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Project reference/name: 419-484/ “Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo” Activity 3.3.

Implementing entity: Syri i Visionit in partnership with Balkan Forum

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Deadline for applications: 11.02.2022

CALL FOR OFFERS

The Balkan Forum is seeking a Company/Consultant(s) to carry out TWO CASE STUDIES to examine the achievements, challenges and lessons of the project “Equipping, Empowering and Employing Youth, Women and Other Disadvantaged Groups in five Municipalities of Kosovo”



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1. BACKGROUND INFORMATION

The project “Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo” is financed by the European Union and implemented by the Syri i Vizionit in partnership with the Balkan Forum and Municipality of Istog.

The project is designed to provide additional active labour market measures, such targeted training, on-the-job training, internships and self-employment for the target groups in the five municipalities of Kosovo. Furthermore, it will support new enterprises to create employment opportunities and improve employment perspectives for the target groups in the labour market.

In the frame of the project in reference, The Balkan Forum, herein the Contracting party, is seeking a Company/Consultant(s) to carry out two case studies to examine the achievements, challenges and lessons of the project as per project reference Activity no. 3.3.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

Overall objective

Examine the achievements, challenges and lessons from the project activities in order to inform our future work and inspire similar efforts among other actors in Kosovo, including civil society groups and government institutions, aimed at enhancing employment of disadvantaged groups in Kosovo.

Purpose and expected results

The purposes of this contract are as follows:

Conduct two case studies, specifically focusing on: 1) skills enhancement, 2) internships, 3) business grants, and 4) employment of the project target groups, by outlining key achievements and challenges, and how could lessons learned inform future employment interventions and coalition building to maximize the impact of joint efforts.

3. SCOPE OF THE TENDER

General and specific objective



The main objective is to carry out two case studies, that will focus specifically on analysing the following interventions of the project:

- 1) Case study 1 to focus on skills enhancement and internships of the project's target groups
- 2) Case study 2 to focus on grants support to business sector and employment of the project's target groups

Duties and responsibilities

In the scope of these Terms of Reference the successful contractor shall service in the following manner:

- Develop a case study which will entail but not be limited to:
- Methodology: could include interviews with the project's target groups and stakeholders (including but not limited to: employers, relevant institutions, unemployed, youth, women and disadvantaged groups), questionnaire, observations and document reviews.
- Collate existing sources of information from project team and other relevant actors
- Highlight the key achievements, challenges and lessons learned
- Outline the main findings and actionable recommendations for each case study.

Case study structure to be delivered:

- Two case studies of minimum ten pages each written in English language as per suggested structure.
- Executive Summary - (1 page)
- Background - (1 page)
- Case Evaluations (6 pages)
 - Achievements
 - Challenges
 - Lessons learned
- Solutions and Recommendations - (2 pages)
- References
- Consultant will also be available after the delivery of the above for purposes of clarification.

Offer requirements

Offers must include

- Detailed technical specifications, including proposed methodology
- Delivery period (*detailed plan, activities, timeframes*)
- Financial offer: unit & total prices (excl. VAT);
- Contact information
- At least one example of previous relevant case study report undertaken by the consultant(s).
- CVs for individuals and a statement on relevant previous experience.
- Business registration certificate if applying as company.

Delivery location:

The service provided will be delivered as agreed with contracting authority.

Timing:

The case studies are expected to be accomplished/delivered within the duration of the consultancy which is expected to begin on 18 February and end on 5 October, 2022:

- a) Case study 1 a maximum of 10 days – between 18 February – 15 April 2022
- b) Case study 2 a maximum of 10 days – between 1 August – 30 September 2022

4. LOGISTICS AND TIMING

Location

The services provided will be on occasion at the premises of The BF, Syri i Vizionit or in a virtual setting, or/and in the other location where and when the project activity may take place, as needed and in close coordination with the project staff.

Start date & Period of implementation of tasks

The intended performance of assignment shall be implemented from February through September 2022.

The service will be a short time service engagement with the dedicated working hours during the period foreseen within the afore-stated timeframe.

Logistics and administration

The contractor will be responsible for her/his own logistics and administration services, however upon necessity, respective services may be offered by the project.

5. REQUIREMENTS

Staff

Key expert/s may be required to facilitate, moderate and produce the relevant material for the two case studies in line with the activities of the project.

General professional experience

- Relevant professional experience in the sector(s) directly or indirectly related to the required services of this contract;
- University Degree in social sciences, or related field or a combination of relevant educational background and experience.
- A minimum of 2 years' experience in drafting materials and documents of similar nature
- Strong communication and interpersonal skills, sensitivity and attention to detail.
- Ability to deliver high quality work, within the agreed time-frame.

Specific professional experience

- Exceptional research and writing skills with ability to read, analyse, interpret data and findings for public audience.
- Solid knowledge and experience in applying a range of research methods, including conducting case studies and drafting briefs, analysis reports.
- Experience in case study related activities must be proven with written references or examples for past engagements.

Office accommodation

The contractor expert(s) will work in the field and remotely and in occasions may use partners' offices. However, the contractor is expected to work on a field related setting.

Standard office facilities (internet use, printing etc.) will be available to the contractor's needs for the time needed to work from The BF or SiV offices.

Equipment

No equipment is to be purchased on behalf or from the Contracting Party.

6. REPORTS

Reporting requirements

The Contractor shall submit to the Contracting Authority two case study reports, eventual ad-hoc reports if required, signed timesheets and any other relevant information.

7. EXPECTED OUTPUTS AND DELIVERABLES

Progress towards achieving each task during the contract will be monitored on a regular basis and with reference to a clear set of deliverables, including, where needed/applicable:

Activity	Indicators
Work closely with project team to carry out the case study 1 focusing on youth skill enhancement and internships	The drafting of the case study will be closely monitored by the project team to ensure the case study 1 is delivered on time, by April 15, 2022.
Work closely with project team to carry out the case study 2 focusing on grants or financial support to businesses and employment of target group	The drafting of the case study will be closely monitored by the project team to ensure the case study 2 is delivered on time, by September 30, 2022.
Organize a briefing and debriefing with project team with regard to the engagement.	Relevant stakeholder meet after each case study is finalized to discuss the main finding, conclusions and recommendations

Applications should be sent electronically to info@thebalkanforum.org with subject "Case studies for the EEE project". The deadline for application is 11 of February 2022.

We regret that only short-listed candidates will be contacted.

For more information regarding this call please open the link Annex 1 Tender Documentation.

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