



## Letter of Invitation-LOI

Invitation No: CDF/EECSOK/225 /2025

Prishtina, March 18, 2025

Community Development Fund - CDF is one of the first initiatives in post-conflict Kosovo, designed to help communities in rebuilding their shattered infrastructure and improving community services. CDF operates as a non-governmental organization with Public Benefit Status, since November 2000. Through its projects, CDF aims at building the capacities of self-development within the communities, so as to be able to articulate and fulfill their development needs as a community in its whole, or as a certain group within one community. Over the past twenty years, CDF has established solid partnerships with local NGOs, development agencies and a number of external donors. It has implemented a program of activities which has earned a high level of recognition as a development agency among the key stakeholders including the government, for its visible impact in achieving its prime goal of poverty reduction and improving living conditions of the Kosovo population.

In accordance with the provisions of the CDF Guidelines and Sida Provisions, Community Development Fund-EECSOK project financed by Swedish Embassy, invites all eligible Companies to submit a combined technical and financial proposals with the required documents as per RFP in order to provide the following services:

### **Developing and Implementing the National Awareness Campaign**

#### **General information about the project**

Empowering Environmental Civil Society Organizations in Kosovo (EECSOK) project focuses on strengthening Environmental Civil Society Organizations (E-CSOs) in Kosovo. CDF aims to enhance their capacity to address environmental challenges, improve sector-specific expertise, and enable effective policy engagement.

#### **Purpose of assignment**

The purpose of this Terms of Reference (ToR) is to engage a qualified company to design and implement a National Awareness Campaign aimed at strengthening the role of environmental civil society organizations and fostering multi-sector collaboration on environmental issues in Kosovo. The campaign will enhance public awareness, stakeholder engagement, and advocacy efforts by ensuring a well-structured and impactful approach. The selected company will be responsible for reviewing existing strategies, refining key messages, and implementing diverse outreach activities.

#### **Objectives of assignment**

- Develop a comprehensive awareness campaign that aligns with project goals and strengthens E-CSOs' influence.
- Design and implement effective messaging that fosters public engagement and multi-sector collaboration.
- Establish strategic partnerships with media, NGOs, and public/private sector stakeholders to amplify campaign impact.
- Develop interactive educational activities for schools and universities to promote long-term environmental awareness.
- Ensure consistent branding and communication through digital platforms, media partnerships, and outreach strategies.

Required bidding document may be obtained by interested companies upon submitting of a request at the following email address: [procurement@kcdf.org](mailto:procurement@kcdf.org)

Technical and Financial proposals in presented form of the tender package should be sent to the email address: [procurement@kcdf.org](mailto:procurement@kcdf.org) not later than on the date **18.04.2025 at 14:00hrs.**

Offers must remain valid 60 days after the submission date. Late bids will be rejected and not considered for the evaluation.