d. attempting to influence the decision-making process during the procurement procedure;
- or
- e. attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
- d) has not fulfilled obligations relating to the payments of taxes or social security contributions in accordance with the applicable law;
- e) persons having powers of representation, decision-making or control over it have been convicted by a final judgment of an offence concerning their professional conduct and/or circumvention of fiscal, social or any other applicable legal obligations, including through the creation of an entity for this purpose;
- f) it has been established by a final judgment or a final administrative decision or by proof in possession of We Effect that person having powers of representation, decision-making or control over it, have been guilty of fraud, corruption, involvement in a criminal organisation, money laundering or terrorist financing, terrorist-related offences, child labour or any other forms of trafficking in human beings, or any other illegal activity.

MAP will protect the information marked as confidential by the applicants; otherwise, it will be considered that the offer does not contain confidential information.

6. APPLICATION PROCEDURE

The applicant should submit the following documents no later than 20.07.2025 by the end of working day 16:00 CET to the following email addresses (map@t.mk) and (map77887@gmail.com).

- **Technical offer** composed of:
 - Description of the company profile with relevant years of experience in provision of digital advisory services in agriculture
 - Detailed methodology for implementation of the assignment
 - Description of the implementation plan for selected 30 farms including practical work expressed in hours;
 - CVs of key staff engaged in implementation;
 - Geographical coverage of the offer;
 - Declaration of non-existence of grounds of exclusion from participation in the procurement (signed) – see section 5.1
 - Current status from the Central Registry not older than 6 months from the date of application
- The **financial offer** should include the price per deliverable (refer to section 2).
 - Offers should include VAT (Value Added Tax) and all applicable costs.
 - Prices in the offer should be expressed in denars (MKD).

Documentation submitted in copy must be certified by the applicant with a stamp and the signature of the responsible person, marked "True to the original."

Any request for information and/or clarification for this procurement should be sent 7 days prior to the closing date of the Call for procurement by email to: (map@t.mk) and (map77887@gmail.com).

The offer validity period is 55 days.

The applicant should send the complete documentation with the following subject "Application for Implementation of digital advisory services for selected supply chain actors in the Kochani and Pelagonija regions".

7. EVALUATION OF THE OFFERS

Incomplete applications and applications received after deadline will not be considered for further evaluation. Please make sure you have provided all the requested documents.

All received offers will first be subject to *administrative verification* whether the application consists of all the mandatory documentation (see Section 6 above). Offers passing administrative verification will be subject to technical evaluation based on the following scoring table. The offers that pass the technical evaluation shall be subject to financial evaluation.

The evaluation will allocate a total of maximum 100 points, with maximum 70 points for technical evaluation and maximum 30 points for financial offer. Offers must score at least 49 points in the technical evaluation (70% of the maximum available) to qualify for budget evaluation.

Technical Evaluation Criteria (70 points)

Criteria	Maximum Points	Scoring Levels
Minimum 2 (two) years of experience in provision of digital advisory services in agriculture	15	2 years = 5 points 3-5 years = 10 points >5 years = 15 points
Minimum 3 (three) reference projects demonstrating previous knowledge in provision of digital agriculture advisory services	15	3 projects = 5 points 3-5 projects = 10 points 5+ projects = 15 points
Capacity of the key personnel	10	<i>No relevant experience = disqualified</i> Generally relevant and aligned with proposed activities = 1 – 5 Highly relevant and strongly aligned with proposed activities = 5 – 10
Minimum 2 (two) tailored production-related packages provided	15	2 packages = 5 points 3 packages = 15 points
Clarity and feasibility of the proposed methodology	15	Poor – Disorganized, vague and hard to follow = 0 – 3 points Good – Mostly clear and coherent with minor gaps = 4 – 8 Excellent – Logical, well structured, no ambiguities = 9 – 15
TOTAL	70	

Financial Offer Criteria (30 points)

The selection is based on the best value for money principle, where the financial offer contributes 30 points to the overall evaluation.

The offer with the lowest price shall receive a total of 30 points. The other offers with higher prices shall receive the respective score according to the following formula:

$$\text{Offer score} = 30 \times \frac{\text{Lowest Price}}{\text{Offered price}}$$

The applicant with the highest total points from the technical and financial evaluation will be awarded the procurement contract.

Note: contract award is subject to availability of funds.

8. TERMS OF PAYMENT

The total contract amount shall be disbursed in 2 (two) instalments:

- 30% of the total amount will be paid within 7 days upon submission of deliverable 1.
- The remaining 70% will be paid upon submission of deliverable 2 and deliverable 3 (final report), within 15 days after MAP has notified the Training Provider that it approves the final report.

9. Property

We Effect shall, unless otherwise agreed upon, be the sole owner of, and have all intellectual property rights to, all deliverables and results accrued through the performance of this Terms of Reference. For the purpose of this Terms of Reference, the term “results” shall mean all works and materials (including documentation) as well as any other result produced by the selected applicant. All copyright and any patent rights or other intellectual property rights connected with the result shall constitute We Effect’s property. The transfer of the rights includes a right for We Effect to change and modify the results, and to transfer the rights to a third party. The selected applicant shall not have the right to, without written consent from We Effect, use the results in her/his business.

10. CANCELING THE PROCUREMENT

The contracting authority may cancel the procurement procedure if:

- No offers or no acceptable or suitable offers are submitted.
- Unforeseen changes occur in the budget of the contracting authority.
- Unforeseen and objective circumstances change the needs of the contracting authority.
- The selected applicant withdraws from signing the contract.
- Other conditions for which the contracting authority will duly inform.