**19/04/2019 Terms of Reference**

**Request for Services**

**Independent Trainer for Providing Trainings for**

**Entrepreneurship and Social enterprise**

**Background**

The Municipality of Kumanovo, in partnership with the Municipality of Gnjilane, from 08/01/2018, implemented the project: **“**Sustainable market for farmers’ fresh products in cross - border area in Gjilan Municipality and Kumanovo Municipality“. The project is implemented under the program: Cross-Border Cooperation Program Kosovo \* - Contract no: 2017 / 394 -657

Оbjective of the project is: Maximizing sales and profit offarmers’ local fresh products in Municipality of Gjilan and Municipality of Kumanovo through organizingadvanced Green markets through two specific objectives:

• Advancing and improving fresh product market points for farmers’ local products

• Branding local products through trainings and legalizing farmers’ business to ease sales

The proposed action through its activities will streamline local producers that will have multidimensionaleffect in the area: Considering that not only involved municipalities as well as municipalities such as: Vitia, Novoberdo, Partesh, Kllokot, Raniluk, and Kamenica in one side and Lipkovo, Ilinden, Aracin,SvetiNikolle, Petrovec, StaroNagoricano, and Kratovo in other side. All local producers will have possibility tocooperate with each other as well as with processors.

 In addition, farmers will be informed and haveopportunities to benefit from such an action, reconstructed fresh product market will be in disposal for alllocal farmers, the mobile fresh products markets will be open in specific days and certain areas for thecitizens of the municipalities in order to have in disposal fresh products at any time, formalizedbusinesses will have opportunities to create business relations with retailers, trained farmers will gradetheir products and the access for market will be more organized, since the high quality can be sold in

market, in other side the other grades will be delivered for fruit and vegetable processors, organizedcross-border weeks will increase sales together, and the cross-border meetings with farmers willcontribute in better organizing fresh products among each other, and last but not least sharingexperiences among farmers of both countries.

Even though, the areas that will the action take place are Municipality of Gjilan and Municipality ofKumanovo, but the beneficiaries will be as well the neighbour municipalities, such as: Vitia, Novoberdo,Partesh, Kllokot, Raniluk, and Kamenica in one side and Lipkovo, Ilinden, Aracin, SvetiNikolle, Petrovec,StaroNaoricano, and Kratovo in other side, with total population of both sides 385,500 who are going tobenefit through the proposed action. Considering that most of the farmers are characterized with small farms and some commercial holdings that are facing difficulties in materializing their fresh products, dueto difficulties in market placement of fresh farms’ products, therefore the needs has been identifiedthrough regular meetings among small farmers and departments of agriculture as a result the bestmultiplayer effect that can contribute in to the final beneficiaries is through the proposed action.

**Description of the assignment**

* **Trainings for 50 farmers in entrepreneurship and social enterprises.**

The trainings on entrepreneurship will be organized in Munciplaity Gjilan in cohesion with country law,with purpose to be practical for farmers who are going to run any kind of business. In addition, the main focus will be use of financial templates to find most practical way of identifying lost and profit, how to write simple business plan for small farms, one-on one consultation regarding to the specific business, creating business relation with other business, relation with state laws for enterprise and certificate for attendance in such training.

The other module that will be in high importance is social enterprisetraining, that will include introduction to social enterprise, benefits of establishing social enterprise, cooperation between farmers for overall benefits and contribution to environment. Through this program there will be presented possibility to reduce costs of the farmers’ community as well as to contribute in increasing employment. The training sessions will be in coordination with laws in force in representative country**.**

**Tasks and responsibilities**

The assignment will include 20 days /trainings events on the following topics:

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| **Time frame 2019** |
| Trainings for Entrepreneurship  | 10 days | May 2019  |
|  |  |  |
| Trainings for Entrepreneurship for Social Enterprises | 10 days | May or June 2019 |
| Total number  | 20 days  | May – June 2019  |

Responsibilities of trainer:

* Develop and prepare a program and working methodology ;
* Prepare a session plan no later than 3 days to the trainingsand to deliver it with all the accompanying materials to the project manager;
* Prepare a final report and submit it to the project manager no later than 5 days after the end of the workshop;
* In a creative way to transfer the knowledge of the participants;
* To stimulate active participation and encourage participants;
* Have an evaluation with the project coordinator after the trainings;

**Necessary Qualifications**

The Expert shall possess the following qualifications:

* University degree (VII);
* At least 8 years of experience in: facilitation, training and workshops;
* Have knowledge and experience on the topic of the trainings;
* Ability to work with people of different nationalities, religions and cultural backgrounds;
* Develop an educational approach based on the principles and values of non-formal education;
* Excellent written and oral communication skills in English;
* Excellent organizational skills, proven communication and presentation skills and ability to work in an environment requiring liaison and collaboration with multiple actors including different stakeholders;

**Timing and Location**

Trainings for:Entrepreneurship and Social Enterprises will be realized in May 2019.

Location of the trainings –Municipality Gnjilan – Kosovo

***All interested candidates should submit Biography and Motivation letter to the following address:*** ***cbcgjilan\_kumanovo@yahoo.com***

***The deadline for submitting the documents is 24/ 04/ 2019***

**Contact:**

**Manuela Tasevska- Project manager**

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