



## **Terms of References**

Company for procurement of basic beekeeping equipment

P9408, "Organizational development of NFF and improved market linkages for the small farmers and producers from rural areas aiming at increased income"

### **I. Background**

The National Federation of Farmers represents the largest network of farmers and farmer's organizations in the country. It has inherited all the institutional memory and experience from the Federation of Farmers of RM. It unites the effort of 43 local farmers' organizations and cooperatives, representing the voice of more than 3.000 members and cooperating with almost all key players in the agriculture and agribusiness sector.

The National Farmers Federation has expanded its scope of action. This means that besides farmers, agricultural associations, and agricultural cooperatives, the organization will continue to strengthen and support vulnerable categories in rural areas, greater support for young people and women, and their direct involvement in the development of agriculture through decision-making and active action.

In addition to agriculture, one of the organization's main focuses is rural development, ie dealing with the problems and challenges that the rural population faces, such as poverty and limited approaches of the rural population to health services, education, information law, and decision-making power.

The main pillar of action is lobbying to define the problems from the field and by joint work and analysis will be presented in front of the competent institutions for finding a common solution, which is in the interest of the farmers and the welfare of our entire country.

The focus of the National Farmers' Organization, which will continue to function under the slogan "Together for success" and the logo that symbolizes the labor and production of our farmers, is solving the biggest problems, which is placement and quality production. The mission of the rebranded organization is the ORGANIZED FARMER LEADER IN THE AGRICULTURAL AND RURAL DEVELOPMENT OF THE REPUBLIC OF MACEDONIA. The vision to which we strive is - PROFITABLE AGRICULTURE - STABLE VILLAGE.

As of May 2021, NFF implements the project "Organizational development of NFF and improved market linkages for the small farmers and producers from rural areas aiming at increased income" that is supported by Sida and We Effect.

The expected outcomes of the project are the following:

**Outcome 1:** Rural enterprises, small farmers/producers, grow and provide more income and employment opportunities for the people from the rural area, women, and youth in particular. The focus here will facilitate access to the market for actors that empower rural women and youth. Currently, market linkages for sales of products are broken for small farmers/producers, leading to low income of the rural target group, pushing them into poverty.

**Outcome 2:** Increased organizational capacities and financial sustainability of NFF. As a membership-based organization, NFF represents the interests of farmers and the rural population in the country. It has developed a paid membership system with a set of free services



to which only members are eligible. In the last few years as a result of the previous Institutional Development to NFF Project, the organization has improved its internal organization, management, introduced procedures, book of rules, book of conduct and other administrative and management tools that improved the performance and the impact of our work. The focus here is the organizational development and financial sustainability as crucial to continue with the lobby and advocacy activities and develop new services to provide new sources of income.

## **II. Objective of the assignment**

The main objective of this procurement is procurement of basic personal beekeeping equipment within the Project “Organizational development of NFF and improved market linkages for the small farmers and producers from rural areas aiming at increased income”.

### Company specific deliverables are:

- Delivery of 22 sets for personal beekeeping equipment. One set should contain beekeeping cover clothes, brush, smoker, gloves, bee knife, electric glue, and wax.

### Schedule of milestones and means of measurement/verification of their completion

Month	Milestone	Means of verification
February 10 <sup>th</sup> 2022	Engagement of company/supplier	Signed contract with contracted supplier
March 20 <sup>th</sup> 2022	Delivered 22 sets of personal beekeeping equipment containing beekeeping cover clothes, brush, smoker, gloves, bee knife, electric glue, and wax	Delivery note from supplier for 22 sets of personal beekeeping equipment

Budget line of the activity 4.1.4.1.b Pilot Intervention Farmers association with certified VET for bee farming and holder of certificate for honey quality standard

Budget line for payment: b.1 Basic beekeeping equipment

### Expected duration of contract

The supplier will be contracted from February 10<sup>th</sup> until March 20<sup>th</sup> 2022



### III. Duty travel & accommodation

N/A for this engagement

### IV. Coordination & reporting

The supplier will report directly to Organizational Development Coordinator indicating work performed in the course of the contracted period. The reporting schedule and other documentation are indicated in the table below.

Month	Report on	Documentation
March 10 <sup>th</sup> 2022	Delivered 22 sets of personal beekeeping equipment containing beekeeping cover clothes, brush, smoker, gloves, bee knife, electric glue, and wax	Delivery note from supplier for 22 sets of personal beekeeping equipment

### V. Qualification requirements

#### Mandatory technical criteria:

- Minimum 5 years of professional experience in sales of beekeeping protection equipment and beekeeping supplies

### VI. Application procedure:

Companies for this ToR should submit the following documents:

- Up to date company portfolio (indicating work on previous similar engagements)
- Current status of the company issued from the Central register of RNM, not older than 6 months
- Financial offer. The offer should be expressed in MKD with included VAT
- The submission of the statement in Mail-Declaration of relationships

Offers to be submitted on email [nff@nff.org.mk](mailto:nff@nff.org.mk) and [vidanka.martinovska@nff.org.mk](mailto:vidanka.martinovska@nff.org.mk) **no later than 07.02.2022 at the latest.**

### VII. Evaluation of the offers:

Offers with incomplete documentation and/or offers received after the deadline will not be taken into consideration.

The offers will be evaluated on the following criteria:

Best value for money principle will be taken into account by using a weighted scoring method to evaluate the combination of company portfolio and previous work on similar assignments (40%), and financial offer/proposal (60%)



### **VIII. Terms of payment**

Fee for this procurement is indicated in the Section II-Objective of the assignment under the Reference project activities and budget lines.

Payment will be made upon completion of the total assignment and upon submission of expected deliverables. Once deliverables/products-items are delivered by the engaged supplier as indicated in Section IV- Coordination and delivery is approved by the Project manager-Organizational development coordinator, the payment of the total contracted amount will be paid.

### **IX. Declaration of relationships**

The supplier shall describe if their organization/employees have any business or personal relationships with closely associated party from NFF and We Effect, its Regional Office in Skopje, its governing bodies and employees or with similar bodies/persons of the Client.

Closely associated party (persons, physical or legal) as per We Effect's definition is considered person who has the possibility to exert control over, or significant influence on, the other person when it comes to financial and operative decision-making concerning an activity. The purpose of the Declaration is to disclose such information which makes the application and evaluation process more transparent and supports the bids in its relevance according to conditions on the open market.