



**USAID**  
NGA POPULLI AMERIKAN  
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## **ADVANCING KOSOVO TOGETHER – LOCAL SOLUTION PROGRAM**

### **REQUEST FOR PROPOSALS AKT-LS-RFP- 008**

Issuance Date: March 20, 2018

Submission Closing Date & Time: April 3, 2018 at 16:00pm

Total Funds (estimated): 20,000 EUR

Dear Applicants,

USAID Advancing Kosovo Together-Local Solution (USAID AKT-LS) through its Municipal Development Component is inviting eligible companies or organizations in Kosovo to submit proposals for implementation of activities that increase the capacities of the Local Governments in targeted AKT LS partner municipalities through provision of capacity building trainings for Municipal Officers.

The awarded bidder shall conceptualize the activities related to the implementation of;

- Training modules for municipal staff of the 16 AKT-LS partner Municipalities (Gračanica/Gračanicë, Klokot/Kllokot, Novo Brdo/Novobërdë, Parteš/Partesh, Ranilug/Ranillug, and Štrpce/Shtërpçë, Gjilan/Gnjilane, Istog/Istok, Klinë/Klina, Obiliq/Obilić, Pejë/Peć, Vushtrri/Vučitrn, Leposavić/Leposaviq, Zubin Potok/Zubin Potok, Zvečan/Zveçan and Severna Mitrovica/Mitrovica North)

AKT LS Municipal Development Component and Ministry of Local Governance and Administration (MLGA) shall be the key partner in this effort.

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

- Training material for training modules designed in three languages (Serbian, Albanian and English) and developed in coordination with the MLGA, senior municipal management of 16 partner Municipalities and AKT LS Municipal Development Component;
- Weekly reports and the Final Report upon the completion of all activities foreseen by the project with the post-training assessment data.

The Proposal should contain a detailed description of capacity building activities and methodology that will be used; a detailed action plan and deadlines for implementation; CV and other proofs of competence and previous experience of Trainer(s)/Experts(s) who will conduct the training sessions.

The training modules for the municipal staff of 16 partner Municipalities will cover the following topics:

1. Introduction of the best comprehensive practices on project management
2. Training on project management/project proposals;

The attached RFP contains all the necessary information for interested Offerors.



### **Award Information**

For all inquiries concerning the contents of this RFP you can contact the Grants Manager by phone: 038 249 677/678 or email ([grants@kcdf.org](mailto:grants@kcdf.org)) no later than **March 26, 2018**. AKT - LS will respond to any question(s) received by **March 30, 2018**.

Please submit your proposal in a sealed envelope no later than **April 03, 2018 16:00 PM** to: the Grants Department, CDF Office, program Advancing Kosovo Together-Local Solution, st. 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 Proposals may be disqualified. **It is essential that you visit our website [www.kcdf.org/AKT-LS](http://www.kcdf.org/AKT-LS) for the full Request for Proposal.**



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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, organizing and delivering capacity building activities for municipal staff of targeted AKT LS partner Municipalities.

The overall objective of the project is to contribute to capacity development and improved efficiency of the targeted municipal departments through provision of tailored capacity building trainings.

## 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 capacity building activities that are the objective of this RFP are targeted through the 3<sup>rd</sup> Component of the AKT – LS program.

The Component 3 of AKT LS program offers assistance to local municipalities to provide services in the most efficient manner, using transparent processes. In line with Objective 3, the program aims is **to enhance the internal capacities of 16 partner municipalities** in order to improve the quality and efficiency of service delivery. The actions will include: (i) capacity building of municipal officials to enable them to better fulfil their current responsibilities; and (ii) to enable municipal governments to gradually become key agents of the local development.

To this end, this contract will engage a company/organization in order to assist the AKT-LS in capacity building of municipal staff in 16 partner municipalities: Gračanica/Graçanicë, Klokot/Kllokot, Novo Brdo/Novobërdë, Parteš/Partesh, Ranilug/Ranillug, Štrpce/Shtërpçë, Gjilan/Gnjilane, Istog/Istok, Klinë/Klina, Obiliq/Obilić, Pejë/Peć, Vushtrri/Vučitrn, North Mitrovica, Leposavić/Leposaviq, Zubin Potok/Zubin Potok, and Zvečan/Zveçan.



### **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 **April 03, 2018**.

#### **3.2 Inquiries**

All inquiries concerning the contents of this RFP must be addressed in writing to the following address no later than **March 26, 2018**. AKT - LS will respond to any question(s) received by **March 30, 2018**.

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-008

#### **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 **2 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-008 and submitted in a packaged and labelled envelope to:

The Grants Department

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 on 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.

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](http://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;
- 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.

### 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 responsiveness of local authorities to the needs of the citizens and the quality of service provision in the 16 AKT-LS partner municipalities Gračanica/Graçanicë, Klokot/Kllokot, Novo Brdo/Novobërdë, Parteš/Partesh, Ranilug/Ranillug, Štrpce/Shtërpçë, Gjilan/Gnjilane, Istog/Istok, Klinë/Klina, Obiliq/Obilić, Pejë/Peć, Vushtrri/Vučitrn, North Mitrovica, Leposavić/Leposaviq, Zubin Potok/Zubin Potok, and Zvečan/Zveçan. With that regard the purpose of this Scope of Work is to help and build up their capacities on terms of Project Proposal writings and packaging it on the attractive and compliant approach for all relevant and available donors and all relevant Local Government officials on drafting proposals, by helping them analyzing actual problems or ideas and transforming into a real project(s) and all-encompassing into a compliant project proposal with all required elements for potential relevant donor's funding.

- **Up to 20 Municipal officials trained on project management**
- **Up to 16 specific project proposals prepared for a potential relevant donor(s) funding**
- **Organize one donor conference**

##### **SPECIFIC TASKS**

For the implementation of capacity development activities described above the Contractor is expected to implement the following specific activities:

- Submit a detailed implementation plan with description of activities, timeline and methodology to AKT LS for approval;
- Develop training material in three languages (Albanian, Serbian and English) in cooperation with the MLGA, targeted Municipalities and AKT LS Municipal Development Component.
- Inform targeted Municipalities about the training program and invite them to participate by appointing appropriate staff members;
- Send invitations, agenda and other relevant information prior to each training;
- Organize the logistics for the training sessions: venue, printed training material in two languages, refreshment, audio and video presentation equipment, project visibility material, attendance lists, post-training evaluation sheets;
- Deliver training presentations on the given topics;
- Provide simultaneous translation for the participants who do not speak the language in which the training will be held;
- Submit weekly reports each Thursday before 5pm;
- Submit Final Report with all supporting documents.



## **THE EXPECTED OUTPUTS**

The capacity building activities that are the objective of this call are expected to achieve sustainable capacity development of targeted civil servants of AKT LS partner Municipalities.

## **DELIVERABLES**

1. Detailed description of project activities in line with the objective of this call;
2. Detailed description of methodology and the action plan with deadlines for each action;
3. Trainer(s)/Expert(s) on given topics contracted to deliver the training sessions;
4. Training material developed in three languages (Albanian, Serbian and English) in coordination with MLGA, targeted Municipalities and AKT LS Municipal Development Component, both as a Power Point presentation and printed handouts;
5. Partner Municipalities invited to participate in the project by appointing appropriate staff members;
6. professional training modules delivered on the given topics for municipal staff of 16 partner municipalities (with minimum 6 hours of effective group training per day);
7. Final report on key project activities to be submitted upon the completion of all activities foreseen by the project, including the supporting documents (invitations, agenda, attendance lists, photos, post-training assessment data, etc.).

## **5.0 SCHEDULE**

**The assignment will begin on April 15, 2018 and will end June 15, 2018.**

## **6.0 SUPERVISION**

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