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REQUEST FOR PROPOSALS (RFP)

BACKSTOPPING FOR KCSF'S ORGANIZATIONAL
DEVELOPMENT

REFERENCE NO: RFP 02/2024

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REQUEST FOR PROPOSALS

Dir madam/sir,

- I. You are invited to submit *a proposal by e-mail to the address stated in paragraph 4*, for the below procurement activity in accordance with the enclosed Instructions and Information to tenderers.
- II. Your Proposal must be received by 23:59 o'clock on **May 27, 2024**, and shall remain open in the event that the aforementioned final date for submission of this procurement activity is extended. All submitted documents must conform to the requirements outlined in the tender dossier.
- III. For the initial application, you are required to complete and return the "Annex 3a: Proposal Submission Form for Financial Proposal" and Company/Organization's Profile, together with all appendices listed and requested at Description of Scope / "**Documents to be submitted**" in accordance with the invitation to tender and instructions.
- IV. **Contract Title:** Backstopping for KCSF's Organizational Development
Reference Number: RFP 02/2024
Date of Publication: 08.05.2024
Closing Date: 27.05.2024
Contract Duration: 6 months (with a possibility of extension for 4 additional years)
Contracting Authority: Kosovar Civil Society Foundation (KCSF)
Email Address for submission of offers: tender@kcsfoundation.org
- V. For additional information about this procurement activity and ToR's please send your questions to the contact details below:

E-mail: tender@kcsfoundation.org
Closing date for questions: May 15, 2024, 14:00 o'clock

Only short-listed applicants will be contacted to arrange suitable time for briefing with KCSF and submission of full proposal.

Please ensure that you submit your proposal in the manner and by the time described in the Instructions and Information for tenderers.

Yours,

KCSF

Description of Scope

1	Introduction & Overview	Kosovar Civil Society Foundation (KCSF) is an independent, non-profit organization consistently pursuing the creation of a more participatory and democratic society in Kosovo through enabling civil society to become an active actor in country's public life.
2	Purpose of the Service	The purpose of this service is to identify and contract an experienced company/organization that will conduct an initial needs assessment for KCSF's organizational development, and potentially offer backstopping services to KCSF through a long-term framework contract.
3	Brief Description of the Required Services	For the initial contract in the period July – December 2024, the contractor is expected to conduct meetings with KCSF management, analyse existing processes and practices of organizational development, with a focus on HR management and development, identify main areas for improvement and draft an action plan for further action, including main objectives and priorities. Should the contract be continued for the period 2025-2028, the contractor shall provide various backstopping services to KCSF based on the action-plan and continuously developing needs, through various types of support activities.
4	Objective and Scope	The objective of this engagement is to conduct an initial assessment to identify relevant needs to be addressed within KCSF's Organizational Development, with a focus on Human Resources Management and Development, and subject to continuation of the contract, deliver selected priority actions for improvement.
5	List and Description of Expected Outputs to be Delivered	For the initial contract in the period July – December 2024, the contractor shall submit to KCSF the action plan, in line with the content requirements specified in the Terms of Reference.
6	Expected duration of contract	An initial contract in the period July – December 2024. A potential long-term framework contract in the period 2025-2028.
7	Target start date	1 st of July 2024
8	Estimated completion date	December 2024 for the initial contract. December 2028 for the potential long-term framework contract.
9	Language of Proposal	English
10	Pre-proposal conference	Only for short-listed applicants, prior to submission of full proposals
11	Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
12	Currency of Proposal	EUR

13	Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
14	Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
15	Financial Standing	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
16	Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, KCSF may request the tenderers to extend the validity of proposals beyond what has been initially indicated in this ITT. The proposal shall then confirm the extension in writing, without any modification whatsoever on the proposal.
17	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted
18	Payment Terms	Upon delivery of services, based on milestones.
19	Type of Contract to be Signed	Service Contract
20	Annexes to this RFP	<input checked="" type="checkbox"/> Annex 1: Terms of Reference <input checked="" type="checkbox"/> Annex 2: Declaration of honour on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Annex 3a: Proposal Submission Form for Financial Proposal <input checked="" type="checkbox"/> Annex 4: Instructions and Information for tenders
21	Deadline for Submission of requests for clarification	12 working days before the deadline
22	Documents to be submitted:	<input checked="" type="checkbox"/> Annex 2: Declaration of honour on exclusion criteria and absence of conflict of interest. <input checked="" type="checkbox"/> Annex 3a: Proposal Submission Form Financial Proposal. <input checked="" type="checkbox"/> Additional Annexes: Company/organization's portfolio, with the names and curriculum vitae/bios of individuals who will be involved in completing the services. <input checked="" type="checkbox"/> Copy of registration certificate from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business.

Bid Evaluation – Award Criteria

KCSF will evaluate proposals in two phases, based on the following criteria:

Phase 1 – Pre-selection

CRITERIA 1	Company/organization’s portfolio: i. General professional experience 10p, ii. Relevant experience 20p, iii. Organizational or Team of experts Structure 5p, iv. Experts Qualifications and skills 20p.	Weighting	55%
CRITERIA 2	Financial Proposal: i. Lowest Price (=Lowest price/Proposed price*30p), ii. Price clarity & Competitive price 15p.	Weighting	45%

Phase 2 – Final selection of short-listed applicants

CRITERIA 1	Level of Compliance with RFP: i. Understanding of all parts of the RFP, ii. Overall Quality & Level of Professionalism, iii. Proposals submitted in accordance with the Instructions.	Weighting	5 %
CRITERIA 2	Project Understanding & Methodology: i. Rationale, ii. Methodology, iii. Implementation Plan, iv. Strategic fit.	Weighting	25%
CRITERIA 3	Delivering requirements: i. Demonstrable results focus, ii. Timeframe and availability, iii. Product/Service Roadmap.	Weighting	20%
CRITERIA 4	Relevant experience and Team Qualification: i. Relevant experience, ii. Key experts qualifications and skills, iii. References.	Weighting	20%
CRITERIA 5	Financial Proposal: iii. Lowest Price (=Lowest price/Proposed price*25p), iv. Price clarity & Competitive price 5p, v. Aligns with the available budget (YES/NO).	Weighting	30%