Terms of Reference (TOR)

1. General information

Trainings:	**Trainings in Agriculture and Food Processing**
Organization:	**LDF Foundation**
Donor:	**EU Office in Prishtina**
Place(s) of work:	**Suhareka/SuvaReka**
Remuneration type:	**Professional consultancy**

Background

The Local Development Fund (LDF) has been established by Integrated Regional Development in the Municipality of Suhareka/SuvaReka in the sector of agriculture project financed by Austrian Development Cooperation.

The LDF is an important player in economic growth of the region through advancing agro-businesses and rurally based businesses in southern economic region of Kosovo. LDF is an independent foundation, aiming to support, improve, strengthen and stimulate the development of rural and agriculture sectors in southern economic region of Kosovo mainly through grant provision programs. In this regard, LDF is implementing the projects related to economic growth in the Suhareka/SuvaReka and Rahovec/Orahovac and other municipalities of Southern Economic Region of Kosovo.

The LDF Foundation has launched the Program for Trainings' in Agriculture and Food Processing of Suhareka/SuvaReka and Rahovec/Orahovac Municipalities and other parts of Southern Economic Region of Kosovo. This program will be implemented through activities foreseen in the Logical framework for Regional Economic Development in Southern Economic Region of Kosovo. The training will provide participants with an opportunity to develop and manage their businesses in Agriculture and Food Processing. Participants will receive expertise for their businesses from experts of the consultancy group. Farmers will gain consultation about their enterprises, storages and processing, marketing and operational plans. This training will enable to create a better business environment in both Municipalities such as Suhareka/SuvaReka and Rahovec/Orahovac to stimulate new rurally-based businesses and creating new jobs in Regional Economic Development in Southern Economic Region of Kosovo.



An EU funded project managed by the European Union Office in Kosovo

Regional Economic Development in Southern Economic Region of Kosovo

Thereby, LDF Foundation has launched the Program for Tailor made trainings in agriculture and food processing of Suhareka/SuvaReka and Rahovec/Orahovac Municipalities and other part of Southern Economic Region of Kosovo. The training will provide participants with an opportunity to develop and better manage their existing and new businesses.

Purpose

LDF Foundation would like to contract the services of an organization for consultancy to support and conduct 3 days of Trainings' in Agriculture and Food Processing. The purpose is to assist **50** farmer's entrepreneurs in establishing strong bases of their existing and new business in agriculture and food processing production to offer a new product or service within an existing business in the area of agriculture and rural development. This training will have to focus on a step-by-step process for development and managing of their businesses. The training will consist of four days workshops and is based on Agriculture and Food Processing which is described below:

- Executive summary/3 days training
- General Company Description (Mission and vision)
- Storage of vegetables (and their processing)
- Storage and processing of beef, poultry, and fish
- Storage and processing of milk, cheese, and cottage cheese (cow, sheep and goat).
- Preservation of fruits (processing of small fruits) grape, berries, blackberries, strawberries, etc.
  (In the framework of the above-mentioned areas to keep in mind about the areas listed below).
- Products and services about their products
- Management and organization
- Marketing plan,
- Operational plan

Deliverables

- Four days training to assist approximately **50** farmer entrepreneurs in establishing strong bases of their existing and new business in agriculture and food processing production to offer a new product or service within an existing business in the area of agriculture and rural development;
- Training manual;
- Final Report;

Time frame

- Delivery of Training for farmer entrepreneurs starting from **21th – 30 of Dec 2015**
- Delivery of training manual and final report by latest **5th of Jan. 2016**

Activity	Working days
Session 1: Executive summary/ - Storage of vegetables (and their processing) - Products and services about their products - Management and organization - Marketing plan, - Operational plan	1
Session 2: - Preservation of fruits (processing of small fruits) grape, berries, blackberries, strawberries, etc. - Products and services about their products - Management and organization - Marketing plan, - Operational plan	1
Session 3: - Storage and processing of beef, poultry, and fish- Storage and processing of milk, cheese, and cottage cheese - Products and services about their products - Management and organization - Marketing plan, - Operational plan	1
Training manual	1
Final report	
Total	4

The consultancy company should have the following experience and skills:

- Minimum **5** years of experience in conducting trainings of this nature
- Experienced and qualified staff in Agriculture and Food Processing trainings, including all respective modules
- Affinity with rural and agriculture development;
- Excellent communication and writing skills

Please submit the company statement of qualifications, offer and CVs of the experts to: Beqir.Berisha@ldf-ks.org by latest **18th of Dec 2015.**

Coordination Responsibility

All requests for clarification, logistic details should be arranged with the implementation unit of the LDF Foundation to the Mr. Beqir.Berisha. Beqir.Berisha@ldf-ks.org.

The LDF team will facilitate logistical support; provide background information; and give feedback on the feasibility/appropriateness of proposed strategies.