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REQUEST FOR PROPOSALS (RFP)

**CONTRACT TITLE: Research on older adults
participation in public life in Kosovo**

REFERENCE NO: RFP 03/2024

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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 **October 7, 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. You are required to complete and return the "Annex 3 & 4: Proposal Submission Form for Technical and 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:** Research on older adults participation in public life in Kosovo
Reference Number: RFP 03/2024
Date of Publication: 24.09.2024
Closing Date: 7.10.2024
Contract Duration: 2.5 months
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: September 30, 2024, 11:00 o'clock

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>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. Over more than 25 years, KCSF has contributed to promoting evidence-based policymaking, expanding civic space, and supporting over 750 civic initiatives with a substantial investment of over 30 million euros, as well as empowering and enriching the skills and capacities of thousands of civil society activists in Kosovo and the Western Balkans through more than 1,100 training sessions.</p>
2	Purpose of the Service	<p>Research on the participation of older people in public life in Kosovo, aims to foster a more inclusive environment that supports the engagement and active contribution of older people in their communities, including how organized civil society can initiate, promote, support and become a channel of such active engagement.</p>
3	Brief Description of the Required Services	<p>KCSF will entrust this assignment to an Expert, Team of Experts, NGO's or Companies that provide sufficient evidence of professional qualifications and experience in conducting works of similar nature.</p> <p>The contracted service provider will be responsible for submitting the research proposal and final report covering the following sections:</p> <ul style="list-style-type: none">• Evaluating and analyzing the current state of social inclusion for older adults in Kosovo, including economic, social, and civic participation.• Evaluating existing policies, programs, and initiatives for older adults' inclusion.• Investigating barriers and challenges faced by older adults in participating in public life, including other issues as detailed in the ToR;• Providing conceptual and actionable recommendations for enhancing social inclusion through, programmatic interventions, donor support, and policy changes.
4	Objective and Scope	<p>The primary objective of this study is to analyze the participation of older adults in public life in Kosovo, with a specific focus on identifying actionable strategies for organized civil society to initiate, promote, support, and act as a channel for active engagement of older adults.</p>
5	List and Description of Expected Outputs to be Delivered	<ul style="list-style-type: none">▪ Detailed plan outlining the research methodology, timeline, and resources required.▪ Interim Report: A progress report highlighting preliminary findings.▪ Final Report: A comprehensive report that includes:<ol style="list-style-type: none">a. Executive Summaryb. Background and Objectivesc. Methodology

		<ul style="list-style-type: none"> d. Findings and Analysis e. Summary of Case Studies f. Recommendations <ul style="list-style-type: none"> ▪ Presentation: A summary presentation of the final report for stakeholders and decision-makers.
6	Expected duration of contract	2.5 months
7	Target start date	October 2024
8	Estimated completion date	December 2024
9	Language of Proposal	English
10	Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
11	Currency of Proposal	EUR
12	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
13	Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
14	Financial Standing	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
15	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.
16	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted
17	Payment Terms	Instalments
18	Type of Contract to be Signed	Service Contract
19	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 Technical Proposal <input checked="" type="checkbox"/> Annex 4: Proposal Submission Form Financial Proposal <input checked="" type="checkbox"/> Annex 5: Instructions and Information for tenderers
20	Deadline for Submission of requests for clarification	7 days before the deadline
21	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 3: Proposal Submission Form for Technical Proposal. <input checked="" type="checkbox"/> Annex 4: Proposal Submission Form for Financial Proposal. <input checked="" type="checkbox"/> CV - as per the qualification requirements in the TOR. <input checked="" type="checkbox"/> References <input checked="" type="checkbox"/> Company portfolio

☒ 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.

- A minimum of five (5) years of experience in policy research/reviews, social inclusion, ageing studies or related fields;
 - Experienced of having worked with civil society organizations in Kosovo, government institutions, and relevant regional and European organizations/institutions.
 - Strong qualitative and quantitative research skills.
 - Proven track record in designing and implementing similar assignments.
 - Demonstrate excellent analytical, coordination, communication, and reporting skills.
 - Knowledge of Kosovo's socio-political context.
 - 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.*
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Bid Evaluation – Award Criteria

While price is an important factor, KCSF will evaluate proposals on 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 (5 points) ii. Overall Quality & Level of Professionalism (5 points) 	Weighting	10%
CRITERIA 2	<p>Technical Approach and Proposed Methodology:</p> <ul style="list-style-type: none"> i. Are the proposed methodology, working approach and structure of the report, well defined and do they correspond adequately to the ToR? (20 points), ii. Is the implementation plan effective and realistic? (10 points) 	Weighting	30%
CRITERIA 3	<p>Experience and Team Qualification:</p> <ul style="list-style-type: none"> i. General professional experience: general experience and size of the company/organization/consultant experience (10 points), ii. Relevant experience (15 points) iii. Qualifications and skills of the key team (10 points) 	Weighting	35%
CRITERIA 4	<p>Quality Control:</p> <ul style="list-style-type: none"> i. Quality control system and approach (5 points) 	Weighting	5%
CRITERIA 5	<p>Financial Proposal:</p> <ul style="list-style-type: none"> i. Lowest Price (=Lowest competitive price/Proposed price*15 points), ii. Price clarity (5 points) iii. Competitive price (Yes/No) iv. Price affordable by KCSF (Yes/No) 	Weighting	20%