**Call for Proposals**

**for Implementation Partner**

**Delivery of Training, Mentorship, and Coordination during [BOOST Kosovo](https://boostimpact.org/challenges/the-kosovo-green-challenge/)**

**[Acceleration Program](https://boostimpact.org/challenges/the-kosovo-green-challenge/)**

**INSTRUCTIONS**

1. **BACKGROUND**

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in 177 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

This Call for Proposals (CFP) is specifically related to the UNDP Climate Promise Project, aiming to build the capacities of up to 30 MSMEs with high business potential to transition towards environmental sustainability on a green recovery by focusing on sustainable business models, risk management and digitalization. A significant emphasis will be given to women led MSMEs and those with high potential for job creation, making the green transition a holistic one. The project will support the implementation of pilot solutions and ideas for green MSME practices and digitalization. These pilots will demonstrate the feasibility of decreasing negative environmental effects in a cost-effective way for future replications and/or scale-ups.

1. **OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES**

The objective of this Call for Proposals is to support the implementation of the accelerator program BOOST x Kosovo with UNDP Kosovo, following the first round implemented in 2022/2023. The second round of the BOOST Kosovo Acceleration Program will focus on digital and green transformation. The efforts envisaged are anticipated to result in the accelerated development and expansion of approximately 25 entities within a 10-month period. The implementation partner will:

1. Support UNDP Kosovo in organizing the call for participants and onboarding event.
2. Design and deliver training curricula for the Business Acceleration and Digital Transformation module, including the selection of trainers and mentors.
3. Distribute and mentor the grant implementation.
4. Final report on the summary of the results and impact reached through the program.

Detailed objective and related outputs and deliverables are provided in the Terms of Reference **– Annex I**

*Final Beneficiaries*

Eligible proposals will be those focused on business acceleration in green and digital transformation and targeting 30 MSMEs as the direct and final beneficiaries.

1. **ELIGIBILITY & QUALIFICATION CRITERIA**

The parameters that will determine whether a NGO is eligible to be considered by UNDP will be based on the NGO Request for Information (RFI) template.

Request for Information template – **Annex II**

1. **PROPOSAL**

Proposed Methodology, Approach, quality assurance plan and Implementation Plan – this section should demonstrate the NGO’s response to the Terms of Reference by identifying the specific components proposed, how the outputs/ delivery shall be addressed, as specified; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted.

Moreover, the proposal should demonstrate how the proposed methodology meets or exceeds the TOR, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable and a quality assurance.

Management Structure and Resource (Key Personnel) – This section should include the comprehensive description of the management structure and information regarding required resources including curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

1. **EVALUATION CRITERIA & METHODOLOGY**

**a) Proposals will be evaluated based on the following criteria:**

1) Sound technical proposal that includes innovative and replicable inclusion mechanisms to maximize the value transfer to the beneficiaries.

2) High impact interventions directly targeting and responding to the needs established in the ToR.

3) Size of budget requested commensurate with the organization’s proven administrative and financial management capacity.

4) Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions.

|  |  |  |  |
| --- | --- | --- | --- |
| Summary of Technical Proposal Evaluation Forms | | Score Weight | Points Obtainable |
| 1. | NGO Eligibility and qualifications 30% 300 | 30% | 300 |
| 2. | Proposed Methodology, Approach, and Implementation | 40% | 400 |
| 3. | Management Structure and Key Personnel | 30% | 300 |
|  | Total | | 1000 |

Detailed sub-criteria are provided in Annex III

**b) Evaluation methodology: Quality based under Fixed Budget Selection (QB-FBS)**

QB-FBS methodology implies that all proposals have the same maximum overall price (which cannot exceed a known fixed budget amount), focusing the selection on the quality of the proposal and the CSO/ NGO proposed approach and methodology. CSO have to provide their best technical proposal and financial breakdown (within the budget) in one single envelope (clearly stating proposed overheads). Evaluation of all technical proposals shall be carried out, in accordance with below outlined evaluation criteria, and the institution which obtains the highest technical score shall be selected. CSOs/ NGOs exceeding the established fixed budget in their financial proposals will be rejected.

Proposals have to translate community needs into implementable activities by the NGOs/CSOs. Under QB-FBS, assessment focuses on maximizing transfer of value to the beneficiary user within a given budget.

**c) Budget size and duration**

The proposed amounts should range to a maximum of EUR 105,000.00 including the distribution of grants of 70,000.00 EUR.

The amount requested in the proposal should be commensurate with the organization’s administrative and financial management capabilities. In principle, project duration will not exceed 10 months.

1. **SELECTION PROCESS:**

The UNDP will review proposals through a five-step process: (i) determination of eligibility; (ii) technical review of eligible proposals; (iii) scoring and ranking of the eligible proposals based on the assessment criteria outlined in the previous section to identify highest ranking proposal; (iv) round of clarification (if necessary) with the highest scored proposal; and (v) Responsible Party Agreement (RPA) signature.

1. **SUBMISSION PROCESS**

Applicants shall bear all costs related to proposal preparation and submission.

Applicants must submit their proposals in one document to: **procurement.ks@undp.org**

**- Number of copies:**

The following documents must be submitted in order for the submission to be considered:

1) Proposal Template

2) Project Synopsis

3) Documentation requested in the Request for Information (RFI)

5) Audited financial statements for past two years, including management report and footnotes that accompany the financial statements.

Only one submission per organization is allowed. Once the application is complete and submitted, revised versions of proposal documents will not be accepted.

**Submission Deadline**

Proposals, with supporting documents, should be submitted by **[16:00 CET] on 31.08.2023.**

Potential applicants should refer to the “Frequent Asked Questions” posted in UNDP’s website.

For additional questions about the Call for Proposals Guidelines or application forms, please e -mail procurement.ks@undp.org

Note; UNDP reserves the right not to fund any proposals arising from this Call for Proposals

**Estimate Competition Timeline**

Below is an estimated timeline for this Call for Proposals.

16.08.2023: Call for Proposal opens, and relevant documents are posted online.

31.08.2023: Deadline for organizations to submit proposals under this Call.

08.09.2023: Assessment and selection processes will take place.

12.09.2023: Selected applicants will be notified.

**IMPORTANT ADDITIONAL INFORMATION**

UNDP implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical practices, and obstruction. UNDP is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against UNDP as well as third parties involved in UNDP activities. (See and http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/ for full description of the policies)

In responding to this Call for Proposals, UNDP requires all Proposers to conduct themselves in a professional, objective and impartial manner, and they must at all times hold UNDP’s interests paramount. Proposers must strictly avoid conflicts with other assignments or their own interests, and ac t without consideration for future work. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:

\* Are or have been associated in the past, with a firm or any of its affiliates which have been engaged UNDP to provide services for the preparation of the design, Terms of Reference, cost analysis/estimation, and other documents to be used in this competitive selection process;

\* Were involved in the preparation and/or design of the programme/project related to the services requested under this Call for Proposals; or

\* Are found to be in conflict for any other reason, as may be established by, or at the discretion of, UNDP.

In the event of any uncertainty in the interpretation of what is potentially a conflict of interest, proposers must disclose the condition to UNDP and seek UNDP’s confirmation on whether or not such conflict exists.

**Annex I**

**Terms of Reference**

[**BOOST Kosovo Acceleration Program**](https://boostimpact.org/challenges/the-kosovo-green-challenge/)

**Duration:** September 15, 2023 – July 14, 2024 (10 months)

**Expected Starting Date:** 15 September 2023

**Offerors:** NGOs

**Duty Station:** Prishtinë/Priština,Kosovo

**Department/Unit:** UNDP Kosovo Climate Promise Project, Inclusive Growth and Climate Resilience

1. **Project Background**

Climate change, environmental degradation, and biodiversity loss, referred to as the triple planetary crisis, are already manifesting in Kosovo. The latest IPCC report suggests that the Western Balkans will experience significant impacts due to climate change. Kosovo is expected to face rising temperatures and shifts in precipitation patterns, leading to an increased risk of forest fires, droughts, crop damage, soil erosion, and flooding. Some of these impacts are already being felt, as Kosovo is experiencing increased temperatures, heatwaves, forest fires, decreased snow cover, heavy rainfall, and floods, posing substantial challenges for the ecosystem, agriculture, water resources, and overall socio-economic well-being. The flash floods of 2023 (January, May, and June), which led to loss of life, damage to household buildings, crop losses, and temporary evacuation of hundreds of people, are the latest examples of such impacts.

The urgency to accelerate the green transition and shift to a more sustainable development path has become evident. Jobs have been lost, and financial losses have occurred in all economic sectors. This has led to private sector actors, particularly women, no longer having the means and motivation to engage in environmentally friendly practices. In order not to lose interconnected revenue streams and incomes, it is important to support these actors in becoming the agents of change to make the green transition a reality.

The green recovery path will allow Kosovo to create new jobs and rebuild its economy while pursuing a climate-resilient future, which will enhance its competitiveness. This project aims to provide an urgent, integrated solution to recover from the COVID-19 and energy crises by fostering an enabling environment and a people-centered approach, with a focus on the most vulnerable.

The activity will aim to build the capacities of up to 30 MSMEs with high business potential to transition towards environmental sustainability on a green recovery by focusing on sustainable business models, risk management and digitalization. A significant emphasis will be given to women led MSMEs and those with high potential for job creation, making the green transition a holistic one. The project will support the implementation of pilot solutions and ideas for green MSME practices and digitalization. These pilots will demonstrate the feasibility of decreasing negative environmental effects in a cost-effective way for future replications and/or scale-ups.

Therefore, the BOOST Kosovo Acceleration Program will be launched in September 2023, followed by a 10-month acceleration, mentorship, and grant distribution period. The program will run until July 2024.

The innovation calls will seek innovations to address one distinct development challenge:

**Supporting green solutions, by focusing particularly on innovations that promote greener business practices and boost 1) Sustainability, 2) Efficiency, and 3) Circularity.**

BOOST is a regional acceleration program, powered by UNDP Europe and Central Asia, boosting social impact innovation, and accelerating the 2030 Agenda for Sustainable Development. Therefore, [BOOST Kosovo Acceleration Program](https://boostimpact.org/challenges/the-kosovo-green-challenge/) is designed to assist selected entrepreneurs in integrating systems thinking, innovation and technology into their business models, ultimately making their practices more environmentally friendly. The program will consist of workshops, individual and group mentoring for entrepreneurs, coaching, and technical advice aimed at advancing impact-driven capabilities, improving business skills, enhancing investment readiness, and developing soft skills, including networking, and pitching abilities. Additionally, it will help participants access larger business networks, connect with investors and other types of funders, while also increasing organizations' cross-sectoral visibility.

Partners in the project will benefit from cross-cohort learning and gaining insights into the needs and assets of organizations/businesses through the application of the Sensemaking Methodology. This approach will enable both partners and UNDP to learn from the entire cohort, gaining a deeper understanding of emerging trends and innovations, rather than viewing participants as having isolated single-point solutions.

1. **Scope of Work, Terms and Conditions**

The objective of the work is to support the implementation of the accelerator program **BOOST x Kosovo** with UNDP Kosovo, following the first round implemented in 2022/2023. The second round of the BOOST Kosovo Acceleration Program will focus on digital and green transformation. The efforts envisaged are anticipated to result in the accelerated development and expansion of approximately 30 entities within a 10-month period.

The service provider is expected to provide the support required for the tailored acceleration of the participating entities. The service provider should specialize in business and technological acceleration, with a focus on green transformation, and have a broad network of local and international partnerships.

BOOST x Kosovo consists of four core and five booster modules that will be implemented jointly between UNDP and the local partner. All the activities will be communicated through the BOOST x Kosovo program to ensure a coherent and well-coordinated approach.

**The local partner will support the UNDP Kosovo on the following activities:**

**Output 1: Support UNDP Kosovo in organizing the call for participants and onboarding event.**

* Support in designing the open call for the participants, selection criteria and selection of businesses.
* Ensure effective outreach, interest in the call for MSMEs to participate, and adequate number of applicants for the process to be competitive.
* Provide the venue and cocktail for the onboarding event, the venue should be in Pristina, Kosovo.
* Support UNDP with all the technical equipment that is needed throughout the onboarding event (projectors, access to internet etc.)
* All documents, activities designed and delivered need prior approval by UNDP Kosovo.

**Output 2: Design and deliver training curricula for the Business Acceleration and Digital Transformation module, including the selection of trainers and mentors.**

* Design and present the training curricula for Business Acceleration and Digital Transformation.
* Develop an assessment on the green/digital and operational/business maturity of the participating organizations.
* Ensure that the proposed curricula will be innovative, engaging and will support scaling of the organizations’ social impact and increase their investment absorption capacity.
* Collaborate with other regional and international partners for the module design and provision of expertise, as relevant.
* Identify and short list the trainers that will deliver the modules and will mentor the participants.
* Deliver the Business Acceleration and Digital Transformation modules as per the workplan and curricula. The training modules are expected to consist of up to 6 sessions for Business Acceleration, with each session taking at least 2 hours to be completed, and up to 3 sessions for Digital Transformation, with each session taking at least 2 hours to be completed.
* Organize site visits, guest lectures, and field experts to ensure that the learning goals are met (at least 2 site visits and 2 guest lectures for both topics).
* Provide individualized mentorship programs for all participants to ensure tailor-made support for each of them.
* Support the participants with additional learning materials.
* Set up a space that supports and stimulates peer-to-peer learning and collaboration within the cohort.
* All documents and activities designed and delivered require prior approval by UNDP Kosovo.

**Output 3: Distribution and mentorship of the grants**

UNDP Kosovo intends to provide performance grants based on targeting impact, scaling-up, and expansion targets that will be used in combination with acceleration to incentivize organizations to adopt green technologies and reduce their carbon footprint. The service provider will be responsible for monitoring the distribution of the grants and supporting the businesses throughout the adoption of such technologies.

* Distribute the grants to the recipients (10 MSMEs) - total budget to be distributed is 70,000 EUR.
* In cooperation with UNDP Kosovo, monitor the implementation of the grants and support the businesses with expertise throughout the process.
* Provide mentorship to the selected recipients throughout the grant implementation period.
* Develop a mentoring brief that presents the progress of the recipients.
* Organize at least two networking events where participants will showcase their progress and the benefits of the program.
* All documents and activities designed and delivered require prior approval by UNDP Kosovo.

**Output 4: Final report on the summary of the results and impact reached through the program.**

* Together with other implementing partners, track acceleration progress and impact of participants.
* Design and conduct surveys to gather feedback and insights, also conduct periodic interviews with participants on the qualitative progress achieved and the program's value creation (e.g., effectiveness of the trainings, mentorship support, specific support services such as business plan development, due diligence, access to funding sources, etc.).
* Gather and summarize feedback from mentors/trainers on the progress achieved by the organizations (scoring after each milestone presentation, pitch competition, etc.). Tracking of certain parameters of the participating organizations, including:
  + sustainable business indicators,
  + market indicators (e.g., client base, revenue per customer and related parameters),
  + economic and financial indicators (profitability, sales, growth rate etc.).
* Audit strategic expansion plans and business models for scalability and replicability.
* Gather and summarize feedback from impact investors and funding partners, as relevant.
* Summarize and present results and learnings in a final impact report.
* All documents and activities designed and delivered require prior approval by UNDP Kosovo.

1. **Proposed Methodology for the Completion of Services**

The service provider will be responsible for developing and proposing its own methodology to carry out the tasks described above, including, but not limited to:

* Research publications regarding ecosystems and impact investment programmes in the region and beyond.
* Network and connect with other accelerators, business incubators, private sector actors, grant-providing facilities, academia and research institutions, etc., to build new and nurture existing partnerships.
* Engage key resources, experienced entrepreneurs, mentors, advisors, industry thought leaders, and other stakeholders related to the acceleration of startups, businesses, and civil society organizations in specific domain sectors relevant to the participants.
* Apply global best practices while relying on its own business acumen and practical experience of incubating and accelerating organizations both locally and internationally.
* Maintain proactive connections with various funding sources: business angels, angel investors, individual and institutional investors, other incubators, and accelerators, and organize specialized events for pitching and fundraising.
* Consider synergies with existing initiatives for MSMEs, development programs, and projects within the UN system and other international development organizations in the region.
* Work with the Impact Expert to use applicable approaches for measuring and assessing the impact of the organizations, attempting to reconcile industry metrics and methodologies (e.g., IRIS and GIIRS) with SDG indicators.
* Provide regular updates on the advancement of the assignments, findings, and observations.
* Top of Form
* Bottom of Form

1. **Expected Outputs**

|  |  |  |
| --- | --- | --- |
| **#** | **Outputs/Deliverables** | **Due date** |
| 1. | Support UNDP Kosovo in organizing the call for participants and onboarding event | September 30, 2023 |
| 2. | Design and deliver the training curricula for the Business Acceleration and Digital Transformation modules, including securing trainers and mentors | December 30, 2023 |
| 3. | Distribution and mentorship of the grants | February 15, 2024 |
| 4. | Final report on the summary of the results and impact reached through the program | June 15, 2024 |

1. **Institutional Arrangements**

BOOST Kosovo Acceleration Program is the property of UNDP and is specifically branded. Therefore, all educational materials and internal and external communications must refer to its branding in affiliation with UNDP. Ensuring effective and coherent external communication will position BOOST x Kosovo as an innovative accelerator that responds to the needs of businesses, allowing for further future growth.

Given the complexity of the tasks, strong cooperation and clear internal communication are essential. Therefore, the implementing partner will work under the overall guidance of the designated officer at the UNDP Kosovo office. By coordinating our efforts, the project will advance smoothly and on schedule. This guarantees that everyone on the team is clear on the project's objectives and knows exactly what is required of them. Therefore, the UNDP Kosovo team and the local partner will have periodic meetings to align their activities and plans.

The official language for all documents will be English.

1. **Reporting**

The local contractor is required to report to UNDP on a weekly basis (every Friday, EOB). This report shall include information conforming to the proposed chart time plan. In addition, the report shall include information on backlogs or possible delays, for which UNDP has full right to inquire and change the contractor’s working schedule and priorities to contain possible extensions of the final product delivery date. In any case, cumulative delays cannot exceed 2 weeks from the proposed time plan. If the contractor faces these problems, it shall be reported separately, and UNDP reserves the right to reconsider the situation and take the necessary actions. UNDP reserves the right to visit the contractor during business hours, and the contractor is responsible for being transparent in providing project updates.

1. **Schedule of payments**

Payment will be made in four (4) installments upon timely completion and acceptance of each respective output as described above, based on the signed acceptance acts and narrative reports for each deliverable. The time allocated for each deliverable should realistically reflect its percentage relation to the entire task.

|  |  |  |
| --- | --- | --- |
| **#** | **Outputs/Deliverables** | **Payment percentage to be made to the Contractor** |
| 1 | Support UNDP Kosovo in organizing the call for participants and onboarding event | 25% of the total contract amount will be paid upon certification of UNDP. |
| 2 | Design and deliver the training curricula for the Business Acceleration and Digital Transformation modules, including securing trainers and mentors | 45% of the total contract amount will be paid upon certification of UNDP. |
| 3 | Distribution and mentorship of the grants | 20 % of the total contract amount will be paid upon certification of UNDP. |
| 4 | Final report on the summary of the results and impact reached through the program | 10% of the total contract amount/final payment will be made upon certification of UNDP. |

Evaluation of outcomes is the responsibility of UNDP Kosovo.

In case the conditions of the Terms of Reference are not met the contract may be terminated or the fee charged by the service provider may be reduced.

1. **Required qualifications and application package.**

The service provider should demonstrate its capability and thorough understanding of the work outlined in the Terms of Reference. It should present a clear methodology for task implementation, as well as the ability to mobilize resources and experts to successfully carry out the tasks as per the Terms of Reference.

**The bidding service provider is required to submit the following:**

***Presentation of Expertise:***

* At least five years of proven experience in the fields of organizational development or executive education, including design and delivery of training materials and e-learning content targeted businesses.
* A team comprised of qualified experts, with a demonstrated track record in developing and delivering quality online learning, including knowledge, and understanding of adult learning approaches and methodologies.
* Desirable thematic expertise include:
  + Green business transformation
  + Innovation for social impact
  + Design thinking and strategic innovation
  + Scale-up strategies
  + Resource mobilization, fundraising and investment strategies.
  + Customer development and market scale-up
  + Product development, innovation, technology commercialization
  + B2B business development
  + Financial analysis, financing, and capital attraction
  + Digital business infrastructure
  + Digitalizing services and products etc.
* Proven experience in successful completion of at least three similar assignments within the last seven years. References and examples of past work of the last 5 years should be included in the proposal.
* Have a portfolio of projects of at least 200,000.00 EUR during the last year or a cumulative portfolio of projects of 1,000,000.00 EUR during the last five years.

***Proposed methodology, approach, and implementation plan:***

The proposal should include a proposed task implementation approach, including detailed description of implementation methods, milestones, and steps to carry out the task; and a detailed work plan with timelines for the Deliverables/Outputs.

***Management structure and key personnel:***

The service provider should have a strong team of experts with professional capacities. Resumes (CV) of at least three main experts, trainers, and mentors with proven experience in developing learning content, training modules, and methodology, conducting trainings, designing, and delivering educational content should be provided. One of the experts should act as a Team Leader.

***Financial Proposal:***

Detailed budget breakdown per main expenditures. The service provider should identify all the detailed budget table expenditures including venue, local and international experts, lecturers, mentorships, and grant distribution cost.

**Annex II**

**REQUEST FOR INFORMATION (RFI) FROM CSO/NGO**

1. **OBJECTIVE**

This is a Request for Information (RFI) from national and/or international CSOs/NGOs for potential partnership with UNDP in delivering outputs for development projects requiring expertise and experience in the following areas:

* Expertise in business development, digital transformation, leadership training, and mentoring to help organizations and entrepreneurs make the transition to a greener economy more efficiently.
* Relevant expertise in supporting innovative green solutions, by focusing particularly on innovations that promote greener business practices and boost 1) Sustainability, 2) Efficiency, and 3) Circularity.
* Expertise on sustainable business models, risk management and disaster resilience.
* Expertise in the implementation of pilot solutions and ideas for green MSME practices and more resilient practices towards natural disaster risks.
* Relevant experience to build capacities of up MSME with a high business potential to transition towards environmental sustainability on a green recovery from the pandemic by focusing on sustainable business models, risk management and disaster resilience.

1. **INFORMATION REQUESTED**

Interested CSOs/NGOs are requested to fill out the below questionnaire, attaching all supporting documentation where specifically requested. If you are an international NGO, please provide information and documentation relating to your permits and licenses for your local presence in Kosovo.

Please note that attachments should be provided to support each answer to the questions. All questions must be answered directly and clearly. Extraneous information that are not directly responding to the questions will only constrain the ability of UNDP to positively assess the CSO/NGO’s alignment with UNDP requirements.

All CSOs/NGOs whose information is found to be consistent with UNDP programme needs will be sent a subsequent questionnaire to enable UNDP to conduct a Capacity Assessment. Based on the results of this Capacity Assessment Checklist (CACHE), UNDP will determine if the CSO/NGO may or may not be placed on a roster, for rapid engagement when required.

A copy of the CACHE is attached **for information only. Please do not submit the CACHE form at this stage.**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Areas of Inquiry/ Supporting documentation** | **Response** |
| 1. Proscribed organizations | *1. Is the CSO/NGO listed in the UN’s list of proscribed organizations, UNDP Vendor Sanctions List, or indicted by the International or National Criminal Court?*  *2. Is the CSO/NGO banned by any other institution/governments? If, yes, please provide information regarding the institution/Government and reasons.* |  |
| 1. Legal status and Bank Account | 1. *Does the CSO/NGO have a legal capacity to operate in the UNDP programme country, and does it comply with the legal requirements of the country to register and operate an NGO/CSO?* *Please provide copies of all relevant documents evidencing legality of operations.*   *2. Does the CSO/NGO have a bank account? (Please Submit proof indicating latest date)* |  |
| 1. Certification/ Accreditation | *Is the CSO/NGO certified in accordance with any international or local standards (e.g., ISO), such as in:*   * Leadership and Managerial Skills * Project Management * Financial Management * Organizational standards and procedures * Other |  |
| 1. Date of Establishment and Organizational Background | *1. When was the CSO/NGO established?*  *2. How has the CSO/NGO evolved since its establishment? (no more than 2 paragraphs)*  *3. Who are your main donor/ partners?*  *4. Please provide a list of all entities that the CSO/NGO may have an affiliation with.*  *6. In how many cities/provinces/regions/ countries do you have capacity to operate in? Please provide a complete list and indicate the size of the offices in each location.* |  |
| 1. Mandate and constituency | 1. *What is the CSO/NGO’s primary advocacy / purpose for existence?* 2. *What is the CSO/NGO’s mandate, vision, and purpose? (no more than 2 paragraphs)*   3. *Is the CSO/NGO officially designated to represent any specific constituency?* |  |
| 1. Areas of Expertise | 1. *Does the CSO/NGO have expertise in any of the key areas identified above in this RFI?* 2. *What other areas of expertise does the CSO/NGO have?* |  |
| 1. Financial Position and Sustainability | 1. *What was the CSO/NGO’s total financial delivery in the preceding 2 years? Please provide audited financial statements for the last 2 years. If audited financial statements are not available, please provide an explanation regarding why it is not possible to obtain them.* 2. *What is the CSO/NGO’s actual and projected inflow of financial resources for the current and the following year?* 3. *Please provide a list of projects with description, duration, location and budget over the past 2 years (arrange from biggest budget to the lowest).* |  |
| 1. Public Transparency | 1. *What documents are publicly available?*   *2. How can these documents be accessed? (Pls provide links if web-based)* |  |
| 1. Consortium | 1. *Do you have the capacity to manage a consortium?* 2. *Do you currently, or have you in the past, managed or been involved with a consortium? If yes, provide a list of all consortia, the list of partners in the consortia, the role in the consortia, and the total financial budgets involved.*   *3. Do you have a formal alliance with other CSOs/NGOs? If yes, pls. identify and provide details.* |  |
|  | | |

1. **CLOSING DATE**

A completed RFI with requested attachments must be submitted to: procurement.ks@undp.org

United Nations Development Programme

procurement.ks@undp.org

They should be received no later than 07 September 2023 .

**Annex III – Detailed Sub-Criteria**

|  |  |  |
| --- | --- | --- |
| **Technical proposal Evaluation Breakdown** | | **Points Obtainable** |
| 1. General Organization and Financial Capability (eligibility and qualifications) | | |
| A | **General Organizational and Financial Capability**   * The organisations total operational years (55 points); * The organisation (and partners) have Project Management Capacity to manage grants (including staff, equipment, facilities and ability to handle budget for the activities) (70 points); * The organisations experience with engaging in partnership for implementing similar action/grants (55 points); * The organisations experience in working with international organisations/donors is an advantage (40 point). * The organisations experience in successfully managing of funds from institutions and/or development partner (50 points) * The organisation has adequate financial/accounting system in place to manage similar grants (30 points). | 300 |
| 1. Proposed Methodology, Approach, Implementation Plan | | |
| A | **Appropriateness of Proposed Methodology, Approach and Implementation Plan:**   * Alignment to the Terms of Reference (ToRs) and clear articulation of proposal elements and budget estimation costs (objectives, activities, results, resources and budget) (100 points); * The methodology clearly describes the aim of the project and clearly lays out the implementation timetable (work plan/dynamic plan) (100 points); * Proven experience in the implementation of similar/related type of activities (80 points); * Project is inclusive of all communities living in Kosovo (particularly youth and women) and has clear articulation of the target groups and geographic coverage (60 points); * Participatory monitoring and evaluation that will contribute to building a sense of ownership among the beneficiaries to promote the sustainability of the interventions (60 points). | 400 |
| 1. Management Arrangement, Resources and Qualifications of Key Personnel | | |
| A | **Management Arrangement, Resources and Qualifications of Key Personnel**   * Competence of the organization’s staff (100 points); * Qualification of key personnel (70 points); * Previous experience in related fields (70 points); * Availability of skills and training including CV (60 points). | 300 |
| Total | | 1000 |

**Annex IV –NGO/CSO Proposal Template**

**NGO/CSO PROPOSAL TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please complete the following proposal template as part of the NGO/CSO application process providing responses where relevant to the applying organization or group of organizations, and the overall project.   |  | | --- | | **Organization Profile** | | For this section, provide a summary of the organization to include the following information, where relevant. For proposals that bring together two or more organizations, please complete with the information of all organizations. Where possible, please provide supporting documents when requested. | | **1. Name of (s):**  Insert the name of the NGO/CSO (including office address, postal address, contact person for the project, contacts and email address)?  In cases with two or more organizations, indicate the name of the lead organization with responsibility for the operations and financial management of the project, followed by other organizations? | | **2. Organization Summary**  Provide a summary about the organization(s) to include the primary advocacy area, mandate, vision, and purpose. (no more than 2 paragraphs for each organization)? | | **3. Date of Establishment & Total Years of Operation**  State the date the organization was founded and number of years it has been operating? | | **4. Registered in Kosovo/Legal status**  Indicate whether the organization is legally registered in Kosovo. (Please provide supporting documentation)?  Yes / No | | **5. Financial system**  Indicate whether the organization or lead organization has an accounting system in place. (E.g. possesses an accounting software or process)?  Yes / No  Explain: | | **6. Internal Human Resources**  Identify the internal human resources and corresponding skill set and key competencies that the organization(s) possess relevant to the TOR? | | **7. Official presence and resources**  Identify other resources that the organization(s) has at its disposal. This may include (field offices, equipment, software, technical data bases, etc.)? | | **8. Institutional and/or development partner funding**  List any funding received from institutions and/or development partners and the corresponding areas of support over the last 2 years. This may include operations and management support, project support, and/or staffing together with the names of key donors. (Please provide any audit reports, if available, and/or any project evaluation documents, etc.)? | | **9. Partnerships**  Describe any partnerships established or joint projects undertaken by the organization(s). This may include partnerships with other CSOs, NGO’s, private sector, central institutions, or development institutions? | | **10. Main beneficiaries**  Indicate the major beneficiaries of the products and/or services provided by the organization(s). This would include target groups and communities/parishes/ electoral divisions, if relevant? | |
|  |
| **PROJECT PROPOSAL**   1. **General information about applicant organisation (maximum of 2 pages)**   1.1 Main areas of expertise – describe your organization’s main competencies. Describe your organization’s mission.  1.2 Describe main types of activity that your organization carries out.  1.3 Explain what kind of in-house or outside experts your organization involves in its usual work.  1.4 Provide a brief list of your organization’s three current or latest projects supported by international or local organizations and donors (indicate dates, subject matter of projects, project budgets and donors).   1. **Relevant experiences (maximum of 1 page)**   2.1 Provide evidence of your organization’s experience and describe the work performed by your organization that demonstrates its capability to work with target groups.  2.2 Describe specific results achieved by your organization in the areas of work relevant to this Call for Proposal.   * 1. Explain how your organization’s experience will help to reach project’s goals.  1. **Project Summary (maximum of ½ page)**   Describe project proposal’s objectives, main activities, stakeholders and expected results.   1. **Problem Analysis (maximum of ½ page)**   Describe main problem(s) that your project proposal will address and why these issues are important to the target groups and Kosovo society in general.   1. **Project Objectives (maximum of ½ page)**   Describe your project proposal’s goals and objective.   1. **Expected Results (maximum of 1 page)**   6.1 Describe specific short-term and long-term results that you plan to achieve with your project.  6.2 Explain what positive changes in the life of the target groups will be achieved through your project.   1. **Target audience (maximum of ½ page)**   7.1 Describe project’s main target audience as well as other stakeholders. Please also describe how they will be engaged.  7.2 Specify the group of people whose interests and rights your project will help to promote. Indicate their age and gender when relevant.  7.3 Explain if and how your project will cooperate with relevant institutional bodies.  7.4 Explain if and how your project will ensure gender mainstreaming.  7.5 Explain if and how your project will ensure youth integration.     1. **Project Activities (maximum of 2 pages)**   Briefly describe the form and contents of each type of activity that will be carried out during project implementation to reach its objectives of the Call for Proposal.   1. **Communication strategy (maximum of ½ page)**   Describe your project’s key messages, audiences, information products and communication channels.   1. **Work plan (maximum of 4 pages)**   10.1 Provide project’s work plan according to the following format:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Timeline | Activity | Location | Topic | Implementers | Panned Results/  deliverables | |  |  |  |  |  |  | |  |  |  |  |  |  |   Results shall not be merely actions taken but progress in the solution of the problem addressed by your project, and specific positive changes in the life of the target audience.  10.2 Provide project’s dynamic/implementation plan for the proposed duration of the Call for Proposal.   1. **Events (maximum of 2 pages)**   Provide more details on agendas and format of the project’s activities and other public events.   1. **Project Monitoring and Evaluation (maximum 1 page)**   Please include a monitoring and evaluation framework (preferably in table form) that describes how you will monitor project implementation and evaluate its results, as well as means and moments of verification.   1. **Future activities (maximum of ½ page)**   How will your organization ensure sustainability in its support to the issue targeted by your project after its completion? How will it further develop the project’s achievement?   1. **Budget (maximum of 2 pages)**   Provide project budget in according to the following format:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Item No. | Description of activity | Unit/staff | Rate/Cost | Estimated amount | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  1. **Staff (maximum of 2 pages)**   Briefly describe education, qualification and relevant experience of each project staff person and invited expert (Provide CV of each project staff). |
|  |