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# **Annex 1: Terms of Reference**

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| Contract Tittle: |  | Design of Community Development and Organizing Methodology |
| Program: |  | Citizen Engagement Activity (CEA) |
| Reference No. |  | RFP 03 / 2022 |

**BACKGROUND**

**About KCSF**

The Kosovar Civil Society Foundation (KCSF) is a leading organization in supporting civic initiatives in Kosovo since 1998. KCSF provides funding to civil society through advanced re-granting mechanisms and systems, builds capacity and knowledge for the sector through the KCSF Center, as well as protects and promotes civic space and the environment for civil society activism in Kosovo and beyond, through policy research, advocacy, and mobilization of the sector. KCSF believes that a strong civil society with real involvement of citizens in its work is a key element for inclusive, transparent, and accountable governance, which contributes to the transformation of Kosovo into a democratic society with a perspective of European integration and an advanced socio-economic situation.

**Citizen Engagement Activity (CEA)**

The Citizen Engagement Activity (CEA) in Kosovo aims to support Civil Society Organizations (CSOs) to build constituencies, diversify their resource and partner base, and affect change by connecting different actors around locally driven development solutions, and to enhance government accountability. CEA is a five-year program (2021-2026) supported by the United States Agency for International Development (USAID) and implemented by the Kosovar Civil Society Foundation (KCSF).

Building on long-standing experience and expertise of KCSF in civil society development, including recent approaches towards a more constituent-based civil society, and complementing it with the mandate and expertise of local partners and proven models of international partners, CEA will contribute towards the achievement of the following objectives:

**Objective 1:** Strengthened civil society links to constituencies, energized community activism and increased demand for accountability.

**Objective 2:** Established cross-sectoral partnerships and increased trust between CSOs, citizens, private sector and public institutions.

**Objective 3**: Developed capacities of CSOs and an enabling regulatory environment to mobilize alternative domestic and diaspora resources.

**BACKGROUND INFO**

While not prevalent, community development and community organization practices are part of the work of local civil society organizations across Kosovo. These practices are initiated locally, are carried out by organizations or initiatives’ members and/or volunteers and create a space for engagement through empowering of local communities. However, community development and community organization practices are not yet streamlined in the work of local organizations and occur sporadically in dispersed locations. This predicament has led to limitations in local organizations across Kosovo reflected in 1) inadequate constituency engagement, 2) poor engagement of a broader range of stakeholders in local issues and 3) lack of forums of citizen engagement, participation, and discussion. Inadequate constituency engagement translates into insufficient connections to the constituencies the organizations aim to serve. Some organizations are still unable to articulate their beneficiaries’ perspectives, struggle to find ways to reach broad and diverse audiences or only superficially engage with groups whose interests they represent. Additionally, most organizations work on complex societal issues that cannot be solved in isolation but require pooling the ideas and resources of diverse stakeholders. Many of them fail to develop strategic partnerships that outlast specific projects with actors within and outside the sector. Finally, forums or platforms of citizen engagement, participation and discussion remain scarce. Citizen engagement, public participation and discussions are often reactive to external developments, occur on ad-hoc basis and lack in sustainability. There is a need to strengthen the existing and create new forums of citizen engagement, enhance participation in public affairs and deliberation of policy issues.

It should be acknowledged that the community development and organizing in Kosovo remains underdeveloped and that there is a scarcity of educational programs both formal and informal. Therefore, the Citizen Engagement Activity will develop a capacity building program to equip local CSOs with skills and knowledge to strengthen their links with constituents through community development and organizing (CDO).

**SCOPE OF WORK**

***Design of community development and organizing methodology***

The overall goal of the CDO methodology is to support CSOs to integrate the community organizing approach in their work.

While drafting the methodology, the service provider should make sure that it is aligned with the goal and objectives of the Citizen Engagement Activity. The proposed methodology should promote community organizing by defining clear participatory tools on community development and role of organizers in their communities. It should keep focus on practical and hands-on approach targeting mainly CSOs at the local level.

***Training of Trainers (ToT)***

The CDO methodology will be applied in training the pool of mentors that will mentor local CSOs to build internal community organizing capacities of the organization and strengthen their public participation. The mentors selected by KCSF, with the support of the selected service provider if needed, will be enrolled in a three-day ToT program that will be organized by KCSF. The selected service provider is expected to design the ToT materials and deliver the ToT.

Considering the purpose of the CDO methodology designing a practical toolkit might be considered an added value for the local CSOs as the end users.

**ELIGIBILITTY CRITERIA**

For this assignment, the expert/organization should fulfil the following requirements:

* Has proven experience in community organizing and capacity building for local CSOs (direct experience with community development and organizing initiatives will be considered an asset);
* Is very familiar with current links between civil society and constituencies and general relevant civil society developments in Kosovo;
* Has proven experience in conducting relevant assignments;
* Demonstrates excellent analytical and reporting skills;
* Excellent command / highly proficient in written English. In the case of an international expert, a local counterpart/contact point with knowledge of Kosovo official languages may be required.

**MAIN OUTPUTS/DELIVERABLES AND TIMEFRAME**

The contracted service provider will be responsible for submitting the below indicated main outputs/deliverables. While performing the tasks, adaptability with the existing Covid-19 pandemic situation should be considered.

1. Final proposed activities (for ex. desk research, interviews, focus group discussions, meetings, etc.) along with timeline and structure of the CDO methodology;
2. First draft of the CDO methodology with relevant annexes/other documents;
3. Final draft of the CDO Methodology delivered after KCSF suggestions and comments;
4. Materials for ToT are submitted, and the 3-day training is delivered. Training costs will be covered by KCSF.

The foreseen tasks are expected to be accomplished by **end of June 2022**.

**WORKING LANGUAGE**

The CDO methodology is to be delivered in English.

**DOCUMENTS FOR APPLICATION**

Interested applicants should submit the following documents:

* **For individuals:** Curriculum vitae (CVs) of the expert. CV should include details on relevant studies or assignments carried out by the expert/s, including on-going assignments indicating capability and capacity to undertake the service.

In case of application as a team of experts, CVs of the whole team should be sent, nevertheless it should be stated which of the team members bears the full responsibility of contract assignment with KCSF. The contract will be signed only by one responsible expert acting as a leader of the team.

* **For NGOs:** Beside the CVs of relevant staff that will deal exclusively with this study the offer must also contain Certificate of registration and Certificate of fiscal number.
* **Brief description of the process and timeline** - proposed activities (for ex. desk research, interviews, focus group discussions, meetings, etc.) along with timeline and broad structure of the CDO methodology. Final process and timeline will be agreed with KCSF.
* **List of previous relevant assignments** along with information on the role/tasks accomplished and summarized description.
* **Financial offer** quoted in euro. Price must be free of all duties, taxes, and other charges, including VAT, as the KCSF is exempt from such charges. The price should cover all fees such professional, travel and/or administrative expenses. Payment will be made to the expert(s) upon presentation to KCSF of a properly prepared report as per deliverable schedule (Deliverables and timeframes), once such Deliverable report is approved.

All documents must be sent by e-mail to the **tender@kcsfoundation.org, no later than 25 April 2022.** Any questions about this call can be directed to the same email by: 22 April 2022, at 16:00.

A selected committee from KCSF will make the assessment and selection of applications. After the initial evaluation of the applications, KCSF reserves the right to request additional documents (evidence) from the expert(s), if it deems it necessary. KCSF reserves the right to negotiate the financial offer.

**DUTY STATION AND TRAVEL**

The contracted expert(s) is expected to be in Kosovo for engagement with local stakeholders and activities that require physical presence such as ToT. While performing the required services, the selected contractor should make sure to abide to the anti-Covid measures that might be in place.

**REPORTING AUTHORITY**

The reporting authority is KCSF. KCSF reserves the right to request additional information, corrections and/or necessary revisions.

**TERMS AND CONDITIONS**

**Definitions**

“Contract” means the Contract Agreement entered between KCSF and the Successful Applicant.

“Contract Price” means the price or prices offered at which will form the Contract Agreement.

“Intellectual Property Rights (IPR)” means any and all copyright, moral rights, trademark, patent and other intellectual and proprietary rights, title and interests worldwide whether vested contingent, or future, including without limitation all economic rights and all exclusive rights to reproduce, fix, adapt, modify, translate, create derivative works from extract or re-utilize data from, introduce into circulation, publish, enter into computer memory, otherwise use any portion or copy in whole or in part, in any form, directly or indirectly, or authorize or assign others to do so.

“Awarded Applicant” means applicant selected through this process.

**Notification of Award or Work Order**

After selection of the Successful Applicant and after obtaining internal approvals, KCSF will notify the selected Applicant.

Upon the successful Applicant accepting the Work Order and signing the agreement, KCSF will notify each unsuccessful Applicant. KCSF reserves the right to cancel in all or adapt the TORs and relaunch the call for offers.

**Price**

Price shall remain fixed as per the Financial Bid accepted by KCSF. There shall be no increase in price for any reason whatsoever. Therefore, no request for any escalation of the cost / price shall be entertained.

**Work Order cancellation**

KCSF reserves the right to cancel the work order in the event of one or more of the following situations, that are not occasioned due to reasons solely and directly attributable to KCSF alone:

- Serious discrepancy observed during performance as per the scope of engagement.

- If the Applicant makes any statement or encloses any form which turns out to be false, incorrect and/or misleading or information submitted by the Applicant turns out to be incorrect and/or conceals or suppresses material information.

**Other terms**

All information provided to the awarded Applicant shall be treated in strict confidentiality by KCSF.

Termination and other terms and conditions are specified on the agreement.