REQUEST FOR PROPOSALS (RFP)

EVALUATION OF THE CORE SUPPORT TO KCSF AND THE 1st PHASE OF THE POOLED FUNDING MECHANISM/EJA KOSOVO PROGRAM

REFERENCE NO: RFP 01/2023
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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, or (in hard copy, in a sealed envelope clearly marked the contract title and reference number, to the address given 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 23:59:00 o’clock on 15th March 2023, 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:** Evaluation of the Core Support to KCSF and the 1st phase of the Pooled Funding Mechanism/EJA Kosovo program  
**Reference Number:** RFP 01/2023  
**Date of Publication:** 28.02.2023  
**Closing Date:** 15.03.2023  
**Contract Duration:** 4 months  
**Contracting Authority:** Kosovar Civil Society Foundation (KCSF)  
**Address:** Musa Tolaj, Lam A, Entrance 1, 12nd floor, no. 65-1 Nartel Center, Prishtinë 10000  
**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: 9th March 2023

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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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Introduction &amp; Overview</td>
<td>Kosovar Civil Society Foundation (KCSF) is an independent, not-for-profit organisation focused in supporting local civil initiatives leading to a strong civil society movement that will promote a democratic culture and will be responsive to the socio-economic needs of Kosovo, with a strong focus on supporting and contributing to the European Union integration Process.</td>
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<td><strong>2</strong></td>
<td>Purpose of the Service</td>
<td>The contractor will conduct the evaluation of the Core Support to KCSF and the 1st phase of the Pooled Funding Mechanism/EJA Kosovo program.</td>
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<td><strong>3</strong></td>
<td>Brief Description of the Required Services</td>
<td>KCSF expects the selected bidder to propose the methodology for and conduct the evaluation of the Core Support to KCSF and the 1st phase of the Pooled Funding Mechanism/EJA Kosovo program.</td>
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<td><strong>4</strong></td>
<td>Objective and Scope</td>
<td>The selected company/team of consultants are expected to propose and implement an integrated process of data collection and data analysis that will result in two specific reports: one report for the Core Support to KCSF, where EJA Kosovo section is covered as one of the KCSF programs, in a more summarized manner; the other report for EJA Kosovo that will focus specifically on the EJA Kosovo program.</td>
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| **5** | List and Description of Expected Outputs to be Delivered | Two final evaluation reports written in English, conform to the ToR, and working documents:  
1. Core Support Evaluation Report in English (max 25 pages), and its annexes; and  
2. EJA Kosovo program Evaluation Report in English (max 25 pages), and its annexes; and  
3. Working documents (list of contacts that were interviewed/taken place in meetings, interviews, focus group discussions, mailing lists, plan of activities, questionnaires, PowerPoint presentations and all other relevant working documents). |
| **6** | Location of work | Pristina (if needed, other locations in Kosovo) |
| **7** | Expected duration of contract | 4 months |
| **8** | Target start date | 22 March 2023 |
| **9** | Estimated completion date | 16 June 2023 |
| **10** | Language of Proposal | English |
| **11** | Pre-proposal conference | NA |
| **12** | Travels Expected | ☒ Required  
☐ Not Required  
*If international consultants, at least one field mission to Kosovo. Travel within Kosovo may be required depending on the stakeholder list to be interviewed (depending on the Covid19 pandemic situation, online arrangements shall be made accordingly)  
All travel costs to be included in the bid.* |
Names and curriculum vitae of individuals who will be involved in completing the services

Currency of Proposal

Value Added Tax on Price Proposal

Bid Security

Financial Standing

Validity Period of Proposals (Counting for the last day of submission of quotes)

Partial Quotes

Payment Terms

Type of Contract to be Signed

Maximum budget for this assignment:

KSCF will award the contract to:

Annexes to this RFP

Deadline for Submission of requests for clarification

Documents to be submitted:

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<tr>
<th>Instalments</th>
<th>Deliverables</th>
<th>Tentative Time-frame</th>
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<tr>
<td>3</td>
<td>1st instalment - Approval of methodology 2nd instalment - submission of pre-final drafts of both reports 3rd instalment - submission of final draft of both reports</td>
<td>1st instalment – 2nd week of April 2023 2nd instalment – last week of May 2023 3rd instalment – 3rd week of June 2023</td>
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Service Contract

Not fixed, depending on the winning offer and availability of budget

One and only one Service Provider

One or more Service Providers, depending on following factors:

- 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: Terms and Conditions for Contracts

4 working days before the deadline (9th of March 2023)

- 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
Qualification Requirements:

- General professional experience and specific experience related to services required at ToR

Additional Annexes:
- Copy of registration certificate and Fiscal & Unique Number certificate or Passport/ID card (if the bidder is a physical entity/individual consultant)
- CVs of proposed experts for the assignment, as per the qualification requirements in the ToR and a summary of relevant experience
Bid Evaluation – Award Criteria
While price is an important factor, KCSF will evaluate proposals on the following criteria:

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<tr>
<td>1</td>
<td>Level of Compliance with RFP:</td>
<td>2</td>
<td>Technical Approach and Proposed Methodology:</td>
<td>3</td>
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<td></td>
<td>i. Understanding of all parts of the RFP (5 points)</td>
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<td>i. Are the proposed methodology, working approach and structure of the report, well defined and do they correspond adequately to the ToR? (25 points),</td>
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<td>ii. Overall Quality &amp; Level of Professionalism (5 points)</td>
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<td>ii. Is the implementation plan effective and realistic? (10 points)</td>
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