

# Terms of Reference

## Procurement of Individual Consultant – Training Provider to organize six workshops on digital farming for selected supply chain actors

### 1. BACKGROUND

#### 1.1 Introduction

This document contains instructions for applicants interested in responding to the Open Call for procurement of Individual Consultant – Training Provider for organizing six workshops on digital farming for agricultural producers (supply chain actors) in selected regions in North Macedonia.

#### 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](mailto: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 an Individual Consultant – Training Provider for organizing six workshops on digital farming for agricultural producers (supply chain actors) in selected regions in North Macedonia. The six one-day trainings should take place from December 15, 2025 to March 10, 2026.

*This procurement is indivisible – meaning, only one Training provider will be contracted to implement the full subject of the procurement (i.e., 6 workshops).*

*Any application competing for only one of the workshops shall be disqualified.*

### 2. Objective of the assignment

The service provider should organize and implement six workshops for agricultural producers (supply chain actors) in selected regions in North Macedonia in order to enhance their understanding of digital farming, as well as the opportunities and advantages arising from digital advisory services and the positive impact they would have on their farming operations and farm income.

In this context, the Training Provider will be responsible to deliver the following:

### **1. Complete all preparatory activities:**

- 1.1. Contact and network with selected MAP members interested to enhance their supply chains through supporting their raw material producers,
- 1.2. Contact and invite workshop participants,
- 1.3. Organize and cover the total costs for suitable premises in the selected geographical locations where the workshops will take place
- 1.4. Prepare all workshop materials (presentation, handouts, case studies, future reference materials, etc. as applicable)

### **2. Complete six one-day workshops – in 6 different geographical locations (MAP will propose the locations who will be confirmed with the service provider)**

- 2.1. Delivery of theoretical knowledge and case studies to equip minimum 90 farmers with the necessary skills and knowledge related to digitalization of farms, transfer of knowledge and skills related to application of advanced farming techniques, and possibilities to use external advisory services

### **3. Prepare and submit brief report for the implementation of the activity**

The workshops should be organized within the period December 15, 2025 to March 10, 2026. 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 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 in organizing trainings/workshops/seminars
- Previous knowledge in digitalization and/or smart specialization
- Extensive knowledge of the Macedonian Agri-business environment

MAP - Skopje 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 12.12.2025, by the end of working day 16:00 CET to the following email addresses: [map@t.mk](mailto:map@t.mk) and [map77887@gmail.com](mailto:map77887@gmail.com).

- **Technical offer** composed of:
  - CV of the applicant with relevant years of experience in organizing and delivery of workshops and trainings;
  - Itemized agenda for the workshops, including: timing (time of day and duration), item title, short description of activities under each item, persons involved (e.g., only the Trainer for presentations, or members of audience for group work, etc.);

- Methodology for the training, including specific locations where the trainings would take place, rationale for the locations chosen, coverage (no. municipalities in the location's catchment area), expected volume of audience at each location, etc;
- **Financial offer** should quote a total price for training a minimum of 90 individuals (farm representatives).
  - The offer should include all applicable taxes and costs, including VAT.
  - Prices in the offer should be expressed in denars (MKD).
  - The offer should be broken down / itemized per workshop and per type of cost related to each workshop, including (if necessary) venue, travel and accommodation costs.

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](mailto:map@t.mk) and [map77887@gmail.com](mailto:map77887@gmail.com).

The offer validity period is 30 days.

The applicant should send the complete documentation with the following subject "Application for Individual Consultant – Training Provider for Digital Farming".

## 7. EVALUATION OF THE OFFERS

Incomplete applications and/or applications received after the 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 selection is based on the best-value-for-money principle, where the technical offer contributes 70 points to the overall evaluation while the financial offer contributes 30 points to the overall evaluation.

### Technical Evaluation Criteria (70 points)

To pass the technical evaluation a technical offer must score at least 45 points.

Criteria	Maximum Points	Scoring Levels
Minimum 2 (two) years of experience in organizing specific training events of similar nature	30	2 years = 20 points 3-5 years = 25 points >5 years = 30 points
Minimum 3 (three) reference projects demonstrating previous knowledge in digitalization and/or smart specialization and the Macedonian Agri-business environment	30	3 projects = 20 points 3-5 projects = 25 points 5+ projects = 30 points
Minimum half-day (4 hours) workshop including case studies	10	Half day = 5 points 6 hours = 7.5 points 7-8 hours = 10 points
<b>TOTAL</b>	<b>70</b>	

## **Financial Offer Criteria (30 points)**

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:

$$\text{Points of the offered price} = 30 \times \frac{\text{Lowest Price}}{\text{Offered price}}$$

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

## **8. TERMS OF PAYMENT**

The total amount will be paid upon completion of all deliverables and submission of the 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.