TERMS OF REFERENCE

Technical Equipments for the project Farm to Fork Academy – Our shared European future

# Introduction and background

**The Albanian Network for Rural Development** (ANRD) is a national CSO network in the domain of rural development, registered as a membership organization. Since its establishment by 14 founding organizations, ANRD membership has sustainably expanded territorially and thematically. As of April 2023, there are 35 full-fledged member organizations that are active and visible in various rural development themes and different geographical areas of the country.

As a genuine initiative of civil society, ANRD seeks to contribute to the development of rural communities and the wellbeing of rural residents by taking up an active role in the processes and reforms of the rural development sector. Locally led development based on the EU LEADER approach and integrated sustainable local development are at the center of Network’s activities. In this light, ANRD is putting a lot of effort into introducing LEADER approach, capacity building and know-how transfer on LEADER LAGs from different European countries and of those in the region to a broad spectrum of stakeholders. Additionally, ANRD is trying to build an active and inclusive national rural agenda including gender equality, rural youth civic engagement, green economy, family farming, short value chains etc.

**The Regional Project *‘Farm to Fork Academy for Green Western Balkans – Our shared European future’*** (hereinafter referred to as F2F Academy project) focuses on strengthening the contribution of civil society actors across WB-6 in the implementation of the EU integration and approximation process in the six Western Balkan countries (WB-6) in the agricultural and rural development sector through advancing the green and just transition in the region. The action intends to create a better environment for CSOs and CSO Networks to proactively contribute to addressing societal challenges related to climate changes and biodiversity losses through building competencies able to assist farming and rural communities toward green and just transition across the region, and at the same time to sustain participatory and constructive policy dialogue to accelerate the alignment with the EU Green Deal and F2F Strategy. This project is funded by European Union.

**The project partners – the family of National Rural Development Networks (NRDNs)** in the WB-6 and Croatia and their regional cooperation platform Balkan Network for Rural Development (BRDN) are leading the way in tackling today’s critical issues concerning sustainable rural development. These genuine civil society networks support the formulation and implementation of agriculture and rural development policies at national and regional level in the light of the principles that guide the European integration processes of the region.  The project reflects the project partners’ shared vision in contributing in the implementation of the EU integration and approximation process in the WB in agricultural and rural development sector. The project partners are aware of the important role of civil society sector (CSOs and CSO Networks) in the region in addressing societal challenges, whereas they have limited capacities toward contributing to long-term social and economic transformation of the region.

# Objectives and scope of the assignment

ANRD is seeking a local qualified service provider to conclude a service contract for technical equipment and technical services. The successful entity shall provide full, prompt, and accurate services as may be requested by ANRD as well as other associated services described in this Terms of References following the principle of cost effectiveness.

The services will be offered on all the activities/ events/ meetings etc., in Tirana and other areas within Albania that will take place along the project duration.

# Description of required services

ANRD is seeking the services of a registered entity engaged in offering technical services and equipments that will provide technical assistance services with the specifications highlighted under the following sessions of this ToR.

The required services shall include, but are not limited to, the following:

* Laptop (rented per working day).
* Projector (rented per working day)
* Live Zoom/Google Meet/Microsoft Teams connection (when requested)
* Audio system within the hotel room where the event will take place
* Technical assistance (when requested)

The contractor will report to the F2F Academy Project Manager by communicating regularly and providing feedback and guidance on its performance and all other necessary support to achieve the objectives of the assignment as well as remain aware of any upcoming issues related to contractors` performance and quality of work. All activities and deliverables undertaken by the contractor shall be discussed and agreed on in consultation with ANRD.

# Price List

Applicants should indicate the unit prices for the services listed above per working day.

Prices must be expressed in EUR **without** VAT.

# Payment

The contractor will be invited to sign a Service contract with ANRD. The

Contract will be realized in EUR and the Payment will be performed in two instalments, upon confirmation of delivery of the services.

The related payment will be made within 15 days upon submission of the invoice.

The contractor should start the work immediately after signing the contract.

# Criteria and Qualifications needed:

* Minimum of 2 years of experience in the field of technical service provider.
* Registered entity.

# Award Criteria

The sole award criterion will be the lowest price for the financial offer.

# Evidence and supporting documents

* Certificate of registration/incorporation (NIPT)
* The QKB extract issued by the National Registration Center (Ekstrakti ne QKB)
* Tenderer’s statement (Annex 1
* Supplier Code of Conduct ANNEX 3, signed and stamped.
* Financial Offer (ANEKSI 2)