



Source	IRECR/ Danish grant
Nr. of reference	2.1.2.4
Category	III

**Terms of Reference  
for international technical assistance  
for organizing an international study tour**

**Subject:** Study tours of agriculture youth entrepreneurs from Moldova to Denmark for exchange of experience and learning from foreign young farmers

**Location:** Kingdom of Denmark

**Timing:** October 20-November 20, 2017

**Length of the assignment:** 7 calendar days (including flights to and from Denmark)

**Number of participants:** ~ 12 people

**ABBREVIATIONS**

IFAD	International Fund for Agricultural Development
UCIP-IFAD	Consolidated IFAD Program Implementation Unit
IRECR	Inclusive Rural Economic and Climate Resilience Programme
RFSABDP	Rural Financial Services and Agribusiness Development Project
YE	Young entrepreneurs

**BACKGROUND**

The Inclusive Rural Economic and Climate Resilience Programme, financed by the International Fund for Agricultural Development (IFAD) and implemented by the Consolidated IFAD Program Implementation Unit (CPIU-IFAD), aims to provide access for small- and medium-scale rural-based entrepreneurs to mid and long term financial services. As part of Rural Financial Services activities, the Programme envisages activities of development of young entrepreneurs' capacity in initiating/developing business activities in rural area.

To attract young entrepreneurs (YE) in developing agribusiness in rural area, IRECR provide long terms investment loans (up to USD 40 000 per project) with 40% grant portion financed by Government of the Kingdom of Denmark, this being the second intervention of Denmark in Moldova. During 2011-2017, with support of IFAD and Denmark, it was financed over 750 projects of young entrepreneurs. As part of post finance training programme the CPIU-IFAD plans to organize a study tour for a group of young entrepreneurs from Moldova to Denmark to visit and learn from similar young farmers.

The study tour will help YE from Moldova to:

- Learn from experience of Danish farmers acting in different business sectors of agriculture: production, processing, marketing, service providing;
- Learn about ecological production and production by the use of environmentally sustainable methods.
- Learn about existing in the country economic and social programs for YE assistance in developing rural business;
- Make contacts with potential trading partners, suppliers, others.

## SCOPE OF WORK

The CPIU-IFAD will select [an local](#) or international consulting company which will assist UCIP-IFAD in organizing the study tour, for 7 calendar days (including flights to and from Denmark), for a group of 12 persons, including the representative of CPIU-IFAD and Ministry of Agriculture and Food Industry.

The CPIU-IFAD will select the best Moldovan young entrepreneurs, which have benefited from Danish grant, have good farm indicators and are willing to extend the business. The YE will be selected on competition bases, submitting application for participation on this study tour.

Taking into consideration that Denmark is world famous in crop and animal production, and horticultural production, the participants for the study tour will have the business in the similar farming area (*i.e. producers of vegetables; cow/dairy/pig farms; processors of agriproducts*);

## ARRANGEMENTS

Under this activity, the CPIU-IFAD will cover logistic services provided by consulting company (as detailed below), air tickets, health insurance (7 days) for all participants and per diem only for CPIU representatives.

The consulting company will provide the following services:

- Development and coordination with CPIU the study tour tentative agenda, which should include but not be limited to the minimum requirements listed below;
  - (i) Setting up meetings for the group with representatives of: farmer's cooperatives, producers groups, organizations that provides different support and training programs for young entrepreneurs;
  - (ii) Setting up field visits to Danish farmers (preferable youth) from different farming area (*crop and animal production, horticultural production*), processors, farmer's organizations packinghouses, traders, farm markets.
- Providing logistics during the study tour (air tickets; health insurance (7 days); booking hotels; organizing airport transfer and local transportation services; interpretation; hosting fees; other as necessary).

## Timing

- The period required for carrying out the study visit: 2017, October 20-November 20
- Total days required for travel: max. 7 calendar days (5 days in country and 2 days -flights to and from Denmark)

## QUALIFICATION REQUIREMENTS AND EXPERIENCE

To be eligible and qualified for participation under this ToR, the company shall meet the following requirements:

- a) be a legal entity, officially registered, resident and non-resident of Republic of Moldova;
- b) have experience in organizing similar study tours, commercial visits, etc;
- c) at least 1 similar visit organized in the period of 2015-2017.

## Documents to be included when submitting the proposals

Interested companies are asked to submit their applications, consisting of the following:

- **Technical offer which will include:**
  - (i) registration certificate or other document confirming official registration of company;
  - (ii) motivation letter (including the general experience of the company in performing similar services, description of similar assignments, etc.);

- (iii) list of study tours, commercial visits organized by company in the last three years (2015-2017) in the country of origin
- (iv) list of international study tours, commercial visit organized by the company in 2015-2017
- (v) list of study tours organized by key person (responsible for organization of the study tour) in the last 5 years
- (vi) a preliminary visits and meetings program for study tour; including profile of companies estimated to visit, people with whom it is intended to meet, place of visits.

▪ **The financial offer will include:**

Detailed financial proposal would detail cost per each type of service provided: air tickets; health insurance (7 days); hotel accommodation; transportation cost (*transfer airport-hotel-airport; local transportation of participants*); translation services; hosting fees; other as necessary (*to specify*).

The cost of services must be provided **in US dollars** at 0% VAT<sup>1</sup>.

**EVALUATION CRITERIA FOR MINIMUM TECHNICAL SCORING**

The technical proposals will be examined to ensure that competing companies will pass a specific minimum technical score of 70% using the following criteria and max point assigned:

	<b>Evaluation criteria</b>	<b>Max points</b>
1	Number of study tours, commercial visits organized by company in the last three years (2015-2017) in the country of origin Up to 2 - 10 point; 3-5 -20 points, 6 and more- 25 points	25
2	Number of international study tours, commercial visit organized by the company in 2015-2017 <i>one - 10 point; 2-3 -15 points, 4 and more- 20 points</i>	20
3	<b>Number of study tours organized by key person (responsible for organization of the study tour) in the last 5 years</b> <b>Up to 3 -10 points, 4-6 - 20 points, 7 and more - 25 points</b>	<b>25</b>
4	Preliminary program for study tour	30
	<b>Total</b>	<b>100</b>

The consulting company will be selected in accordance with the procedures set out in the current edition of IFAD Procurement Guidelines, based on selection method "Least Cost Selection (LCS). The financial offer will be opened only if the provided technical offer will pass the minimum technical score of 70 points.

**CONDITIONS FOR OFFER'S SUBMISSION**

To be considered, interested companies should submit their proposal (technical and financial) in original and a copy, in separate sealed envelopes, i.e. 2 separate envelopes for technical offer (1 for original and 1 for copy) and 2 separate envelopes for financial offer (1 for original and 1 for copy). All 4 envelopes should be presented in a common envelope, as well sealed inside. All envelopes (4+1) should be marked with the type of offer it contains, name of the bidder, person, telephone number, e-mail address and the name of the bid he is applying for.

Offers to be submitted to the following address: CPIU-IFAD, 162, Ștefan cel Mare și Sfânt blvd., office 1303, MD-2004 Chisinau, Republic of Moldova, no later than **28 August 2017, 16:00** (Moldova local time-UTC/GMT +3 hours).

Any request for clarification must be sent in writing by standard electronic communication to [office@ifad.md](mailto:office@ifad.md).

**Additional information**

CPIU-IFAD is entitled to cancel the tender at any stage of the competition due to the impossibility of financial coverage or due to unconformity of tenders to the requirements set out in the tender documents or other justified reason.