



Annex 1

Terms of Reference for intellectual services

“Sida Core Grant”

Background:

Sida Core Grant is a multi-year grant to the Kosovar Civil Society Foundation, funded by the Swedish SIDA, aiming to support KCSF in achieving its mission and strategy.

Specifically, the grant will aim to support the following:

- 1) Information provision;
- 2) Capacity-building;
- 3) Research;
- 4) Advocacy;
- 5) Fund-forwarding;
- 6) Internal management and governance.

The activities supported by the grant are based on KCSF Mid-Term Strategy 2014-2018 and are to be implemented by KCSF staff, as well as partner organizations and external associates.



SCOPE OF ASSIGNMENT FOR INTELLECTUAL SERVICES

Duties and responsibilities of the expert for developing the software for the Management Information System

Main deliverable:

Deliver the modular software product for the KCSF Management Information System (MIS).

Specific duties and responsibilities:

In providing its main deliverables, the expert should take into account the following:

1. Fully functional software solution should correspond and be compatible with annexed documents
 - MIS Software Requirements
2. Review and assess the information and materials provided by KCSF, which are to be included within the Management Information System
3. Consult with KCSF before and during design process for alternative approaches to design the Management Information System
4. Develop the general framework for the modular software product of MIS and its first module for Organization Profile
 - Other modules design and implementation will be subject to successful implementation of the 1st phase
5. Provide a testing period for the (beta) product, consult with KCSF for feedback for possible improvements and alterations after the testing period
6. Provide support and find solution for possible bugs and/or errors discovered after the testing period



Terms and Conditions

The delivery of the above tasks and duties will be limited to the general framework of the software product for MIS and its first module for Organizational Profile. Further development and design of next phases will be subject to successful implementation of the first phase and will be incorporated on a framework agreement to be signed with the expert.

All information and analysis will remain the intellectual property of Kosovar Civil Society Foundation (KCSF). Consultant should refrain from use of any resources generated in this contract for other purposes, except that of project in accordance with the guidance received by KCSF

Prishtina,

For KCSF

For Contractor
