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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

CONTENT

Description of Scope	4
Bid Evaluation – Award Criteria	6
Annex 1: Terms of Reference	7
Annex 2: Declaration on honour on exclusion criteria and absence of conflict of interest	7
Annex 3: Proposal Submission Form - Technical Proposal	7
Annex 4: Proposal Submission Form – Financial Proposal	7
Annex 5: Instructions and Information for tenderers	7

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

1	Introduction & Overview	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.
2	Purpose of the Service	The contractor will conduct the evaluation of the Core Support to KCSF and the 1 st phase of the Pooled Funding Mechanism/EJA Kosovo program.
3	Brief Description of the Required Services	KCSF expects the selected bidder to propose the methodology for and conduct the evaluation of the Core Support to KCSF and the 1 st phase of the Pooled Funding Mechanism/EJA Kosovo program.
4	Objective and Scope	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.
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/took 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	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required <i>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)</i> <i>All travel costs to be included in the bid.</i>

13	Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required						
14	Currency of Proposal	EUR						
15	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						
16	Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required						
17	Financial Standing	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required						
18	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 <p>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.</p>						
19	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted						
20	Payment Terms	<table border="1"> <thead> <tr> <th>Instalments</th> <th>Deliverables</th> <th>Tentative Time-frame</th> </tr> </thead> <tbody> <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> </tr> </tbody> </table>	Instalments	Deliverables	Tentative Time-frame	3	1 st instalment - Approval of methodology 2 nd instalment – submission of pre-final drafts of both reports 3 rd instalment – submission of final draft of both reports	1 st instalment – 2 nd week of April 2023 2 nd instalment – last week of May 2023 3 rd instalment – 3 rd week of June 2023
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21	Type of Contract to be Signed	Service Contract						
22	Maximum budget for this assignment:	Not fixed, depending on the winning offer and availability of budget						
23	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:						
24	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: Terms and Conditions for Contracts						
25	Deadline for Submission of requests for clarification	4 working days before the deadline (9 th of March 2023)						
26	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						

		<p>Additional Annexes:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Copy of registration certificate and Fiscal & Unique Number certificate or Passport/ID card (if the bidder is a physical entity/individual consultant)<input checked="" type="checkbox"/> CVs of proposed experts for the assignment, as per the qualification requirements in the ToR and a summary of relevant experience
27	Qualification Requirements:	<ul style="list-style-type: none">- General professional experience and specific experience related to services required at ToR

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? (25 points), ii. Is the implementation plan effective and realistic? (10 points) 	Weighting	35%
CRITERIA 3	<p>Experience and Team Qualification:</p> <ul style="list-style-type: none"> i. Organizational structure and backstopping (5 points), ii. General professional experience: general experience and size of the company/organization/consultant experience (5 points), iii. Relevant experience (7 points) iv. Qualifications and skills of the key team (7 points) v. Previous experience with or knowledge of work of KCSF and/or Sida and/or SDC (6 points) 	Weighting	30%
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. Availability of budget (Yes/No) 	Weighting	20%