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“Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo” project, 2020/419-484

Activity 3.3: Case studies

Reference No: 20/TheBF/2022

## TENDER DOCUMENTATION

### ANNEX I: INFORMATION FOR TENDERER

This document contains the following parts:

- Instructions to tenderer
- Required services
- Format of contract to be signed with the tenderer
- Administrative compliance grid



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## INSTRUCTIONS TO TENDERERS

### 1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Implementation of services as indicated in the technical information in the part ‘services required’ of this document and in ToR Annex 2;

Deadline for submission of the tenders:

The deadline for submission of tenders is **11/02/2022 at 16:00hrs**. Any tender received after this deadline will not be taken into consideration.

Address and meanings for submission of the tenders:

**The offer including:**

- **Financial offer or pro-forma invoice for service, excluding VAT**
- **Technical offer**

The tender shall contain original signed and stamped documents.

The offers may be submitted by email at [info@thebalkanforum.org](mailto:info@thebalkanforum.org) and in person, by post or courier service to the following address:

**The Balkan Forum, “Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo” project**

**Address: Tirana C4/2 LAM B-N2 11**

**10000 Prishtinë, Kosovë**

**Contact person: Gazmend Berlajolli / Project Manager**

**Phone: +383 39 423 240**

**Email: [info@thebalkanforum.org](mailto:info@thebalkanforum.org)**

In addition to the offer, the tenderer is required to provide the following supporting documentation

- **Copy of legal registration or ID**
- **Bank account details to which the payments shall be made**
- **Basic contact details including e-mail address**
- **Delivery time with a breakdown of working days**





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The tenderers are reminded that in order to be eligible the tenders need to be received by the The Balkan Forum (herein the Contracting party) by the deadline indicated above.

**2. TECHNICAL INFORMATION**

The tenderers are required to provide services as indicated in the “Annex 2 - Terms of Reference”

**3. FINANCIAL INFORMATION**

The tenderers shall indicate their financial offers in clear amount of the Euro currency (excluding VAT).

**4. ADDITIONAL INFORMATION**

The award criteria are:

- The best value for money using an 80/20 weighing between technical quality and price.

The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid of this tender dossier document. No other award criteria will be used. The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference.

The unsuccessful/successful tenderers will be informed of the results of the evaluation procedure in written.

The estimated time of response to the tenderers is **five (5)** days from the deadline for submission of tenders.

<b>1.</b>	<p><b>General Information</b></p> <p>Carry out two case studies to examine the achievement, challenges and lessons on specific components of the project. The aim is to assess the impact from project interventions and use the information to inform future work.</p>



<p>2.</p>	<p><b>Objectives:</b></p> <p>Conduct two case studies to gain better understanding on the impact of the project (focusing on youth/women skills enhancement, youth internships, business grants and employment of disadvantaged groups) by outlining project achievements and challenges. And how could lessons learned inform future (local governments, employment offices, centre for professional advancements and business sector), employment initiatives, and coalition building to maximize the impact of joint efforts.</p> <p>The main objective is to carry out two case studies, that will focus specifically on analysing the following interventions of the project:</p> <ul style="list-style-type: none"> <li>• Case study 1 to focus on youth skills enhancement and internships</li> <li>• Case study 2 to focus on grants support to business sector and employment of target group</li> </ul>
<p>3.</p>	<p><b>Methodology:</b></p> <p>Project team members will provide overall management of the assignment, where one of its members will be appointed focal point on leading the assignment, facilitating the work of the contracted consultant.</p> <p>The expert(s)/consultant(s) will carry out case studies as per agreed methodology and signed agreement for specific areas in consultation with responsible TheBF&amp;SiV staff, for review and prior approval</p> <p>The research, analysis and drafting of case study reports including background, main findings, recommendations and solutions for improvements will be Expert / Organization responsibility, done in consultation with responsible The BF &amp; SiV staff, for review and prior approval</p>



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<b>4.</b>	<b>Outputs/Deliverable: Case Study 1 containing</b> Deliver final case study 1 final report by April 15, 2022  All supporting documents, list of interviewees, questionnaires  Deliver final case study 2 final report by September 30, 2022
<b>5.</b>	<b>Duration of the assignment:</b> As specified in ToR and starting from the day of signing of the contract.



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## FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER

**CONTRACT TITLE:** Case Studies to examine the achievement, challenges and lessons learnt

**Contract REF:** 20/The BF/2022

**Between:**

**The Balkan Forum Empowerment and Employment of Youth, Women and Other Vulnerable Groups in the Five Municipalities of Kosovo**

**Address:** Tirana C4/2 LAM B-N2 11

**10000 Prishtinë, Kosovë**

**Represented by:** Astrit Istrefi / Executive Director (Contracting Party)

AND

Title

Address of the contractor

Represented by:

(Contractor)

**Article 1: Subject of the contract**

The subject of the contract is the services as indicated in the contractor's offer – Annex 1.

**Article 2: Contract value**

The total contract value for services indicated in the Annex2 is: XXX EUR. The price cannot be revised.

**Article 3: Contracting documents**

This documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Consultant's technical offer as provided in the tendering phase – “Annex 1: Technical Specifications”
- Consultant's financial offer as provided in the tendering phase “Annex 2: Financial offer or pro-forma invoice”
- Any other supporting documentation if applicable

**Article 4: General provisions**

The Consultant shall execute the contract with due care, efficiency and diligence in accordance with the best professional practice.

**Article 5: Deliveries and payments**



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The Consultant will deliver without reservation services indicated in the Consultant's offer "Annex 1". The delivered service (*carry out two case studies between February to September 2022 to examine the achievements, challenges and lessons learnt of the few components of project Equipping, Empowering and Employing Youth, Women and other vulnerable groups in five municipalities in Kosovo.*

The Consultant shall deliver materials in accordance with the conditions of the contract. The services shall be at the responsibility of the Consultant.

The Contracting Party will pay to the contractor the service in the amount indicated in the Annex 2 of this contract document. The payments will be completed within seven (7) days upon the acceptance of delivered materials.

#### **Article 6: Duration of the contract**

The duration of the assignment subject to this contract is nearly one month of work between February and September as specified in Annex 2 (ToR), starting from the date of the second signature. However, the consultant will remain available for the purpose of quality assurance of the provided services from the entrance in to this contract, until 5 of October, 2022.

#### **Article 7: Cancellation of the contract**

The contract can be suspended by the Consultant due to one of the following reasons:

- Contracting Party not fulfilling payment and other obligations
- In a case of contract termination, the Consultant shall inform in written the Contracting Party at least 10 days in advance.
- In case of a contract early termination by any involved party, both parties are required to create an ad-hoc performance report and according to the report results and its evaluation by the Contracting Party the Contractor will be required to make indemnifying measures as necessary, specifically penalty payments and other compensation as deemed by the Contracting Party.

The contract can be terminated by the Contracting Party due to one of the following reasons:

- The Consultant is in serious breach of the contract, failing to meet contractual obligations
- The Consultant is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.
- In a case of contract termination, the Contracting Party shall inform on written the Contractor 10 days in advance.

#### **Article 8: Resolving of disputes**





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Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Basic Court of Prishtina in accordance with the national legislation of the state of the Contracting Party.

**For the Consultant**

Name:

Title:

Signature:

Date:

**For the Contracting Party**

Name:

Title:

Signature:

Date:







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## ADMINISTRATIVE COMPLIANCE GRID

<b>Contract title:</b>	<b>Case Studies to examine the achievement, challenges and lessons learnt</b>	<b>Publication reference:</b>	20/TheBF/2022
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Tender envelope number	Name of Tenderer	Is documentation complete? (Y/N)	Is tender submission form complete? (Y/N)	Other administrative requirements of the tender dossier? (Yes/No/Not applicable)	Overall decision? (Accept / Reject)
1					
2					
3					
4					





## EVALUATION GRID FOR GLOBAL PRICE CONTRACTS

### 1. TECHNICAL EVALUATION CRITERIA

The Contracting party selects the offer with the best value for money using a 80/20 weighing between technical quality and price. Technical quality is evaluated on the basis of the following grid:

<b>Evaluation of the technical specifications</b>	<b>Maximum</b>
<b>Total score</b>	<b>100</b>
General professional experience	<b>30</b>
Professional experience in the sector(s) directly or indirectly related to the required services of this contract;	30
<b>Specific professional experience</b>	<b>50</b>
<ul style="list-style-type: none"> <li>• At least two years' experience in similar implemented projects.</li> <li>• Adequate qualification/experience for carrying out case studies &amp; research papers/reports.</li> <li>• Proposed expert must demonstrate that has conducted case studies in the past</li> <li>• University degree in social sciences or in relevant educational field combined with experience.</li> <li>• Knowledge of minimum standards for working with people with disabilities and other marginalized groups.</li> <li>• Proficiency and professional writing methodologies</li> <li>• Ability to research, analyze and draft comprehensive reports/ case studies</li> <li>• Excellent communication skills</li> </ul>	30
Quality of previous similar work done:	20
<b>Total score for expertise (Technical specification/offer)</b>	<b>80</b>
<b>Total score for price (Financial offer)</b>	<b>20</b>
<b>Overall total score</b>	<b>100</b>

### 2.

#### TECHNICAL THRESHOLD

Any offer falling short of the technical threshold of 80 out of 100 points, is automatically rejected.