



Funded by
the European Union



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

Activity 3.1 & 3.2: Media outreach and Community outreach and Grassroots Advocacy

Reference No: 21/The BF/2022

TENDER DOCUMENTATION

ANNEX I: INFORMATION FOR TENDERER

This document contains the following parts:

- Instructions to tenderer
- Terms of References
- Format of contract to be signed with the tenderer
- Administrative compliance grid



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 **29th of May, 2022 at 17:00hrs**. 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 to be submitted by email at info@thebalkanforum.org or 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 11-1

Postal code: 10000 Prishtinë, Kosovë

Contact person: Gazmend Berlajolli / Project Manager

Phone: +383 44 141 999

Email: Gazmend@thebalkanforum.org or info@thebalkanforum.org

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

- **Copy of legal registration**
- **Bank account details to which the payments shall be made**
- **Basic contact details including e-mail address**
- **Methodology and Timeline for all deliverables, broken down by # activities, working days, costs and methodology, ... etc.**

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 75/25 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 **six working (6)** days from the deadline for submission of tenders.

1.	<p>General Information</p> <p>While the citizens of Kosovo in general face deep unemployment, some face structural barriers to unemployment due to the effects of persistent discrimination, physical limitations and other constraints. If awareness of these barriers is an important element in improving the employability of the project’s target communities both and nationally. The Balkan Forum will record interviews with participants on their experiences with the action and more generally to produce a range of products including video interviews, blog posts, public debates to highlight the challenges faced by target groups, as well as the economic potential for the nation as a whole that would be realized by tapping into the talent and labour capacity of these underemployed segments of society.</p>
-----------	--



<p>2.</p>	<p>Objectives:</p> <p>To work effectively with media outlets that operate in Peja, Istog, Deçan, Junik and Klinë and organize interviews and debates with prominent stakeholders to raise awareness on employment barriers, by specifically producing a total of 20 appealing audio/video stories/interviews with prominent actors such as public officials, Mayors' Office, employment offices, centre for professional advancement, business sector in five municipalities of Peja, Istog, Deçan, Junik and Klinë.</p> <p>The main objectives are to:</p> <ul style="list-style-type: none"> a) spark public discussion on social exclusion and employment of youth and other disadvantaged groups; b) create a dialogue between employment agency, centers for professional advancement, project team and final beneficiaries. c) engage and bridge the gap between stakeholders and improve the employment ecosystem in targeted municipalities.
<p>3.</p>	<p>Methodology:</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>Developing questions and interview script, liaising with stakeholders and moderating interviews and other awareness raising activities/events are responsibility of Expert / Company/Organization and it will be done in consultation with responsible staff of The BF, for review and prior approval.</p> <p>The company will be responsible to design/collect and submit all relevant materials as final outputs to The BF/SiV staff.</p> <p>Parties will agree to coordinate and meet regularly for consultation and updates and for review and prior approval</p>
<p>4.</p>	<p>Outputs/Deliverable:</p> <p>20 audio-video interviews, other media items with relevant stakeholders as described in Annex 2 ToR.</p> <p>2 street performances in 2 municipalities (Istog and Peja)</p> <p>All supporting documents, media plan, list of interviewees, meeting, video stories, short documentaries</p>
<p>5.</p>	<p>Duration of the assignment:</p> <p>As specified in ToR and starting from the day of signing of the contract</p>



Funded by
the European Union



FORMAT OF CONTRACT TO BE SIGNED WITH THE TENDERER

CONTRACT TITLE: *Media outreach and grassroots advocacy to raise awareness and spark public discussion on employment barriers that the target group of working-age youth, women, people with disabilities and ethnic minorities of Bosniaks, Serbs, Roma, Egyptians and Ashkali in the municipalities of Istog, Pejë, Klinë, Deçan and Junik face.*

Contract REF: 21/The BF/2022

Between:

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

Address: Isa Demaj 14, 30000 Pejë, 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 2.

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 2: 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.





Funded by
the European Union



Article 5: Deliveries and payments

The Consultant will deliver without reservation services indicated in the Consultant's offer "Annex 2". The delivered service (*Raising awareness and media outreach*) will be implemented during the contract duration

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 successful acceptance of delivered materials.

Article 6: Duration of the contract

The duration of the assignment subject to this subject to this contract is six months 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: Confidentiality and ownership

The Contractor shall not disclose to third persons any information acquired in writing or in verbal form during this Contract without prior written permission of the Contracting Party. This rule also applies when service relation is terminated or has expired.

Any written, audio, visual material be it in hard copy or in electronic version, produced by the Contractor in the context of this Contract shall be owned by the Contracting Party and shall not be published or otherwise made accessible to third persons without approval of the Contracting Party.

Article 8: 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.





Funded by
the European Union



- In a case of contract termination, the Contracting Party shall inform on written the Contractor 10 days in advance.

Article 9: Resolving of disputes

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 Company/Consultant

Name:

Title:

Signature:

Date:

For the Contracting Party

Name:

Title:

Signature:

Date:





ADMINISTRATIVE COMPLIENCE GRID

Contract title:		Media outreach and grassroots advocacy to raise awareness and spark public discussion on employment barriers that the target group of working-age youth, women, people with disabilities and ethnic minorities of Bosniaks, Serbs, Roma, Egyptians and Ashkali in the municipalities of Istog, Pejë, Klinë, Deçan and Junik face.				Publication reference:		21/The BF/2022	
Tender envelope number	Name of Tenderer	Tender submitted within the deadline	Technical offer included	Financial offer included	Copy of legal registration or ID	Bank account provided	Basic contact details	Services timetable with breakdown of working days	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 75/25 weighing between technical quality and price. Technical quality is evaluated on the basis of the following grid:

Evaluation of the technical specifications	Maximum
Total score	100
General professional experience	20
Professional experience in the sector(s) directly or indirectly related to the required services of this contract;	10
At least two years' experience in similar media work.	10
Specific professional experience, expertise and capacity	55
<ul style="list-style-type: none"> • Adequate qualification/experience for preparing and moderating interviews, media shows for wider audiences. • Company/consultant must demonstrate they have delivered similar work in the past • University degree in social sciences or in relevant educational field combined with experience. • Knowledge of minimum standards for working with people with disabilities and other marginalized groups. • Proficiency and professional writing methodologies • Excellent communication skills 	30
<ul style="list-style-type: none"> • Methodology, media plan, timeframe 	20
<ul style="list-style-type: none"> • Quality of previous similar work done: 	5
Total score for expertise (Technical specification/offer)	75
Total score for price (Financial offer)	25
Overall total score	100

2. TECHNICAL THRESHOLD

Any offer falling short of the technical threshold of 75 out of 100 points, is automatically rejected.