



USAID
NGA POPULLI AMERIKAN
OD AMERIČKOG NARODA

Request for Proposal

No: CDF/ IEEA/007-Services/2022

Pristina, 08.11.2022

The USAID Inclusive Economic Engagement Activity (hereinafter referred to as “IEEA” or “Activity”) is a five-year activity with the budget circa amounting \$5,730,621 that began on Sep 20, 2022. The IEEA’s aim is to empower women and minorities through increased economic opportunities throughout Kosovo. This activity aims to provide quick and urgent assistance to women and minorities who have historically been excluded from economic prosperity in Kosovo and are now disproportionately affected by the negative economic impact of COVID-19, and to help them become more resilient and to withstand future shocks or stresses.

The Inclusive Economic Engagement Activity, through CDF will support women and minority owned micro and small businesses throughout Kosovo by improving: the service or production capacities of these businesses, linking local and global markets to promote Kosovar enterprises, and providing grants to scale up these enterprises. Inclusive Economic Engagement Activity will also help revive micro-enterprises and small businesses owned by women or minorities through partnerships with local organizations and the private sector to address their critical and immediate needs as well as to provide tailored mentorship.

The Community Development Fund/ USAID IEE Activity invites all eligible companies to submit a combined technical and financial proposals with the required documents as per ToR in order to provide the consulting services for:

Event Planning Company for the Formal Launching Event of Inclusive Economic Engagement Activity

OBJECTIVE AND SCOPE

The **objective** of the event is to introduce the IEE Activity within the private sector community, to create awareness of the women and minority businesses; to create strong relationship with stakeholders for Activity target beneficiaries and to present the sample of selected businesses on the B2B Gallery.

The **scope** of work is to showcase targeted entrepreneurs to different stakeholders and increase awareness about IEEA activity and its planned components among others.

The company will be responsible for the overall planning, organization, and execution of the one-day event by using best practices, techniques and methods.

The Terms of Reference may be obtained by interested companies upon submitting of a request at the following email address feride@kcdf.org every day from 09:00-15:00hrs .

Your proposals must be send to email address feride@kcdf.org latest by **November 22, 2022** at **16:00hrs**. No late proposals will be accepted.