

# REQUEST FOR PROPOSALS (RFP) for the final evaluation of the Civil Society Programme for Albania and Kosovo

REFERENCE NO: RFP 06/2022

## Invitation Letter

Dear Sir/Madam,

1. In the framework of Civil Society Programme for Albania and Kosovo, KCSF invites individual registered entities (private or non-profit) or consortiums of registered entities to submit their Proposal/s for the final evaluation of the Civil Society Programme for Albania and Kosovo.
2. Applicants are required to complete and return “Annex 3: Proposal Submission Form for Technical Proposal” and “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.
3. Proposal/s must be received by email not later than 07 September 2022 at 23:59 o’clock and shall remain open if the final date for submission of proposal/s is extended. All submitted documents must conform to the requirements outlined in the tender dossier.
4. Contract Title: Final evaluation of the Civil Society Programme for Albania and Kosovo Reference Number: RFP 06/2022  
Date of Publication: 15 August 2022  
Closing Date: 07 September 2022, 23:59 o’clock  
Contracting Authority: Kosovar Civil Society Foundation (KCSF)  
Address: Musa Tolaj, Lam A, Entrance 1, 12<sup>th</sup> floor, no. 65-1 Nartel Center, Prishtinë 10000  
Email Address for submission of offers: [tender@kcsfoundation.org](mailto:tender@kcsfoundation.org)
5. For additional information about this procurement activity and Terms of Reference (ToR) please send your questions to the contact details below:  
E-mail: [tender@kcsfoundation.org](mailto:tender@kcsfoundation.org)  
Closing date for questions: 29 August 2022, 23:59 o’clock

Only successful applicants will be contacted to arrange a 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 and Overview	<p>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.</p> <p>“The civil society programme for Albania and Kosovo” (the Programme) is a four-year programme (2018-2022) implemented by KCSF, as lead implementer, in partnership with Partners Albania for Change and Development (PA), funded by the Norwegian Ministry of Foreign Affairs, represented by the Royal Norwegian Embassy in Pristina. The programme implementation period is from 1 September 2018 to 31 December 2022.</p> <p>The overall goal of the programme is to support the democratic participation and development of a strong and vibrant civil society in Albania and Kosovo, by supporting NGOs that advance the EU accession process through contribution to one of the following five thematic areas:</p> <ol style="list-style-type: none"><li>1. Non-discrimination and gender equality;</li><li>2. Independent media;</li><li>3. Minorities and marginalized groups;</li><li>4. Environment protection;</li><li>5. Anti-corruption.</li></ol> <p>The programme aims to achieve the following two objectives:</p> <ul style="list-style-type: none"><li>- Increase the number of NGOs that contribute to five thematic areas of the programme;</li><li>- Increase the capacities of NGOs so their contribution to the five thematic areas and EU accession criteria is enhanced.</li></ul>
2	Purpose of the Service	<p>The contractor will conduct the Final evaluation of the Civil Society Programme for Albania and Kosovo</p>
3	Brief Description of the Required Services	<p>KCSF expects the selected bidder to propose the methodology for and conduct the final evaluation of the Civil Society Programme for Albania and Kosovo</p>
4	Objective and Scope	<p>The final evaluation of the Civil Society Programme for Albania and Kosovo should focus on the following criteria: relevance, effectiveness, efficiency, sustainability, and impact of the programme.</p> <p>In doing so, the contractor is expected to:</p> <ul style="list-style-type: none"><li>● Develop the final methodology of the evaluation that will answer the questions/areas in the ToR and will be practical</li></ul>

		<p>and adaptable to the current situation in Kosovo and Albania</p> <ul style="list-style-type: none"> <li>● Present the timeline of the implementation</li> <li>● Organise and conduct the meetings, interviews and focus group discussions with involved parties</li> <li>● Request relevant materials and contacts from KCSF and PA</li> <li>● Prepare the draft evaluation report</li> <li>● Present the report to KCSF management</li> <li>● Address the comments from KCSF and other involved parties</li> <li>● Abide to agreed timelines</li> <li>● Submit the final report</li> </ul>
5	List and Description of Expected Outputs to be Delivered	<p>The final outputs to be delivered include:</p> <ol style="list-style-type: none"> <li>1. Evaluation Report in English (max 25 pages), and its annexes; and</li> <li>2. 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).</li> </ol> <p>Outputs shall be prepared in English.</p>
6	Location of work	Kosovo and Albania
7	Target start date	26 September 2022
8	Estimated completion date	25 November 2022
9	Language of Proposal	English
10	Travels Expected	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required <i>In Kosovo and Albania (travel to be arranged depending on the Covid19 pandemic situation)</i>
11	Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
12	Currency of Proposal	EUR
13	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
14	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>
15	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted
16	Payment Terms	40% of the amount upon submission of the draft Evaluation Report.

		60% of the amount upon the approval of the Evaluation Report and submission of all Working Documents.
17	Type of Contract to be Signed	Service Contract
18	Maximum budget for this assignment:	8,500.00 EUR
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
20	Annexes to this RFP	<input checked="" type="checkbox"/> Annex 1_Terms of Reference <input checked="" type="checkbox"/> Annex 2_Declaration of honor on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Annex 3_Instructions and Information for tenderers <input checked="" type="checkbox"/> Annex 4_Proposal Submission Form - Technical Proposal <input checked="" type="checkbox"/> Annex 5_Proposal Submission Form – Financial Proposal
21	Deadline for requests for clarification	29 August 2022, 23:59 o'clock
22	Documents to be submitted	<input checked="" type="checkbox"/> Annex 2: Declaration of honor on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Annex 4: Proposal Submission Form for Technical Proposal <input checked="" type="checkbox"/> Annex 5: Proposal Submission Form for Financial Proposal <input checked="" type="checkbox"/> Annex 6: CVs of key staff to be engaged <input checked="" type="checkbox"/> Annex 7: Profile of the NGO/company providing information on the business and list of clients to whom similar services were provided along with maximum reference letters <input checked="" type="checkbox"/> Annex 8: Certificate of NGO/business registration issued by the relevant state authority and/or Fiscal number certificate issued by the Tax agency <input checked="" type="checkbox"/> Annex 9: Scanned copy of the Memorandum of Cooperation clearly indicating the leading party to act for and on behalf of all the member entities and specifying roles of each member entity (when applicable)

## Bid Evaluation – Award Criteria

Completed Proposals will be evaluated based on the following criteria:

<b>CRITERIA 1</b>	<b>Level of Compliance with RFP:</b> <ul style="list-style-type: none"> <li>i. Understanding of all parts of the RFP (5 points)</li> <li>ii. Overall Quality and Level of Professionalism (5 points)</li> </ul>	Weighting	10 %
<b>CRITERIA 2</b>	<b>Technical Approach and Proposed Methodology:</b> <ul style="list-style-type: none"> <li>i. Are the proposed methodology, working approach and structure of the report, well defined and do they correspond adequately to the ToR? (25 points)</li> <li>ii. Is the implementation plan effective and realistic? (10 points)</li> </ul>	Weighting	35%
<b>CRITERIA 3</b>	<b>Experience and Team Qualification:</b> <ul style="list-style-type: none"> <li>i. Organizational structure and backstopping (5 points)</li> <li>ii. General professional experience: general experience and size of the firm/organization (5 points)</li> <li>iii. Relevant experience (7 points)</li> <li>iv. Qualifications and skills of the key team (7 points)</li> <li>v. References (6 points)</li> </ul>	Weighting	30%
<b>CRITERIA 4</b>	<b>Quality Control:</b> <ul style="list-style-type: none"> <li>i. Quality control system and approach (5 points)</li> </ul>	Weighting	5%
<b>CRITERIA 5</b>	<b>Financial Proposal:</b> <ul style="list-style-type: none"> <li>i. Lowest Price (=Lowest price/Proposed price*15 points),</li> <li>ii. Price clarity and Competitive price (5 points)</li> </ul>	Weighting	20%

The maximum evaluation is 100 points. The minimum passing threshold is 70 points, as well as the half of points for each of the five broad categories. Proposal that reaches the maximum evaluation will be selected.