



A. Musa Tolaj, Nartel Center, Llam. A, H-1,  
Kati 12, nr. 65-1, Prishtinë, Kosovë.  
T. +383 38 600 633, +383 38 600 644  
E. [office@kcsfoundation.org](mailto:office@kcsfoundation.org)  
W. [www.kcsfoundation.org](http://www.kcsfoundation.org)

# REQUEST FOR PROPOSALS (RFP)

**CONTRACT TITLE:** External evaluation of “The National Resource Centre for Civil Society in Kosovo – Phase II project”

**REFERENCE NO:** RFP 04/2024

# CONTENT

- [REQUEST FOR PROPOSAL](#) ..... 3
- [Description of Scope](#) ..... 4
- [Bid Evaluation – Award Criteria](#) ..... 7
- [Annex 1: Terms of Reference](#) ..... 8
- [Annex 2: Declaration on honour on exclusion criteria and absence of conflict of interest](#) ..... 8
- [Annex 3: Proposal Submission Form - Technical Proposal](#) ..... 8
- [Annex 4: Proposal Submission Form – Financial Proposal](#) ..... 8
- [Annex 5: Instructions and Information for tenderers](#) ..... 8

# 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 09, 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:** External evaluation of "The National Resource Centre for Civil Society in Kosovo – Phase II project"  
**Reference Number:** RFP 04/2024  
**Date of Publication:** 25.09.2024  
**Closing Date:** 09.10.2024  
**Contract Duration:** 2 months  
**Contracting Authority:** Kosovar Civil Society Foundation (KCSF)  
**Email Address for submission of offers:** [tender@kcsfoundation.org](mailto: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](mailto:tender@kcsfoundation.org)  
Closing date for questions: October 1, 2024, 13:00 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 working for over 25 years. Throughout its history, KCSF principle and goal is to create a more participatory and democratic society in Kosovo through enabling civil society to become an active actor in country's public life. Over the 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. Through more than 1,100 training sessions, KCSF has empowered and enriched the skills of thousands of civil society activists in Kosovo and the Western Balkans.</p> <p>'Kosovo Resource Centre for Civil Society' is a project co-funded by the European Union Office in Kosovo (EUOK) and Sweden and implemented by Kosovar Civil Society Foundation (KCSF) and Community Building Mitrovica (CBM).</p> <p>The main objective of this Project is to improve the capacities of Civil Society Organizations (CSO) in Kosovo in order to help them become active contributors and supervisors of participatory democracy in the path of Kosovo towards European Union integration.</p> <p>In order to achieve this objective, the Project aims to disseminate information to CSOs and citizens through the Resource Centre; to support the CSOs in active participation in the process of policy-making both at the central and local levels; to support capacity development of CSOs by including topics such as organizational development, advocacy, accountability and transparency; to support in the creation of sectorial networks and partnerships between the CSOs; and to support civic activism and voluntary initiatives through small grants and free legal aid.</p>
2	Purpose of the Service	<p>The purpose of the invitation to proposal is to select a qualified company to conduct the final evaluation of "The National Resource Centre for Civil Society in Kosovo – Phase II" focusing on the criteria as relevance, effectiveness, efficiency, sustainability and impact.</p>
3	Brief Description of the Required Services	<p>KCSF is requesting proposals from companies and/or team of experts that have knowledge and proven experience in reviewing program in the area of democratization, good governance and civil society;</p> <p>The final evaluation shall conform to OECD/DAC's Quality Standards for Development Evaluation and shall use the OECD/DAC Better Criteria for Better Evaluation.</p>
4	Objective and Scope	<p>The objective of the evaluation of the project is to respond regarding the relevance and fulfillment of project objectives; effectiveness and efficiency of the project. Including here the management, financial and administrative capacity of</p>

		partners to implement the project; the results, sustainability and impact of the project;
5	List and Description of Expected Outputs to be Delivered	<p>The final evaluation report is to be written in English, should not exceed 25 pages (without annexes) and should contain at least the following information:</p> <ul style="list-style-type: none"> <li>- Executive summary (max 2 pages)</li> <li>- Introduction to provide information on the evaluation scope, methodology and limitations, if any (max 2 pages)</li> <li>- Description of the project (max 2 pages)</li> <li>- Findings based on the evaluation questions and project's effects on the intervention areas (max 10 pages)</li> <li>- Conclusions (max 3 pages)</li> <li>- Lessons learned (max 3 pages)</li> <li>- Recommendations (max 3 pages)</li> <li>- Annexes (are not counted within the 25 pages of the main report)</li> </ul>
6	Expected duration of contract	2 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 <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>
16	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted
17	Payment Terms	After the service provided
18	Type of Contract to be Signed	Service Contract
19	Maximum budget for this assignment	4,000 Euro

20	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
21	Deadline for Submission of requests for clarification	8 working days before the deadline
22	<b>Documents to be submitted:</b>	<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"/> Company portfolio. <input checked="" type="checkbox"/> References. <input checked="" type="checkbox"/> CVs of proposed experts for the assignment, as per the qualification requirements in the TOR <input checked="" type="checkbox"/> 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.
23	Qualification Requirements:	<ul style="list-style-type: none"> <li>- Good knowledge (preferably international comparative) in the area of democratisation, good governance and civil society;</li> <li>- Good knowledge of context in the Western Balkans and particularly Kosovo;</li> <li>- Good knowledge of civil society development concepts and support mechanisms, in particular those of participatory policy making;</li> <li>- Excellent and proven experience in reviewing programs in the above mentioned area;</li> <li>- Excellent and proven experience in similar assignments;</li> <li>- Excellent analytical skills, ability to propose recommendations;</li> <li>- Excellent coordination, communication and reporting skills;</li> </ul>

# Bid Evaluation – Award Criteria

While price is an important factor, KCSF will evaluate proposals on price and the following criteria:

<b>CRITERIA 1</b>	<p><b>Level of Compliance with RFP:</b></p> <ul style="list-style-type: none"> <li>i. Understanding of all parts of the RFP,</li> <li>ii. Overall Quality &amp; Level of Professionalism,</li> <li>iii. Proposals submitted in accordance with the Instructions</li> </ul>	Weighting	10 %
<b>CRITERIA 2</b>	<p><b>Project Understanding &amp; Methodology:</b></p> <ul style="list-style-type: none"> <li>i. Rationale,</li> <li>ii. Methodology,</li> <li>iii. Implementation Plan,</li> </ul>	Weighting	20%
<b>CRITERIA 3</b>	<p><b>Delivering requirements:</b></p> <ul style="list-style-type: none"> <li>i. Demonstrable results focus,</li> <li>ii. Timeframe and availability,</li> <li>iii. Product/Service Roadmap.</li> <li>iv. Tenderer Ability to Meet Requirements</li> </ul>	Weighting	30%
<b>CRITERIA 4</b>	<p><b>Relevant experience and Team Qualification:</b></p> <ul style="list-style-type: none"> <li>i. Organizational or Team of experts Structure,</li> <li>ii. Two key experts Qualifications and skills,</li> <li>iii. General professional experience,</li> <li>iv. References,</li> </ul>	Weighting	10%
<b>CRITERIA 5</b>	<p><b>Service Capability:</b></p> <ul style="list-style-type: none"> <li>i. Service delivery experience,</li> <li>ii. System of quality control,</li> <li>iii. Quality</li> </ul>	Weighting	10%
<b>CRITERIA 6</b>	<p><b>Financial Proposal:</b></p> <ul style="list-style-type: none"> <li>i. Lowest Price (=Lowest price/Proposed price*10p),</li> <li>ii. Price clarity &amp; Competitive price 5p,</li> <li>iii. Aligns with the budget forecasted 5p</li> </ul>	Weighting	20%