

## TERMS OF REFERENCE

<b>Name of the Project</b>	<b>“Youth Employment Enabling Prospects” YEEP</b>
<b>Type of service</b>	<b>Consultancy on development of concrete policy recommendations for improvement of situation and action for social-economic integration of vulnerable youth</b>
<b>Location</b>	Kosovo
<b>Expected timeline</b>	Jan – Dec 2021
<b>Reporting to</b>	SOS Children’s Villages Kosovo

### 1. Introduction

These Terms of Reference serve as a request for proposals from company who is interested in providing consultancy on development of concrete policy recommendations for improvement of situation and action for social-economic integration of vulnerable youth in the project “Youth Empowerment Enabling Prospects” YEEP.

#### SOS Children’s Villages Kosovo

SOS Children's Villages Kosovo since 1999 has been working to help children who have lost parental care or are at risk of losing parental care. While maintaining the attitude that every child should be part of a family, growing with the sense of belonging, respect and security, the SOS Children's Villages Kosovo program focuses on helping all children, youth and their families overcome life challenges through pillars such as: Alternative Care, Family Strengthening Program, Education and Advocacy.

Our organization participates actively in policy-making and advocates for the rights of children and young people who are at social risk - as stated in the UN guidelines for alternative long-term care. We work closely with decision-makers, government institutions, civil society organizations and social service providers, and attaches great importance to the involvement of young people in decision-making processes.

#### 1.1 Context of the programme

The project "Youth Empowerment Enabling Prospects – YEEP” now as a part of the broader regional initiative is a continuation of the organization's commitment in increasing youth employability.



The project is financed by Federal Ministry for Economic Cooperation and Development – BMZ and Hermann Gmeiner Fonds Deutschland is going to be implemented from SOS Children Villages in Kosovo, Albania, North Macedonia, Bosna and Hercegovina and Serbia aiming to offer improved employment prospects and active participation in the labor market of 1,600 vulnerable youth, aged 16 – 35.

## 1.2 Programme overview

The main objectives of YEEP “Youth Empowerment Enabling Prospects” project are:

1. Local actors are professionally and financially strengthened in their work of socio-economic integration of young people at risk.
2. Vulnerable youth have improved their socio-economic integration.
3. Local decision-makers have raised their awareness of the situation of vulnerable young people and are aware of possible strategies to improve the situation of the target group.

Within the third objective “Local decision-makers have raised their awareness of the situation of vulnerable young people and are aware of possible strategies to improve the situation of the target group” we aim to improve the situation of vulnerable young people **through development of concrete recommendations for action to be taken by decision makers**. The recommendations for action should contain a clear and concise description of concrete suggestions **for improving current practices, propose identified missing policies or practices and emphasize the positive social effects of implementing these suggestions** in the area of social integration of vulnerable youth.

Considering all the above, SOS Children's Villages Kosovo is looking for a company. The company will be responsible for providing consultancy on development of concrete policy recommendations for improvement of situation and action for social-economic integration of vulnerable youth.

## 2. Objectives and Scope

The main objective of these Terms of Reference is to contract a Company to offer consultancy to develop policy recommendations for improvement of situation and action for social-economic integration of vulnerable youth through following planned activities within project:

- 2.1 Company will **collect actual current strategies** and policies / statements supporting and addressing vulnerable youth with focus on employment issues and identify areas for improvement;



2.2 Company will work with project beneficiaries, youth at risk and **collect youth recommendations**. The recommendations for action resulting from the ideas of the young people will be presented during planned round tables and incorporated into final document with recommendations for action.

2.3 Company will organize two **Peer to peer consultations**.

The purpose of this consultancy is to consult with young people on youth employment issues and current policies. For this reason, Peer to peer to consultations should cover following topics:

2.3.1 Peer to Peer group consultation **on employment issues** that affect youth, examples of consultancy sub topics but not limited to are following:

- Guide and discuss with youth on opportunities, challenges regarding employment and integration of youth in Labour Market;
- Accessibility of state/private services offered locally and in national level;
- Collect ideas from young people on how to promote youth employment;

2.3.2 Peer to Peer group consultation **on current youth policies**, examples of consultancy sub topics but not limited to the following:

- Presentation of current youth policies and policies specifically reflecting vulnerable youth,
- Presentation of current employment youth policies,
- Share the challenges identified on Employment issues that affect youth,
- Collect youth recommendations on improving current policies addressing vulnerable youth and youth employability.

Each of consultancies described above will last 1 day and the total number of participants per consultancy will be around 25 youth. The first consultancy will be conducted in January 2021 and the second in March 2021.

2.4 Company will **collect recommendations through round tables**. The purpose of the Round Tables is to deal with different aspects of the socio-economic integration of vulnerable young people in Kosovo in a context-oriented and demand-oriented manner. The aim is to raise awareness among key stakeholders in Kosovo and to develop recommendations on how to improve the support and services offered by governments and CSOs to vulnerable youth. Before these meetings, information materials and best practice examples for knowledge transfer and awareness raising will be prepared, including recommendations for action resulting from the ideas of the young people.

Proposed examples of consultancy tasks but not limited to the following:



- Company develops Agenda for the Round Tables.
- Moderates round tables.
- Support youth and guide participants to share recommendations in round tables.
- Collect recommendation improving the support and services offered by governments and CSOs for vulnerable young people.
- After the round tables prepare the final document of recommendations
- Design Concrete policy recommendations.

The Round Tables will last 1 day and the total number of participants per Round Tables will be around 25 participants per round table. Participants will be young people that are project participants, strengthened youth, representatives from various government departments and/or ministries as well as NGOs and CSOs will be invited to participate in these round tables. In total are planned 4 Round Tables and will be organized in the Cities of Fushe Kosova/Gracanica, Gjilan, Drenas and Peja.

2.5 Company will prepare **document with recommendations** for action resulting from the ideas of the young people and the experts and from the analysis of current policies and strategies;

2.6 Company will present document with recommendations in the **event for promotion of recommendations**. The purpose of the final event for promotion of recommendations is to deliver and raise awareness among key stakeholders in Kosovo. The event will last 1 day and the total number of participants will be around 30 participants. Participants will be representatives from various government departments and/or ministries as well as NGOs and CSOs and other stakeholders, young people that are project participants, strengthened youth. The event will be organized in Prishtina Municipality.

**Note:** Young people have the right to be active participants, whose opinions can contribute to improving the social integration of young people and policies addressing improvement of vulnerable youth position and employability.

The Company is welcomed to apply according to the field of expertise they might have. Activities are not limited only to described planned activities by project proposal and this ToR. Company can add more activities such as interviews, meetings, etc to Technical proposal and justify need for implementation and support of those activities to reaching higher quality of main duties.

The contracted Company is responsible to develop the program of the policy document development on improvement of vulnerable youth position and employability and all materials/documents necessary for successfully accomplishment of the tasks.



### 3. Work plan and Expected Deliverables

- 3.1 Collection of actual current strategies and policies / statements supporting and addressing vulnerable youth and identify areas for improvement, will be conducted in the period **January 2021** through desk work of company and provide a summary of the work.
- 3.2 Collection of youth recommendations. will be conducted in the period **January - April 2021**;
- 3.3 Two Peer to Peer group consultations on employment and current policies: each of consultancies will last 1 day with total number of around 20 participants per consultancy. The first Peer to peer consultation meeting on employment issues that affect youth will be conducted in the period **January 2021** and the second Peer to Peer group consultation meeting on current youth Policies will be conducted in **May 2021**. Both meetings will take place in city of Prishtina.
- 3.4 Four Round Tables, 25 participants per round table, on socio-economic integration of vulnerable young people will be divided into two phases, where: Two Round Tables will be organized during the period **January -April 2021** and the other two will be organized during the month of **June- October 2021**. Specific dates will be agreed and described in the contract to be signed with the winning company.
- 3.5 Preparation of document with policy recommendations will be conducted in the period **October 2021 – November 2021**.
- 3.6 Event for promotion of recommendations, 30 participants in the event, on presenting the recommendations and raising awareness among key stakeholders in Kosovo. The event will be organised on **December 2021** and will last 1 day.

Each of consultancies are expected to be conducted face to face and to target number of participants as described under each of them.

In case of restriction or possible quarantine imposed from the state, the place, dates and format (face to face) of the consultancies may be subject of change. In this case the contracted Company shall be flexible to adapt agreed the consultancies to online format.

### 4. Obligations of the Contracted Company

- Conduct all agreed consultancies
- Plan constancy according to requirements, target audience and objectives;
- Provide suggestions to enhance the event's success;
- If needed, desk review of relevant program documents;
- Ensures that all necessary measures are taken to ensure the visibility of the donors and SOS Children's Villages;
- The Company should prepare detailed and interactive consultancies program, sessions plan and all other materials necessary to carry out with quality and success both consultancy topics.



- To use interactive methodologies and in accordance/adaptation with the target group that will participate in each consultancy.
- Be ready to travel in designated place where the consultancies will be held covered by his/her own costs or of the agency he/ she represents.
- Prepare a detailed narrative report after each activity and send it to YEEP Project Manager.
- Prepare a final document with concrete policy recommendations developed throughout all agreed consultancy activities

## **5. Experience and qualification of the Contracted Company**

The desired qualifications of the Contracted Company for this assignment are the following:

- Proven and extensive experience in the development of consultancy programs, facilitating Round Tables and policies development with youth and Stakeholders.
- To have knowledge of current policies, specifically youth policies and policies reflecting youth at risk and youth employability.
- The Contracted Company should have at least 3 years of experience in development recommendations in this area.
- Previous experience on conducting/leading/facilitating consultancy for youth, state and CSO's representatives.

## **7. Duration of the contract and terms of payment**

Payment will be made only upon SOS Children's Villages Kosovo, acceptance of the work performed in accordance with the above described deliverables. Payment will be effected by bank transfer in the currency of billing and is due 30 days after receipt of invoice and acceptance of work after each deliverable.

The payment to the company shall be made after the completion of service provision as per deliverables.

## **8. Copyright and other property rights**

SOS Children's Villages Kosovo will have the right to all intellectual property and other property rights, but without restriction to, copyright, in relation to the report, processes, ideas, documents and other materials that the Contractor has developed for SOS Children's Villages Kosovo under the contract.

## **9. Annex - SOS Children's Villages child protection policy and code of conduct**

SOS Children's Villages Kosovo has a child protection policy and code of conduct that company will be expected to comply with and will be required to sign a statement of commitment to the



policy. This will happen upon signing of contract, together with an orientation of company experts on internal child safeguarding processes and data protection regulations.

Before the actual start of data collection, a police check is to be provided, in case any sensitive data is planned.

In addition to the above mentioned, the following key areas for ethical consideration need to be taken into account: <http://childethics.com/ethical%20guidance/>

Graham, A., Powell, M., Taylor, N., Anderson, D. & Fitzgerald, R. (2013). Ethical Research Involving Children. Florence: UNICEF Office of Research - Innocenti.

## 10. Instruction to bidders (Process of submission of Bids)

The bidders are welcome to submit their proposal for the capacity building trainings, electronically in PDF format and sent to [procurement1@soskosova.org](mailto:procurement1@soskosova.org)

This bid is open to all companies who can provide the requested services. The proposal and all supplementary documents have to be submitted in Albanian language. Financial bid needs to be stated in euro.

### Documents to submit:

- **Technical proposal** should include detailed and interactive consultancies program, sessions plan a detailed implementation plan in accordance with the scope of work, expected outputs and deliverables provided for herein. The frequency of the engagement, **time-schedule, should be integral parts of the proposal.**  
**Note:** The final schedule should be agreed between the company and SOS CV. The total number of working days approved will depend on cost of the day and availability of the budget within the project duration.
- **Financial proposal** must also forecast the cost of preparation and reporting. These should be included in the payment for the day/s of the consultancies. The financial bid should be stated in EURO without VAT (The financial offer must be valid for two weeks);
- An expression of interest to provide the consultancies explaining how the Company experience match the qualifications required and, if any, previous experience in organizing planned activities with similar stakeholders;
- The composition of the working team (if applicable), including the role for each member;
- CV highlighting the expertise of the Company experts.
- Three reference letters (at least two of them must be familiar with your work);
- Registration certificate of the bidder;

Before signing the contract the selected bidder must present evidence: for the authorised person signing the contract – a certificate that is not under the investigation/ or TAX verification certificate.



The criteria for selection are:

Criteria	Maximum points
<ul style="list-style-type: none"> <li>Proven and extensive experience in the development of consultancy programs, facilitating Round Tables and policies development with youth and Stakeholders. Previous experience on conducting/leading/facilitating consultancy for youth, state and CSO's representatives.</li> <li>To have knowledge of current policies, specifically youth policies and policies reflecting youth at risk and youth employability.</li> <li>The Contracted Company should have at least 3 years of experience in development recommendations in this area.</li> </ul>	30
<ul style="list-style-type: none"> <li>Technical proposal should include detailed and interactive consultancies program, sessions plan a detailed implementation plan in accordance with the scope of work, expected outputs and deliverables provided for herein. The frequency of the engagement, time-schedule, should be integral parts of the proposal.</li> </ul>	35
<ul style="list-style-type: none"> <li>The price of Financial proposal</li> </ul>	35
<b>Total</b>	<b>100</b>

All bidders must meet the essential criteria. There will be a maximum of 100 points divided and 100 points in preferred criteria.

**Deadline for submission:**

The application has to be sent by latest on **15.01.2021** by midnight in the email address [procurement1@soskosova.org](mailto:procurement1@soskosova.org) . Application sent after the deadline will not be considered.