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REQUEST FOR PROPOSALS – RFP (re- advertisement)

Expert/s to Design Community Development and Organizing Methodology

REFERENCE NO: RFP 03/2022

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 the end of the day, on **05 May 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.
- III. 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.
- IV. **Contract Title:** Design of Community Development and Organizing Methodology
Reference Number: 03/2022
Date of Publication: 11 April 2022
Date of re-advertisement: 27 April 2022
Closing Date: 25 April 2022
Extended deadline: 05 May 2022
Contract Duration: 30 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 10000
Email Address for submission of proposal: 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: 03 May 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

1	Introduction & Overview	<p>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).</p> <p>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:</p> <p>Objective 1: Strengthened civil society links to constituencies, energized community activism and increased demand for accountability.</p> <p>Objective 2: Established cross-sectoral partnerships and increased trust between CSOs, citizens, private sector and public institutions.</p> <p>Objective 3: Developed capacities of CSOs and an enabling regulatory environment to mobilize alternative domestic and diaspora resources.</p> <p>Community Development and Organizing Methodology</p> <p>In the framework of the first program component, CEA, will design the Community Development and Organizing Methodology, through which will support CSOs to integrate the community development and organizing approach in their work.</p> <p>The Community Development and Organizing Methodology will keep the focus on practical and hands-on approach targeting mainly CSOs at the local level.</p>
2	Purpose of the Service	<p>To design Community Development and Organizing Methodology, which will promote community organizing by defining clear participatory tools on community development and role of organizers in their communities.</p>
3	Brief Description of the Required Services	<p>The required services entail:</p> <ul style="list-style-type: none">- Provision of specific description on final proposed activities along with timeline and structure of the CDO methodology; Also, during this very first phase, the KCSF team will cooperate with expert/s to incorporate the organization's knowledge and experience into the discussions and planned activities.

		<p>- Following the initial proposed activities, first draft of the CDO methodology with relevant annexes/other documents will be submitted. KCSF team will review and provide detailed feedback to the first draft of CDO methodology. After harmonizing possible suggestions and comments from KCSF review, the final draft of the CDO Methodology will be delivered.</p> <p>In addition, the selected service provider is expected to design the ToT materials and deliver the ToT. After the final draft of CDO methodology, the materials for ToT will be prepared and submitted, and the 3-day training will be organized by KCSF, where the CDO methodology will be applied to the pool of mentors. The training will familiarize mentors with the purpose of CDO, capacity building methodology, goals of CDO and type of support to be provided to local CSOs (beneficiaries).</p>
4	Objective and Scope	<ol style="list-style-type: none"> 1. To draft the plan of activities where details are provided regarding the CDO methodology design. 2. Develop the first and final draft of CDO methodology in consultation with KCSF team, which should be understandable and useful for the local CSOs, on building their internal community organizing capacities of the organization and strengthen their public participation. 3. Drafts the materials for training where CDO methodology will be applied and deliver the ToT.
5	List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 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.
6	Location of work	Prishtina, Kosovo
7	Expected duration of contract	6 weeks
8	Target start date	12 May 2022
9	Estimated completion date	30 June 2022
10	Language of Proposal	English
11	Travels Expected	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required <i>Within Kosovo (depending on the Covid19 pandemic situation, online arrangements shall be made accordingly)</i>

12	Tentative allocated budget	9000
13	Currency of Proposal	EUR
14	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
15	Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" 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.
16	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted
17	Payment Terms	

Instalments	Deliverables	Tentative Timeframe
20 % of total	1. Final proposed activities along with timeline and structure of the CDO methodology.	18 May 2022
20 % of total	2. First draft of the CDO methodology with relevant annexes/other documents are submitted.	15 May 2022
30 % of total	3. Final draft of the CDO methodology.	12 June 2022
30 % of total	4. The 3-day training is delivered.	30 June 2022

18	Type of Contract to be Signed	Service Contract
19	KSCF will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on following factors:
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 3: Proposal Submission Form for Technical Proposal <input checked="" type="checkbox"/> Annex 4: Proposal Submission Form for Financial Proposal <input checked="" type="checkbox"/> Annex 5: Instruction and information for tenderers
21	Deadline for Submission of requests for clarification	3 working days before the deadline

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Documents to be submitted:

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- Annex 2: Declaration of honor 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 as requested by Annex 3.
 - Financial offer quoted in Euro.

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Qualification Requirements:

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.
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Bid Evaluation – Award Criteria

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

CRITERIA 1	<p>Level of Compliance with RFP:</p> <ul style="list-style-type: none"> i. Understanding of all parts of the RFP (6p), ii. Proposal submitted in accordance with the Instructions (4p) 	Weighting	10%
CRITERIA 2	<p>Technical Proposal & Methodology:</p> <ul style="list-style-type: none"> i. The brief description of the work methodology (20p), ii. Implementation Plan (realistic and effective) (10p), 	Weighting	35%
CRITERIA 3	<p>Relevant experience and Qualification requirements</p> <ul style="list-style-type: none"> i. General professional experience of expert(s), individuals, or NGO (5p) ii. Specific experience and education of key expert(s) related to RFP (25p) 	Weighting	25%
CRITERIA 4	<p>Financial Proposal:</p> <ul style="list-style-type: none"> i. Lowest Price (=Lowest price/Proposed price*18p), ii. Price clarity & Competitive price (7p), iii. Aligns with the budget forecasted (5p) 	Weighting	30%