

**REQUEST FOR**

**PROPOSALS (RFP)**

Expert for contextual adaptation of the curricula for the Community Leadership Academy (CLA)

REFERENCE NO: RFP 02/2022



**REQUEST FOR PROPOSALS**

Dir madam/sir,

1. 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.
2. Your Proposal must be received by 16:00 o’clock on **4 April 2022**, 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.
3. You are required to complete and return the “Annex 3: Proposal Submission Form for Technical Proposal” & “Annex 4: Proposal Submission Form for Financial Proposal” together with all appendices listed and requested at Description of Scope / “**Documents to be submitted”** in accordance with the invitation to tender and instructions.
4. **Contract Title:** Contextual adaptation of the curricula for the Community Leadership Academy (CLA)

**Reference Number:** 02/2022

**Date of Publication:** 21 March 2022

**Closing Date:** 4 April 2022

**Contract Duration:** 15 Jun 2022

**Contracting Authority:** Kosovar Civil Society Foundation (KCSF)

**Address:** Musa Tolaj, B1-Nartel Center, Lam A, Kati 17, nr. B.01-106, Lakrishtë, Prishtinë 10000

**Email Address for submission of offers*:*** [tender@kcsfoundation.org](about:blank)

1. For additional information about this procurement activity and ToR’s please send your questions to the contact details below:

E-mail: [tender@kcsfoundation.org](about:blank)

Closing date for questions: 30 March 2022

Only successfully tenderers will be contacted nearer the time to arrange suitable time for further information if needed.

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**

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| --- | --- | --- | --- | --- |
| 1 |  | Introduction & Overview |  | 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 (August 2021-July 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.  **Community Leadership Academy (CLA)**  In the framework of the first project component, CEA, in cooperation with Street Law, will establish a Community Leadership Academy (CLA) that will cultivate a cohort of active youth that will form a basis of active citizens and constituents that will mobilize their peers around community issues in their respective localities. The goal of CLA is to create a cadre of grassroots level activists able to effectively organize and advocate for positive change in their communities. The Academy aims to provide the knowledge and skills of participants to organize their communities, create networks with CSOs, public officials, media and the private sector to explore solutions to problems in their communities. |
| 2 |  | Purpose of the Service |  | Adaptation of the CLA curricula to the Kosovar context, by ensuring that the curricula fit the Kosovar setting by including, but not limited to, Kosovo specific topics, case studies, and examples. |
| 3 |  | Brief Description of the Required Services |  | The required services entail:  - Provision of Kosovo-specific information, context and cultural applicability of curricula, the background of potential participants, and other local guidance through direct conversations with Street Law. Also, during this very first phase, the STLE will work closely with KCSF to incorporate the organization’s knowledge and experience into the discussions with Street Law.  - Following the initial draft of the curricula to be submitted by Street Law, STLE will review the material and provide detailed feedback to KCSF. This will involve overall contextualization and information to be collected through two workshops with youth and youth CSOs to be organized by KCSF. The workshops with youth will analyze and assess if the curricula is able to transfer the desired theoretical and practical knowledge and skills to achieve the goal of CLA. The recommendations for revisions from workshops will be passed on to Street Law to incorporate them in the final draft. In addition, STLE will also provide Kosovo specific topics, case studies and examples and incorporate them in the curricula. |
| 4 |  | Objective and Scope |  | 1. Analyze and provide written feedback to the draft curricula. The feedback should be clear and specific to understand the relevant Kosovo context. In addition, the expert should compile a collection of case studies and examples from Kosovo to feed the curricula design and implementation and prove readiness to participate in meetings on the same subject.  2. Drafts the plan and content for two workshops with youth and CSOs representing youth for contextual adaptation of Curriculum and support KCSF to organize the workshops. |
| 5 |  | List and Description of Expected Outputs to be Delivered |  | 1. Provide written feedback to the draft curricula.  2. Compile a collection of case studies and examples from Kosovo to feed the curricula design and implementation.  3. Participate and contribute in meetings on the same subject.  4. Drafts the plan and content for two workshops, and  5. Support KCSF for organizing the workshops. |
| 6 |  | Location of work |  | Prishtina, Kosovo |
| 7 |  | Expected duration of contract |  | 2 months |
| 8 |  | Target start date |  | 11 Apr 2022 |
| 9 |  | Estimated completion date |  | 15 Jun 2022 |
| 10 |  | Language of Proposal |  | English |
| 11 |  | Travels Expected |  | Required  Not Required  *Within Kosovo (depending on the Covid19 pandemic situation, online arrangements shall be made accordingly)* |
| 12 |  | Currency of Proposal |  | EUR |
| 13 |  | Value Added Tax on Price Proposal |  | must be inclusive of VAT and other applicable indirect taxes  must be exclusive of VAT and other applicable indirect taxes |
| 14 |  | Validity Period of Proposals (Counting for the last day of submission of quotes) |  | 60 days  90 days  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. |
| 15 |  | Partial Quotes |  | Permitted  Not Permitted |
| 16 |  | Payment Terms |  | |  |  |  | | --- | --- | --- | | Instalments | Deliverables | Tentative Timeframe | | - 30% of total  - 30% of total  - 40% of total | upon contract signature  - Written feedback to draft curricula and collection of case studies & examples from Kosovo. -  - Drafts plan and content for two workshops + Support KCSF to organizing them | - 11 April 2022  -1 Jun 2022  -15 Jun 2022 | |
| 17 |  | Type of Contract to be Signed |  | Service Contract |
| 18 |  | KSCF will award the contract to: |  | One and only one Service Provider  One or more Service Providers, depending on following factors: |
| 19 |  | Annexes to this RFP |  | Annex 1: Terms of Reference  Annex 2: Declaration of honour on exclusion criteria and absence of conflict of interest  Annex 3: Proposal Submission Form for Technical Proposal  Annex 4: Proposal Submission Form for Financial Proposal  Annex 5: Instruction and information for tenderers |
| 20 |  | Deadline for Submission of requests for clarification |  | 3 working days before the deadline |
| 21 |  | Documents to be submitted: |  | Annex 2: Declaration of honour on exclusion criteria and absence of conflict of interest  Annex 3 & 4: Proposal Submission Form for Technical and Financial Proposal  Copy of the ID card or passport of the expert  CV with more information on relevant knowledge and experience;  A brief description of the work methodology along with a general implementation plan;  List of relevant conducted assignments and description of tasks;  Financial offer quoted in Euro. |
| 22 |  | Qualification Requirements: |  | Has experience on issues relating to democracy, human rights, rule of law, and youth participation;  Has excellent understanding of political, economic and cultural context of Kosovo;  Has fair knowledge on formal and/or non-formal education in Kosovo;  Has proven experience in conducting similar relevant assignments, preferably with the same target group;  Is very familiar with relevant civil society developments in Kosovo;  Demonstrates excellent analytical and reporting skills. |

**Bid Evaluation – Award Criteria**

While price is an important factor, KCSF will evaluate proposals on price and the following criteria:

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| **CRITERIA**  **1** |  | **Level of Compliance with RFP:**   1. Understanding of all parts of the RFP (6p), 2. Proposal submitted in accordance with the Instructions (4p) |  | Weighting |  | 10% |
| **CRITERIA**  **2** |  | **Technical Proposal & Methodology:**  i. The brief description of the work methodology (20p),  ii. Implementation Plan (realistic and effective) (10p), |  | Weighting |  | 35% |
| **CRITERIA**  **3** |  | **Relevant experience and Qualification requirements** |  | Weighting |  | 25% |
| **CRITERIA**  **4** |  | **Financial Proposal:**   1. Lowest Price (=Lowest price/Proposed price\*18p), 2. Price clarity & Competitive price (7p),   Aligns with the budget forecasted (5p) |  | Weighting |  | 30% |