



LETTER OF INVITATION-LOI

Invitation No: CDF/EECSOK/223 /2025

Prishtina, March 13, 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:

Development of a Transition and Sustainability Plan for EECSOK Implementing Partners

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

To engage a suitable company who will develop Transition and Sustainability Plans for four (4) EECSOK IPs. The Transition and Sustainability Plans will provide a framework for EECSOK Implementing Partners (IPs) to independently manage projects, operations, and meet their strategic objectives. While tailored to each IP's needs, the Transition and Sustainability Plans will also address common areas of development relevant to all. This document will outline the roles and responsibilities of IPs throughout the transition. Initially, the CDF will provide direct support, resources, and training, with IPs actively engaging in the process. The Transition and Sustainability Plans must address both short-term goals within the project timeframe and long-term sustainability beyond. Clear roles and responsibilities for both phases must be integrated into the IPs' Transition and Sustainability Plans. The IPs must be equipped to independently manage and update their Transition and Sustainability Plans.

OBJECTIVE

To strengthen IPs' governance and operational capacity by providing tools to enhance financial sustainability, diversify funding sources, strengthen financial management systems, and amplify their impact through fostering collaboration with donors, international organizations, government entities, other NGOs, and community organizations.

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

Technical and Financial proposals in presented form of the tender package should be sent to the email address: procurement@kcdf.org not later than on the date **14.04.2025 at 14:00hrs.**

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