



Schweizerische Eidgenossenschaft
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Swiss Agency for Development
and Cooperation SDC

EYE Enhancing Youth
Employment

EYE – Enhancing Youth Employment

Request for Proposals (RFP)

No. 9/2018_EYE_Output 1.1

RFP Name: Development of Occupational Standards based on NQA guidelines

Date of Issue: 15 May 2018

Closing Date for Application: 28 May 2018

Enhancing Youth Employment (EYE) Project

Nazim Gafurri 33, 10000 Pristina
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SECTION ONE INSTRUCTIONS TO BIDDERS

I. GENERAL

- A. The award of a Subcontract to procure the services related to this Request for Proposal (RFP) is subject to the availability of funds.
- B. EYE project reserves the right to reject any and all proposals. No obligations either expressed or implied exist on the part of contractor (EYE) to make an award for the work or for the cost incurred in the preparation of proposal in response to this RFP.
- C. Proposal shall be submitted in accordance with the instructions set forth herein. Bidder shall submit its proposal in 1 original, clearly marked 'Original', 3 copies, each marked 'Copy', and one 1 electronic version, in a sealed envelope marked as follows:

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- D. All proposals received in response to the RFP will be the property of the EYE Project and will not be returned.
- E. Questions regarding this Request for Proposal may be asked via email to mrizvanolli@eye-kosovo.org until **21 May, 2018** at 4:00 pm. No questions related to this RFP will be considered after the noted date.

II. SCHEDULE

- A. The offer proposal must be delivered to EYE **no later than 4:00 p.m. on 28 May, 2018** to the following address:

Att.: Mrs. Elheme Xheladini
HELVETAS Swiss Intercooperation - Kosovo
Str: Nazim Gafurri 33, P.O. Box 2
10000, Prishtina

- B. EYE expects that work will start on 4 June 2018 and be completed in the period as specified in the TOR.

III. ELIGIBILITY

Participation to this RFP is open to all legal entities¹ registered and recognized under the laws of Kosovo operating for at least 3 years, with experience relevant to tasks specified in the TOR.

Inability of the Bidder to prove the eligibility criteria will render Proposal non-responsive and ineligible for consideration.

¹ For the purpose of this RFP legal entity means legal entity as defined by the Law 02/L-123 on business organisations (i.e. excluding only personal business enterprises, general partnerships and limited partnerships).



V. ALLIANCES PROHIBITED

Any offers received from bidders comprising legal entities other than those mentioned in the application forms will be excluded from this tender procedure. Bidders also may not form alliances or subcontract services to another legal entity.

VI. SELECTION CRITERIA

Bidder shall assume that there is only one opportunity to submit a Proposal in response to this RFP. Therefore, careful attention is required in order to insure that all of the technical documentation and other information necessary to support the Proposal are included therein.

The level of responsiveness to the details of this proposal as well as the overall quality and clarity of the proposal will be considered by EYE as an indicator of the work quality that the bidder is likely to provide during project implementation assuming award.

The evaluation will result in a determination that the Bidder's Proposal is acceptable or unacceptable. When the Proposal is determined to be unacceptable, no further consideration will be given to the offer.

Proposals will be evaluated according to following criteria:

Criteria	Max points
<i>Technical Proposal</i>	<i>40%</i>
<i>Proposed team</i>	<i>40%</i>
<i>Financial offer</i>	<i>20%</i>
<i>Total maximum score</i>	<i>100%</i>

After preliminary evaluation of offers, EYE reserves the right to enter into discussions/clarifications with pre-selected bidders in order to amend and/or complete their original offers.

Contract will be awarded to the most advantageous offer. EYE reserves the right to cancel this RFP procedure, should it not be satisfied with the quality of proposals.



VII. ALTERATION OR WITHDRAWAL OF APPLICATIONS

Bidders may alter or withdraw their application by written notification prior to the deadline for submission of proposals. No alteration will be considered after this deadline.

The outer envelope (and the relevant inner envelope) must be marked 'Alteration' or 'Withdrawal' as appropriate.

The EYE retains ownership of all proposals, which have not been withdrawn. Consequently, bidders do not have the right to have their proposals returned to them.

VIII. ETHICS CLAUSES/CORRUPTIVE PRACTICES

Bidders guilty of making false declarations may be subject to financial penalties representing 10% of the total value of the lot(s) applying for and/or contract being awarded. This rate may be increased to 20% in the event of a repeat offence.

Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the EYE during the process of examining, clarifying, evaluating and comparing offers will lead to the rejection of its offer(s) and may result in penalties as described above.

Bidders must not be affected by any conflict of interest with other bidders or parties involved in the project. EYE reserves the right to suspend or cancel the tender procedure and/or contract if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract.

Bidders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Contractors found to have paid unusual commercial expenses related to this project are liable, depending on the seriousness of the facts observed, to have their contracts terminated and/or be penalized.

The EYE reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the contract, the HSI-K may refrain from concluding the contract.



SECTION TWO PROPOSAL SUBMISSION FORM

I. LANGUAGE

Proposals should be submitted in English Language.

II. INFORMATION'S REQUIRED FROM PROPOSALS

Proposals from bidders should include at least the information listed below:

Basic Information

- Organization's legal name:
- Official address:
- Contact Information (Telephone, Fax, E-mail)
- Contact Person:
- Legal status of the organization: (*Please submit a copy of your registration document with the proposal*):
- Date and number of registration:
- Tax Information Number:
- Certificate from the tax authority that the legal entity has no liability
- Copy of the statute or incorporation document proving Kosovo ownership of the company

Technical Proposal

- Implementation Plan with detailed schedule and timing;
- Methodology used for OC development (DACUM or Functional Analysis);
- Description of activities for each task; provide the following information:
 - Task description(including start and end dates)
 - Modality of implementation (panel discussion through workshops or direct interviews)
 - Number of workshops conducted per each occupational standard development and their duration;
 - Number of occupational experts involved in the development process per each occupational standard;
 - Responsible personnel per each task;
 - Stakeholder involvement where applicable;

Deliverables

- List of all deliverables with detailed schedule for submission

Proposed personnel

- Team composition – CVs
- Professional background on VET sector;
- 3 years' experience implementing similar activities;
- List three independent qualified professional references;



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Financial offer

Bidders have to supply one original signed financial offer together with three copies:

- A completed budget including direct and indirect cost supported with budget notes
- The Financial offer must be presented in Euro.

The price proposed in this offer should be all inclusive; EYE is exempt from VAT, thus the cost should be exclusive of VAT. The contractor is responsible for all other taxes and duties in compliance with the Law of the Republic of Kosovo.



Terms of References (TOR)
Development of Occupational Standards based on NQA guidelines
May 2018

1. Introduction

The consortium of HELVETAS Swiss Intercooperation Kosovo (HSIK) and Management Development Associates (MDA) has been assigned to implement the second phase Swiss Agency for Development and Cooperation (SDC) project “Enhancing Youth Employment (EYE)”. The overall goal of EYE phase II is: A dynamic and socially inclusive labour market provides more and decent jobs including self-employment for young people in Kosovo.

One of the main objectives of EYE project is to facilitate matching of education programs with labour market needs.

2. Background

EYE is supporting Vocational Education and Training sector to offer education/training programs that respond to labour market needs. In order to reach this, during the development of education/training programs, a strong communication/consultation should happen between occupational experts from the world of work and education/training providers. This will ensure better match between demand and offer. Therefore, EYE is calling interested companies to apply for the development of 4 occupational standards, based on Kosovo National Qualification Authority guidelines.

The occupational standards commissioned by EYE for development, based on codes from Kosovo Classification of Occupation are:

1. 3113- Electrical Engineering Technicians (level 5)
2. 7126- Hydraulic and pipe fitting (level 5)
3. 7412- Mechanics and Electrical Appliances (level 3,4 & 5)
4. 4322- Plumbing, heating and air-conditioning (level 3,4 & 5)

3. Objectives and Tasks

The objective of this assignment is to develop 4 (four) above mentioned occupational standards with involvement of occupation related experts with at least 4 years continuous experience in the indicated occupation.

The process experts (facilitators) assigned by the company, that will lead the occupational standard development process should be process experts and not content experts with experience in at least one methodology Adopted by NQA for development of occupational standard. They should follow/use the adopted template and methodology for development of occupational standards by NQA (DACUM or Functional Analysis). The number of occupation experts to be engaged in providing inputs during the development process of each occupational standard should be from 6-8 person per occupation.



To achieve above mentioned objectives, the company will have to perform the following main tasks:

- Develop implementation plan with detailed schedule and timing, including:
 - Task description (start and end dates per each task)
 - Modality of work (panel discussion through workshops or direct interviews);
 - Number of workshops conducted per each occupational standard development and their duration;
 - Number of occupational experts involved in the development process per each occupational standard;
 - Responsible personnel per each task;
 - Stakeholder involvement where applicable;
- Define the methodology to be used (DACUM or Functional Analysis)
- Identify occupational experts per each occupation with work experience in the respective occupation. The number of occupation expert per each occupation should be from 6-8;
- Organize and conduct workshops with occupational experts;
- Incorporate the information gotten from occupational experts in the NQA adopted template for occupational standard;
- Submit the draft 4 (four) Occupational Standards to EYE for feedback;
- Incorporate the comments received;
- Submit the final 4 (four) Occupational Standards.

3. Expected Outputs

Outputs will be:

- A.** Implementation Plan with detailed schedule and timing, including:
 - Task description(including start and end dates)
 - Modality of implementation (panel discussion through workshops or direct interviews);
 - Number of workshops conducted per each occupational standard development and their duration;
 - Number of occupational experts involved in the development process per each occupational standard;
 - Responsible personnel per each task;
 - Stakeholder involvement where applicable;
- B.** Submission of 4 (four) draft Occupational Standards
- C.** Incorporate feedback provided by EYE to draft Occupational Standards
- D.** Submission of 4 (four) final Occupational Standards.²

² If NQA during the verification process would be coming with additional requirements to be incorporated in the OCs, the contracted company will be obliged to address the requirements
The SDC EYE Project is implemented by HELVETAS Swiss Intercooperation and MDA



4. Language

Proposals should be submitted in English Language. The occupational standards should be produced in Albanian language and should be proofread upon submission.

5. Timeframe

The assignment shall be performed within eleven-twelve-week period beginning at the earliest time possible.

Items	Dates
Open call for proposal	From 14 until 28 May 2018
Proposal submission deadline	28 May 2018
Decide on one proposal	Until 31 st of May 2018
Start of assignment	4 June 2018
Submission of occupational standards	31 August 2018

6. Logistics

In performing tasks, the contracted company will be in charge for organizing on his own:

- the logistics for engaged personnel and cover related costs, such as transportation, accommodation and catering;
- other logistics related to organization of workshops (venue and catering), materials, transportation of occupational experts, etc.

7. Reporting

The appointed contact person from the company, will be the primary responsible person for reporting to EYE's Senior Intervention Manager responsible for OP 1.1 and will work and consult closely with her. During the contract period a regular weekly update of work progress shall be submitted in written via e-mail to EYE.

Pristina 15 May, 2018