

**REQUEST FOR**

**PROPOSALS (RFP)**

Inception study on volunteering ecosystem and opportunities in Kosovo

REFERENCE NO: RFP 01/2022



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**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 **27 March 2022** and shall remain open if 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:** Inception Study on Volunteering Ecosystem and Opportunities in Kosovo

**Reference Number:** 01/2022

**Date of Publication:** 11 March 2022

**Closing Date:** 27 March 2022

**Contract Duration:** 15 June 2022

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

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

**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: 24 March 2022, 16:00

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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. |
| 2 |  | Purpose of the Service |  | The contractor will develop Inception study on volunteering ecosystem and opportunities in Kosovo |
| 3 |  | Brief Description of the Required Services |  | KCSF expects the selected bidder to develop the Inception study on volunteering ecosystem and opportunities in Kosovo for CEA needs |
| 4 |  | Objective and Scope |  | This study aims to address the need for vibrant community engagement and volunteering by providing an overview of the common trends and most successful practices of volunteering-related policies in Kosovo, region and Europe, identifying enablers and bottlenecks that affect volunteering activity, learning from successful practices, and providing recommendations for strengthening policy development and implementation of state and non-state programs to effectively promote and incentivize volunteering throughout public life in Kosovo. |
| 5 |  | List and Description of Expected Outputs to be Delivered |  | The final outputs to be delivered include:  - Final description of the methodology along with the activity workplan with timeline and structure of the inception study.  - First draft of the Inception Study with relevant annexes/other documents.  - Second draft of the Inception Study delivered after KCSF suggestions and comments.  - The final draft of the Inception Study. |
| 6 |  | Location of work |  | Kosovo  *(In the case of an international expert, a local counterpart/contact point with knowledge of Kosovo context may be required)* |
| 7 |  | Expected duration of contract |  | 2,5 months |
| 8 |  | Target start date |  | 1 April 2022 |
| 9 |  | Estimated completion date |  | 15 June 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 |  | Names and curriculum vitae of individuals who will be involved in completing the services |  | Required  Not Required |
| 13 |  | Currency of Proposal |  | EUR |
| 14 |  | 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 |
| 15 |  | 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. |
| 16 |  | Payment Terms |  | |  |  |  | | --- | --- | --- | | Instalments | Deliverables | Tentative Time-frame | | - 30% of the total sum  - 20% of the total sum  - 30% of the total sum  - 20% of the total sum | - Upon signature of contract  - Upon approval of first draft  - Upon approval of second draft  - Upon approval of first draft | - Date of signature  - 30 April 2022  - 30 May 2022  - 15 June 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 |
| 20 |  | Deadline for Submission of requests for clarification |  | 3 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  Additional Annexes: Copy of registration certificate and Fiscal & Unique Number certificate from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business;  Additional Annexes: If the person is natural subject copy of the ID card or passport  CVs of proposed experts for the assignment, as per the qualification requirements in the TOR |
| 22 |  | Qualification Requirements: |  | - A minimum of five (5) years of experience in policy/legislation research/reviews, volunteering, non-formal education, and/or marginalized groups analysis.  - Experienced of having worked with civil society organizations in Kosovo, government institutions, and relevant regional and European organizations/institutions.  - Have profound knowledge on voluntarism and relevant civil society developments in Kosovo.  - Proven track record in designing and implementing similar assignments.  - Demonstrate excellent analytical, coordination, communication, and reporting skills.  - Excellent command / highly proficient in spoken and written English. *(In the case of an international expert, a local counterpart/contact point with knowledge of Kosovo official languages may be required.)* |

**Bid Evaluation – Award Criteria**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CRITERIA**  **1** |  | **Level of Compliance with RFP:**   1. Understanding of all parts of the RFP (6p), 2. Proposals submitted in accordance with the Instructions (4p) |  | Weighting |  | 10% |
| **CRITERIA**  **2** |  | **Technical Proposal & Methodology:**   1. Methodology (20p), 2. Implementation Plan (realistic and effective) (5p), 3. Structure of the Inception Study (5p) |  | Weighting |  | 30% |
| **CRITERIA**  **3** |  | **Professional capacity and experience:**   1. General professional experience of expert(s)/NGO/Company (5p) 2. Specific experience and education of key expert(s) related to RFP (25p) |  | Weighting |  | 30% |
| **CRITERIA**  **4** |  | **Financial Proposal:**   1. Lowest Price (=Lowest price/Proposed price\*18p), 2. Price clarity & Competitive price 7p, 3. Aligns with the budget forecasted 5p |  | Weighting |  | 30% |