

## Open Call for Consultancy Services

**Reference Number: 031/018**

**Terms of Reference: Analysis of impact of vocational training programmes on employment in Kosovo\***

**Contracting Authority:** Regional Cooperation Council Secretariat

**Starting Date:** 1 July 2018

**Reporting to:** RCC Secretariat

**Duration:** 1 July 2018 – 31 October 2018

**Application Deadline:** 25 June 2018

**Reference Number:** 031/018

**Eligible:** Respective legal entities/ companies with experience in conducting public opinion research

## I BACKGROUND

### Purpose

The purpose of this assignment is to contribute to a better understanding of the impact of training programmes of Vocational Training Centres in Kosovo\* on employment.

### Background Information

The *Employment and Social Affairs Platform* (ESAP) is a regional project financed by the European Commission and jointly implemented by RCC and ILO in Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Serbia and The Former Yugoslav Republic of Macedonia. The project, which began its implementation in 2016 and lasts for 3 years, aims to strengthen

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence



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This project is funded by the EU

regional cooperation and institutional capacities of national administrations, employers' and workers' organisations, enabling them to develop and effectively implement labour market and social policy reforms in their EU enlargement process.

Within this overall objective, the ESAP project provides technical assistance to support national processes related to the preparation, monitoring and follow up of national employment, labour market and social affairs strategies, action plans and/or measures. Ministries of Labour and Public Employment Services are the main beneficiaries of this assistance.

## **II DESCRIPTION OF RESPONSIBILITIES**

### **Objectives and Scope of the Assignment**

This assignment aims to measure the impact of vocational training for employment. The assignment should attempt to identify the share of employment gained through vocational training offered by the Vocational Training Centres in Kosovo. In addition, the results of this study should serve to:

- Identify the impact of training for employment;
- Identify the attitudes of the beneficiaries regarding the quality of the completed training;
- Identify which professions have managed to generate more jobs;
- See whether the offered trainings overlap with the market needs.

### **Specific Tasks**

The scope of services under this assignment includes the following deliverables:

- Sampling Design (based on the methodology specifics described below)
- Questionnaire Design and Translation
- Training the enumerators
- Piloting the questionnaire and creating a technical report
- Excel file of the completed interviews
- Analytical Report of the main findings

### **Methodology**

The tenderer should design the research project based on the following methodological criteria:

- i. This study should be developed by using a sample deriving from training beneficiaries of Vocational Training Centres from June 2016 to December 2017.

- ii. Additionally, the sample should include businesses that have accepted training participants from Vocational Training Centres as their employees within the time periods specified above.
- iii. At least 1,000 face-to-face interviews should be conducted with participants of trainings from Vocational Training Centres (VTC) from all regions and businesses that have accepted as their employees the training participants from VTC.
- iv. The sample should be designed in a way that would be representative and in these stratifications, ensuring gender distribution and settlement representation.
- v. The surveys should be conducted with Computer Assisted Telephone Interviewing (CATI) method by experienced interviewers.

### Lines of Communication

The tenderer will submit all reports and timesheets to the ESAP Project Team Leader and RCC for review and approval of deliverables. The tenderer will work closely with the ESAP project team from whom they will seek guidelines to efficiently conduct the work. The final outputs will be shared with the national stakeholders in the Employment Agency of Kosovo\*.

### Timeframe

The service contract will be concluded for a period July-October 2018.

Deliverables	Due date (from mobilisation)
Inception Report	6 weeks
Final Report	31 October 2018

### III PROFILE AND COMPETENCIES OF THE TENDERER

The following eligibility criteria apply:

- Have substantial demonstrable experience in conducting field surveys and collecting and analysing resulting data;
- Have a network of contacts and field monitors throughout the different municipalities in Kosovo\* as well as key researchers to run the project, proven by staff structure within proposal and CVs;



- Extensive experience working in similar projects particularly in the area of Vocational Education and Training, including prior cooperation with international and national NGOs and businesses;
- Professional references from prior cooperation with the abovementioned establishments.

**Criteria related to the key experts delivering the service:**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Post-graduate degree in Social Sciences, Business, Economics, Statistics or related field.</li> </ul>
<b>Experience:</b>	<p>Qualifications and Skills Required</p> <ul style="list-style-type: none"> <li>▪ Extensive relevant experience in conducting and analysing survey data;</li> <li>▪ Knowledge of and experience with the work of Employment Agency and Vocational Training Centres in Kosovo* is desirable;</li> <li>▪ Excellent communication and report writing skills;</li> <li>▪ Analytical skills and ability to conceptualise and write concisely and clearly;</li> </ul>
<b>Language requirements:</b>	<ul style="list-style-type: none"> <li>▪ Fluency in English, as the official language of the RCC.</li> <li>▪ Knowledge of other languages of the region desirable.</li> </ul>

**Core Values**

- Demonstrates integrity and fairness by modelling RCC values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Core Competencies**

- Demonstrates professional competence to meet responsibilities and post requirements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Result-oriented; plans and produces quality results to meet the set goals, generates innovative and practical solutions to challenging situations;
- Communication: Excellent communication skills, including the ability to convey complex concepts and recommendations clearly;
- Team work: Ability to interact, establish and maintain effective working relations in a culturally diverse team;



- Ability to establish and maintain productive partnerships with regional and national partners and stakeholders.

#### **IV QUALITY CONTROL**

The contractor should ensure an internal quality control during the implementing and reporting phase of the assignment. The quality control should ensure that the draft reports comply with the above requirements and meet adequate quality standards before sending them to stakeholders for comments. The quality control should ensure consistency and coherence between findings, conclusions and recommendations. It should also ensure that findings reported are duly substantiated and that conclusions are supported by relevant judgment criteria.

The views expressed in the report will be those of the contractor and will not necessarily reflect those of the Regional Cooperation Council. Therefore, a standard disclaimer reflecting this will be included in the report. In this regard, the expert may or may not accept comments and/or proposals for changes received during the above consultation process. However, when comments/proposals for changes are not agreed by the expert, he/she should clearly explain the reasons for his/her final decision in a comments table.

#### **Quality Control by the Regional Cooperation Council**

The Contractor outputs shall undergo external reviews by all relevant stakeholders, including the representatives of the ESAP project team, and the Regional Cooperation Council.

#### **V APPLICATION RULES**

- Qualified companies are invited to send an application via e-mail to [ProcurementforRCC@rcc.int](mailto:ProcurementforRCC@rcc.int) no later than 25 June 2018;
- The assignment will be awarded to the highest qualified bidder based on the quality of the technical offer and the cost-effectiveness of the financial offer;
- The best value for money is established by weighing technical quality against price on a 80/20 basis;
- Only shortlisted bidders will be contacted for a competency-based interview.

The application needs to contain the following:

- The Technical Offer;
- The Financial Offer;

**The Technical Offer must include the following documents:**

- Copy of Company's Registration Certificate;
- CV(s) of the experts of the project team, outlining relevant knowledge and experience as described in the Terms of References, along with contact details of referees;
- Brief concept note describing the main issues, information, data sources, research and analytical tools to be employed by the author as well as detailed proposal of the work to be undertaken and proposed timeline;
- List of references for relevant activities implemented over the past 3 years demonstrating relevant experience in the subject matter. Copies of contracts may be requested for the short listed applicants;
- Service Tender Submission Form (Annex I);
- Financial Identification Form (Annex II)

**The Financial Offer** (Free format)

The financial offer should reflect the following:

- All figures should be expressed in EUR;
- VAT amount, if applicable, should be presented.

When preparing the financial offer, the applicant should take into account the following:

- The proposed budget should include daily fee rate for consulting services; the fee rates should be broadly consistent with the EU framework rates for these types of professional services.

### Submission of applications:

- Qualified applicants are invited to send an application via e-mail to [ProcurementforRCC@rcc.int](mailto:ProcurementforRCC@rcc.int) no later than **25 June 2018**;
- Please make sure that the application is submitted in two separate folders one containing Technical Proposal and the other Financial Proposal. The documents should be submitted in a form of copies of the originals.

### Evaluation rules:

- The consultancy will be awarded to the highest qualified bidder based on the relevance of skills and expertise to this assignment;
- The applications are evaluated following these criteria:

EVALUATION GRID	Maximum score
<b>A. Technical Offer (A.1+A.2+A.3)</b>	<b>100</b>
<b>A.1. Track record, references and general experience of the bidder:</b> General work experience; evidence of other contracts of the size comparable with that of the tender; experience with clients comparable to the Contracting Authority.	20
<b>A.2. Quality and professional capacity of the team leader and experts:</b> CV(s) satisfy the criteria set forth in the Terms of Reference and demonstrate professional capacity and experience required; quality of the team inspires confidence.	40
<b>A.3 Quality of brief concept note:</b> Brief concept note describing the main issues, information, data sources, research and analytical tools to be employed by the author as well as detailed proposal of the work to be undertaken and proposed timeline .	40
<b>B. Financial Proposal/ lowest price has maximum score</b>	<b>100</b>

Score for offer X =

**A: [Total quality score (out of 100) of offer X / 100] \* 80**

**B: [Lowest price / price of offer X] \* 20**



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

**Annex I  
APPLICATION SUBMISSION FORM**

**Open Call for Consultancy Services: Analysis of impact of vocational training programmes on employment in Kosovo<sup>†</sup>**

**Reference Number: 031-018**

**Title: Analysis of impact of vocational training programmes on employment**

**One signed scanned copy** of this Application Submission Form must be supplied.

1 SUBMITTED by:

	Name and address of legal entity /company submitting this Application
Full Name and Address	

2 CONTACT PERSON

Name	
Address	
Telephone	
Fax	
e-mail	

3 STATEMENT

[Name of the Authorized Person] \_\_\_\_\_ hereby declares that we have examined and accepted without reserve or restriction the entire contents of the Open Call for Experts, Grounds for Exclusions and Conflict of Interest as such:

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<sup>†</sup> This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence

## **Grounds for exclusion**

Candidates or bidders will be excluded from participation in a procurement procedure if it is known that:

- (a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) They have been guilty of grave professional misconduct proven by any means which the Contracting Officer can justify;
- (d) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Officer or those of the country where the contract is to be performed;
- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity.

Contracts may not be awarded to candidates or bidders who, during the procurement procedure, are:

- (a) Subject to a conflict of interest;
- (b) Guilty of misrepresentation in supplying the information required by the Contracting Officer as a condition of participation in the contract procedure or fail to supply this information.

## **Conflict of Interest**

- a) The Contractor shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of the contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the contract must be notified in writing to the Contracting Authority without delay.

- b) The Contracting Authority reserves the right to verify that such measures are adequate and may require additional measures to be taken if necessary. The Contractor shall ensure that its staff, including its management, is not placed in a situation which could give rise to conflict of interests. The Contractor shall replace, immediately and without compensation from the Contracting Authority, any member of its staff exposed to such a situation.
- c) The Contractor shall refrain from any contact which would compromise its independence or that of its personnel. If the Contractor fails to maintain such independence, the Contracting Authority may, without prejudice to compensation for any damage which it may have suffered on this account, terminate the contract forthwith.
- d) The Contractor shall, after the conclusion or termination of the contract, limit its role in connection with the project to the provision of the services. Except with the written permission of the Contracting Authority, the Contractor and any other contractor or supplier with whom the Contractor is associated or affiliated shall be disqualified from the execution of works, supplies or other services for the project in any capacity, including tendering for any part of the project.
- e) Civil servants and other agents of the public administration of the RCC Participants, regardless of their administrative situation, shall not be recruited as experts in contracts financed by the RCC Secretariat.
- f) The Contractor and anyone working under its authority or control in the performance of the contract or on any other activity shall be excluded from access to RCC Secretariat financing available under the same project unless they can prove to the Contracting Authority that the involvement in previous stages of the project does not constitute unfair competition.

We offer to provide the services requested in the Terms of Reference on the basis of supplied documentation subject to this Open Call for Consultancy Services, which comprise our technical offer, and our financial offer.

This Open Call for Consultancy Services is subject to acceptance within the validity period stipulated in the Terms of Reference.



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Name of the Authorized Person	
Signature	
Date	



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**ANNEX I**  
**FINANCIAL IDENTIFICATION FORM**



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## **ANNEX III**

### **RCC General Terms and Conditions**