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ADVANCING KOSOVO TOGETHER – LOCAL SOLUTION PROGRAM

REQUEST FOR PROPOSALS AKT-LS-RFP- 004

Issuance Date: **June 24, 2016**

Submission Closing Date & Time: **July 25, 2016 at 16:00pm**

Dear Applicants,

USAID Advancing Kosovo Together-Local Solution (USAID AKT-LS) through its Municipal Development Component is seeking proposals for **Support to Municipalities on developing Municipal Socio Economic Development Plans**.

The awarded bidder shall conceptualize the **Support to Municipalities on developing Municipal Socio Economic Development Plans** that shall assist AKT - LS in developing the Municipal Socio Economic Development Plans for Gjilan/Gnjilane, Štrpce/Shtërpçë, Obiliq/Obilić and Gračanica/Graçanicë Municipalities.

The scope of work is comprised of the following main deliverables:

- 1. Detailed methodology and action plan with deadlines agreed with the Project**
- 2. Draft Guidelines/Template on the content of Socio Economic Development Plan**
- 3. Hold 4 Workshops with 4 targeted municipalities presenting Guidelines on Local Development Strategic Plan**
- 4. Ongoing support with 4 Municipalities during the process of drafting strategic plans**
- 5. 4 Strategic plans finalized with the support of consultant**
- 6. Final report on key project activities to be submitted upon the completion of all activities foreseen by the project**

The purpose of this RFP is to contribute towards the achievement of Advancing Kosovo Together – Local Solution program objectives, especially 1, 2 and 3 in the four above mentioned municipalities which are:

Objective 1: Improve autonomous, horizontal communication between: (a) Kosovo Albanian and non-majority communities; and (b) the GoK and non-majority communities;

Objective 2: Improve economic opportunities in target municipalities;

Objective 3: Increase the efficiency and capacity of target municipal administrations to respond to the needs of all their citizens.

Award Information

For all inquiries concerning the contents of this RFP you can contact the Grants Manager, on tel: 038 249 677/678 or email (grants@kcdf.org) no later than **July 08, 2016**. AKT - LS will respond to any question(s) received by **July 17, 2016**.

Please submit your proposal in a sealed envelope no later than **July 25, 2016, 16:00 PM** to: the Grants Department, CDF Project Office Advancing Kosovo Together - Local Solution, str. Sejdi Kryeziu no. 32, Peyton, Prishtina. If the submitted proposals are not packaged and marked as required by Preparation and Submission of bids or they are received after the date and time set for admission, then such



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Proposals may be disqualified. **It is essential that you visit our website www.kcdf.org/AKT-LS for the full Request for Proposal.**

Table of Contents

ADVANCING KOSOVO TOGETHER – LOCAL SOLUTION PROGRAM 1

REQUEST FOR PROPOSALS AKT-LS-RFP- 003 1

1.0 RFP PURPOSE..... 3

2.0 BACKGROUND..... 6

3.0 INSTRUCTIONS TO OFFERORS..... 6

3.1 QUOTATION DEADLINE..... 6

3.2 INQUIRIES 7

3.3 LANGUAGE..... 7

3.4 VALIDITY 7

3.5 DELIVERY AND COMPLETION OF STATEMENT OF WORK..... 7

3.6 CURRENCY, TAXES, DUTIES AND PRICES..... 7

3.7 PREPARATION AND SUBMISSION OF PROPOSALS..... 7

3.8 SOURCE AND ORIGIN..... 8

3.9 MARKING AND BRANDING..... 8

3.10 RFP CHANGES AND ADDENDA 8

3.11 REJECTION..... 8

3.12 AWARD CRITERIA 8

3.13 EVALUATION OF QUOTATIONS 9

3.14 PROPOSAL PREPARATION COST..... 9

3.15 QUOTATION NEGOTIATIONS 9

3.16 PAYMENT TERMS..... 10

3.17 CONTRACT AWARD TYPE..... 10

3.18 RFP REQUIREMENTS..... 10

4.0 THE EXPECTED OUTPUTS AND DELIVERABLES 10

5.0 SCHEDULE..... 11

6.0 SUPERVISION..... 11



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1.0 RFP PURPOSE

Kosovo Advancing Kosovo Together – Local Solution Program (AKT - LS), a project funded by the U.S. Agency for International Development (USAID) issues the following RFP to support the implementation of the statement of work (SOW) for the Kosovo AKT - LS Cooperative Agreement as agreed to between CDF and the United States Agency for International Development. Under this subcontract, the awarded contractor shall assist AKT - LS in developing the Municipal Socio Economic Development Plans for Gjilan/Gnjilane, Štrpce/Shtërpçë, Obiliq/Obilić and Gračanica/Gračanicë Municipalities.

The overall objective of the project is to contribute to the improvement of policy development in the targeted municipalities with the aim of achieving transparent government decisions based on the administration's professional judgement, an enhanced consultation process, and legal conformity. Moreover, the intention behind this initiative is to set acceptable principles that will inform and guide through municipalities during the process of drafting and implementing their own socio economic development plans, in line with principles set forth in the Strategy on Local Self Government 2016 -2026.

By doing so the aim is to address key identified weaknesses with regards to policy making capacities at the municipal level. By improving the policy making capacity the intervention will contribute to creating the foundation of a transparent and effective municipal system in Kosovo.

To contribute to the overall objective the following general outcomes are foreseen:

1. Improvement of the sustainable policy development framework,

There are three key dimensions to be addressed when developing local socio economic plans: economic, social and environmental. These dimensions give rise to the need for the planning system to perform a number of roles:

- an economic role – contributing to building a strong, responsive and competitive economy, by ensuring that administrative procedures are in the right place to support growth; and by identifying and coordinating development requirements, including the provision of infrastructure and land;
- a social role – supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being; and
- an environmental role – contributing to protecting and enhancing our natural, built and historic environment; and, as part of this, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution,

2. Drafting guidelines for guiding process of municipal development socio economic plans through a constructive consultative process with the MLGA and municipalities

- The municipal socio development plan process implies active participation of various stakeholders. But the municipal administration has to play the key role in the leadership of municipal planning, on behalf of the municipal government from the early phase of the process. Therefore, project consultant besides involvement of the MAPL officials need to ensure active participation of the designated municipal staff through whole process. In this regard, guidelines for guiding process of socio economic plans will be developed in close consultation with municipal representatives.



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- More specifically a designated workshop will be organised with beneficiary municipalities, on incorporating municipal representatives' views on the structure of the guidelines. This will constitute the first phase of the consultative process between parties involved in the process (MAPL, Municipalities, and Consultant). The outcome of this phase will be final Municipal Guideline for guiding through the process of municipal development socio economic plans.
- 3. Organising workshops with 4 targeted municipalities / explaining detailed guidelines**
- Prior to the organisation of workshops, a political commitment of the municipal representatives in the process has to be ensured by MLGA and the Donor. Municipal administration has to play the key role in the leadership of municipal planning, on behalf of the municipal government, therefore with the official approval from the senior municipal staff a working group at the level of municipality will be established for carrying out the responsibilities of drafting the socio economic development plan. Establishment of this structure ensures the ownership of the process.
 - Upon the finalization of the Guidelines and the formal establishment of the municipal working group, the following step involves organization of four workshops with each beneficiary municipality individually.
 - Workshops will gather key municipal representatives (Municipal Working Group) and the representatives from MLGA where key pillars of the municipal socio economic development plan will be discussed. Further the workshop will be a good potential for identifying critical issues affecting socio economic development of the specific municipality, and to propose potential economic development projects that address these critical issues.
- 4. In close collaboration with municipal representatives perform a comprehensive analysis of the current policy development system**
- Once the municipal working group is established and the Guidelines are finalised, the Consultant will engage in close collaboration with the working group on performing comprehensive analysis of the current policy development system.
 - During this phase the assessment should be focused on analysing the strategic context of the socio economic plan, more specifically make a list of all relevant national policies and strategies that affect municipal development and how they affect the specific municipality and what is municipal reaction to these development.
 - On local level, the socio economic development plan also has to be fully consistent with other plans, such as the municipal strategic plan, local spatial development plan, and any other potential municipal sectorial plan, and learn from and build on any earlier municipal strategies that might exist
 - In addition an assessment of the capacity of the municipality to effectively plan and implement development actions and provide quality services should be an integral part of the comprehensive analyse
- 5. Providing ongoing support to municipalities on finding relevant data and carrying out necessary analysis**
- Undertaking the basic analysis will consist of collecting relevant data (i.e. statistics, existing publications/documentation, and existing studies/evaluation reports) and undertaking a first consultation with relevant organisations, partnerships and authorities at local and national level in order to obtain additional relevant materials and information.



- In the context of the collection of statistics and other data, attention should be paid to limiting the quantity of data gathered to resources available in the process and to the adequacy and relevance of indicators to be analysed
 - Providing ongoing support and data analyses and following guidelines principles, on developing strategic objectives and priorities. Priorities have to evolve logically from the vision and the long-term strategic objectives. Prioritisation has to take into account the scope of support and limited resources. It is appropriate to strike a balance between priorities aiming at developing economic infrastructure (e.g. road and education infrastructure) and those developing human resources/capacity building. Furthermore, account must be taken of prevailing policies and development programmes and planned projects.
 - The number of priorities should be limited and well-focused. If there are priorities for everything, then it becomes nothing but a wish list. In order to stay focused, it might be good to also mention what kind of actions would be desirable, but were not included in the list of priorities (e.g. wishes in case resources increase).
 - A detailed multi- year Action Plan will be developed tailored to implementation of strategic objective priorities and linked to realistic budget capacities.
 - Abovementioned steps should be implemented in close collaboration with Municipal Working Group
- 6. Providing ongoing support to municipalities on costing activities and new policies**
- Development of new strategic objectives, involves development of new policies to be implemented by the municipality. Alongside with the prioritisation of policies, costing of policies is a crucial considering limited available resources.
 - For each priority of intervention, a detailed multi-year budget has to be prepared. The indicative financial plan should be in line with the financial perspectives, i.e. the distribution of the amounts over the years covered by the strategy (e.g. in % terms). The financial plan will clearly indicate the expected financial contribution from local, national and donors.
 - Consultant will provide ongoing support on costing activities under each strategic objective
- 7. Ensuring that it includes public consultations and qualitative forms of policy analysis**
- Public consultation (Public Hearings) with key relevant stakeholders and wide public are crucial steps towards ensuring greater quality of the overall process.
 - Public consultation meetings should be interactive and give citizens opportunity to reflect upon the strategic objectives and to add to them.
 - Consultant in close cooperation with the municipal staff , should ensure incorporation of inputs from the consultation meetings to the extent possible
- 8. Increase the capacity at municipal level to improve their input into the policy making process**
- Successful policy development formulation is a learning process, therefore development of a uniform /standard guidelines for formulation of Socio Economic Development Plan, will set new standard for policy formulation at the municipal level, alongside with other steps described above



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- Ongoing support on conducting comprehensive analysis of the current policy development system, analysing relevant statistical data, ongoing work with the municipal representatives on setting strategic objectives will contribute to further municipal capacity enhancement for conducting policy analysis.
- Set up municipal institutional mechanism for monitoring and evaluation of the implementation of activities foreseen with the development plan, and set a timeline for regular reporting.

2.0 BACKGROUND

USAID Advancing Kosovo Together-Local Solution (USAID AKT-LS) is a three year project dedicated to assisting 16 Kosovo municipalities, their leaders and citizens to promote good governance USAID Advancing Kosovo Together-Local Solution (USAID AKT-LS) works closely with local officials to identify and achieve key outcomes: more effective governance, increased citizen trust in government, improved local services, more robust local economic development, and greater involvement of youth in civic affairs.

Specifically, USAID AKT-LS has three (3) Objectives:

1. **Objective 1:** Improve autonomous, horizontal communication between: (a) Kosovo Albanian and non-majority communities; and (b) the GoK and non-majority communities;
2. **Objective 2:** Improve economic opportunities in target municipalities;
3. **Objective 3:** Increase the efficiency and capacity of target municipal administrations to respond to the needs of all their citizens.

The developing of Municipal Socio Economic Development Plans is targeted through the 3rd component of the project that AKT – LS project will attempt to address.

In addition, the program will offer assistance to local municipalities to provide services in the most efficient manner, using transparent processes, which resulted in the setting of many standards across all municipalities. In line with these strategic objective, the program aim is to **enhance** capacities of the **4 targeted** municipalities to improve municipal policy planning. Actions will include: (i) capacity building of municipal governments to enable them to better fulfil their current responsibilities; and (ii) to enable municipal governments to gradually become key agents of local development

This assistance will help target municipalities to continue instituting practical and concrete initiatives that will strengthen the legitimacy of Kosovo's local government system and improve service delivery in the targeted municipalities

To this end, this subcontract will engage a company in order to assist the AKT-LS in developing the Municipal Socio Economic Development Plans for Gjilan/Gnjilane, Štrpce/Shtërpçë, Obiliq/Obilić and Gračanica/Gračanicë Municipalities.

3.0 INSTRUCTIONS TO OFFERORS

3.1 Quotation Deadline

Quotations must be delivered to AKT - LS no later than 16:00 PM local time on **July 25, 2016**.



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3.2 Inquiries

All inquiries concerning the contents of this RFP must be addressed in writing to the following address no later than **July 08, 2016**. AKT - LS will respond to any question(s) received by **July 17, 2016**.

Grants Department

Advancing Kosovo Together – Local Solution Office

Sejdi Kryeziu, no.32, Peyton, Pristina, 10000, Kosovo

E-mail: **grants@kcdf.org**

If using email, please put Subject Line: AKT-LS-RFP- 004

3.3 Language

The proposal, as well as all correspondence and documents relating to the offer, shall be only in English.

3.4 Validity

Proposals shall remain valid for 120 days (One Hundred and twenty Days) from the due date for receipt of proposals as indicated on page 1 of this RFP. In exceptional circumstances, prior to expiry of the original offer validity period, AKT - LS may request that the Offeror extend the period of validity for a specified additional period. The Offeror agreeing to the request will not be required to modify its proposal.

3.5 Delivery and Completion of Statement of Work

The awarded offeror must complete all work and handover all required deliverables within **4 months period**.

3.6 Currency, Taxes, Duties and Prices

Prices for products and services offered shall be quoted in local currency excluded from any Sales Tax, Value Added Tax, Government Taxes, custom tax or any other levy taxes. AKT - LS will work with winning Offeror to secure tax exemption letter or establish VAT reporting procedures, as appropriate.

Offeror shall be entirely responsible for all duties, license fees, etc., incurred until delivery of the Products and Services to AKT - LS.

3.7 Preparation and Submission of Proposals

The Offeror's Proposal must be identified with RFP number RFP-004 and submitted in a packaged and labelled envelope to:

The Grants Department checking,

Advancing Kosovo Together – Local Solution Office

Sejdi Kryeziu, no.32, Peyton, Pristina, 10000, Kosovo

Offeror should submit one (1) **original** and two (2) **copies** and one electronic version in CD clearly marking each as "Original Bid" or "Copy of Bid, Copy Number x" as appropriate. In the event of any discrepancy between them, the original shall govern. Copies numbers shall be in sequence (i.e. 1, 2,). One electronic copy on CD-ROM must be submitted along with hardcopies.



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If the envelopes submitted by Offeror are not packaged and marked as required by Preparation and Submission of bids, then such Proposals may be disqualified.

3.8 Source and Origin

- The authorized geographic code for procurement of goods and services under this award is 937. However, local procurement in the cooperating country is authorized provided the good or service does not originate in a policy restricted country (Cuba, Iraq, Iran, Laos, Libya, North Korea or Syria).
- Offerors are requested to comply with the enclosed RFP and USAID and FAR regulations, supply all necessary catalogs (i.e. software and hardware technical brochures), and any other additional information that may help in the evaluation process.

3.9 Marking and Branding

The winning Offeror shall comply with the requirements of the USAID “Graphic Standard Manual” available at www.usaid.gov/branding , or any successor branding policy.

3.10 RFP Changes and Addenda

3.10.1 AKT - LS reserves the right to amend, retract or cancel the RFP at any time. If the amendment occurs after the closing date for receipt of Proposals, AKT - LS may, at its sole discretion, allow Offerors to amend their proposals in response to the amendment if AKT - LS deems it necessary.

3.10.2 AKT - LS shall prepare a written addendum in response to all pertinent questions and requests for interpretation submitted by writing.

3.10.3 In the event it becomes necessary to revise any part of the RFP prior to or during the scheduled submittal date, an addendum shall be issued to all Offerors in relative stages.

3.11 Rejection

AKT - LS reserves the right to accept or reject any part of any proposal, and to accept or reject any or all proposals without penalty.

3.12 Award Criteria

AKT - LS is not obligated to make any award by virtue of having issued this solicitation. AKT - LS can only make an award if the product fully complies with the technical specifications mentioned in this RFP.

The following criteria are applicable to applicants:

- Applicants should be legally registered as NGOs or Private sector firms in Kosovo;
- Applicants are acting on their own behalf or as part of consortium and are genuinely interested in promoting inter-ethnic cooperation and communication;
- Do not entail any activities that are illegal under the Kosovo laws and constitutional order;
- Proven track record of management of similar budgets and projects with that requested through the grant application;
- Be innovative and unique;
- Be independently originated and developed by the applicant;



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- Be consistent with and supportive of USAID/AKT – LS strategy and objectives;
- Be able to improve interethnic relations in target areas of the AKT – LS Program.

The applications under this RFP should be designed as such that they contribute to the development of municipality, communities, empowerment of vulnerable and marginalized groups.

3.13 Evaluation of Quotations

Best offer proposals are requested. Award will be made to a responsible Offeror submitting a proposal at the lowest cost and complying with the requirements and delivery schedule. Award will be made based on the criteria below. AKT - LS reserves the right to conduct negotiations and/or request clarifications prior to award.

3.13.1 Technical offer will be allocated 50% of the total score.

Technical qualification criteria will be distributed as follow

- Proposed methodology is clear and easy to follow
- Proposed methodology conforms with the requirements in the SOW
- Proposal addresses each of the deliverables
- Experience Staff skill set

3.13.2 Financial offer will be allocated 30% of the total score.

Financial Offer weighting criteria will be distributed as follow

- Level of effort is appropriate to SOW
- Costs are reasonable, allowable and allocable
- Price

3.13.3 Past Performance will be allocated 20% of the total score

Past Performance weighting criteria will distributed as follows:

- List of the proposed key experts must have minimum 3 years of relevant experience
- List of the completed projects, must be documented with the reference and contract.

Score will be equal to the sum of technical and financial score. The contract will be award to the highest bid score.

3.14 Proposal Preparation Cost

The Offeror shall bear all costs associated with the preparation and submission of its Proposal. In no case shall AKT - LS be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation process.

3.15 Quotation Negotiations

3.16.1 During the final offer evaluation and before awarding the contract, AKT - LS may -at its option- negotiate financial Proposals with Offerors whose Proposal(s) have the highest bid scores.



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3.16 *Payment Terms*

3.16.1 Payment will be tied to defined deliverables (milestones) to be negotiated at the time of the award.

3.16.2 Request(s) for payment shall be made to CDF, AKT - LS at Sejdi Kryeziu, no.32, Peyton, Pristina, 10000, Kosovo, accompanied by an invoice describing the payment deliverable and amount along with the project name and subcontract number. Invoices may not be submitted until the deliverable being invoiced is approved by the AKT - LS Technical Officer.

3.16.3 Payments shall be made promptly by AKT – LS as per contract agreement.

3.17 *Contract Award Type*

Firm Fixed Price or service contract.

3.18 *RFP Requirements*

- Offeror should own an established NGO or Private sector firms for **at least three (3)** years.
- The Offeror shall submit at **least three (3)** relevant references during the last three years.
- Consultants should have individual and relevant references.

4.0 *THE EXPECTED OUTPUTS and DELIVERABLES*

PURPOSE

The purpose of this Scope of Work is to assist the Program's Municipal Development Component in order to successfully implement the Program's strategy. The Consulting Company will work with the Municipal Working Group in selected Municipalities, MLGA and AKT-LS/Head of Municipal Development Component.

SPECIFIC TASKS

Assist on developing and completion of the Municipal Socio Economic Development Plans for Gjilan/Gnjilane, Štrpce/Shtërpçë, Obiliq/Obilić and Gračanica/Gračanicë Municipalities.

THE EXPECTED OUTPUTS

In order to achieve sustainable capacity development, capacity needs to be **built/enhanced** on the *institutional, organisational* and *individual* levels. The consultants' main tasks are to analyse, advise, guide, support, and inform the desired change processes.

On the organisational level the consultants should have the competence to perform in-depth analysis of the current system in order to advise suitable guidelines for developing the policy development and coordination framework.

On the individual level it is imperative that consultants transfer their skills through analysis and workshops. As a complement to capacity development on the individual level there will be on – the job



training provided to relevant municipal departments (Mainly Department for Local Economic Development).

On the institutional level the competence should include stakeholder communication and proper coordination between the MLGA and respective municipality. In addition the consultant should provide assistance on efforts to promote the citizen participation in the municipal planning process.

The scope of strengthening and municipal development activities will be confined to a group of 4 targeted municipal governments, in order to gain experience to design and implement a local development plans.

DELIVERABLES

1. Detailed methodology and action plan with deadlines agreed with the Project
2. Draft Guidelines/ Template on the content of Socio Economic Development Plan
3. Hold 4 Workshops with 4 targeted municipalities presenting Guideline on Local Development Strategic Plan
4. Ongoing support with 4 Municipalities during the process of drafting strategic plans
5. 4 Strategic plans finalized with the support of consultant
6. Final report on key project activities to be submitted upon the completion of all activities foreseen with the project

5.0 SCHEDULE

The assignment will begin on August 01, 2016 and will end November 30, 2016.

6.0 SUPERVISION

AKT-LS Head of Municipal Development Component will supervise the work of the NGO or Private sector firms.