

TERMS OF REFERENCE:

Activity title: "Empowering the community- identifying community needs, training curriculum development and implementation"

Contracting Authority: Foundation Kosovo Luxembourg

Reporting to: Foundation Kosovo Luxembourg

Purpose:

The purpose of this activity is to contribute to a better understanding of the community needs in the areas of training and capacity development. Community skills will be strengthened, and close mentoring and intensive technical advice will be provided to beneficiaries at the target municipalities.

Region of implementation:

The activity will be implemented in 7 communities (see below) of two municipalities of the mandated area of Foundation Kosovo-Luxembourg, namely Lepsavic and Zvecan.

1. *Srbovac, Zvecan*
2. *Zerovnica, Zvecan*
3. *Gornji Krnjin, Lepsavic*
4. *Donji Krnjin, Lepsavic*
5. *Kutnje, Lepsavic*
6. *Beluce, Lepsavic and*
7. *Ibarska Slatina, Lepsavic*

Duration: 6 months – 9 months (app:120 working days)

Expected date of start: 01 March 2021

Specification:

All activities included in the present terms of references should be achieved by the Service Provider. For the implementation of its work, the Service Provider acts under the authority of Foundation Kosovo-Luxembourg.

Expected Results:

Service Provider should provide the following:

a) Events to be conducted:

- 3 brainstorming workshops with community members to get ideas about defining the training needs that will serve their communities;
- A comprehensive survey in all 7 communities in order to identify the types of the trainings;

- Minimum five types of trainings identified by the communities (two trainings to be held abroad);
- Minimum 100 community members attend the trainings;
- Minimum two exchange visits between South and Northern Kosovo women and/ or youth organization (organizations from the communities FKL implements its activities).

b) Documents to be drafted and submitted to FKL:

- The methodology proposed;
- Drafting the survey template;
- Curriculum development;
- Final narrative report;
- Booklet;
- Annexes: the agenda, list of participants who attended the training/workshops, outputs of the training/workshops, follow-up milestones etc.

Qualifications required:

- Service provider shall have at least 5 years' experience with International Organizations on providing capacity building trainings (copies of the contracts signed are mandatory as a proof);
- Service provider shall have at least two staff members meeting the above requested experience;
- Fluency in Serbian and English language is mandatory; knowledge of Albanian language is considered advantage;
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Evaluation and selection

The application is evaluated on the basis of the profile and competencies of the responsiveness to the Terms of Reference (ToR).

1. Profile and Competencies
2. Financial evaluation based on the financial offer

In addition to the results of the technical and financial evaluation, competency-based interview will be held with the selected bidder.

How to apply:

Offers can be submitted as:

- a) Hard copy (sealed and signed envelope)- *Complete offer- shall be submitted latest by 15 February 2021, 16:00h, at the following address:*

*Foundation Kosovo- Luxembourg Office
IBCM Building
Street: Cara Dusana NN
Mitrovica, Kosovo*

- a) *Electronic copy can be submitted latest by 15 February 2021; 16:00h on: info@fkl-ks.org*

Important:

The application needs to contain the following:

- Technical Offer
- Financial Offer

For legal entities:

- Legal entities' profile, including a brief description (up to 2 pages) of the entity;
 - Copy of Legal Entity's Registration Certificate (in case of consulting companies/legal entities);
 - CV of experts, with reference to a work with community trainings, mentoring and coaching services, outlining relevant knowledge and experience as described in the Terms of References, along with contact details (e-mail addresses) of referees;
 - List of references for relevant activities implemented over the past 5 years demonstrating relevant experience in the subject matter.
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- FKL might require additional documents from bidder if needed;
 - Note: FKL will not review/ evaluate incomplete or unreasonable/ irrational offers;
 - For any question or additional information, please email at: info@fkl-ks.org before 08 February, 2021.