Second Kosovo Youth Development Project-Additional Financing

Project Implementation Unit

Ministry of Culture, Youth and Sports

Government of Kosovo

#

REQUEST FOR EXPRESSION OF INTEREST

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| **Kosovo** |  |
| **Kosovo Youth Development Project**  | Additional Financing |
| **Grant No:** | TF017534 |
| **Assignment Title:**  | Vocational and Education Training to the youth (age 18-35) in Kosovo |

**Reference No**: (as per Procurement Plan) 4

Ministry of Culture, Youth and Sports with the support of the World Bank, is implementing the Second Kosovo Youth Development Project - Additional Financing (KYDP-AF) that has three components: 1)Technical Assistance for the development of the Youth Employment Strategy, 2) Youth Business Development and social integration support; 3) Support for results-based project management and evidence based decision-making. The Vocational and Education Training assignment is one of the interventions of component two. The main objectives of Second Kosovo Youth Development Project -Additional Financing (KYDP-AF) is to:(i) to promote social cohesion though inter-ethnic collaboration among youth, especially from marginalized and vulnerable groups; and (ii) to improve economic opportunities for young people and sustainable access to youth services in Kosovo.

Therefore KYDP-AF is seeking a Technical and Financial Proposal from qualified firms for the provision of skills-based vocational and educational training (VET) to young people age 18-35, throughout Kosovo. VET training should encompass the following areas/professions identified on the basis of PIU’s recent Kosovo-wide labor market research:

* Accounting and related skills
* Information Technology
* Real Estate Appraisal
* Welding
* Central Heating
* Hairdressing and Beauty Care
* Car Mechanic and
* Tailor

The proposals from training providers shall cover at least four trainings from the above list, and reflect the local market need for both soft and hard skills training. However, additional training areas from the list or other professions that are not listed above can be considered on the basis of market studies (especially localized market studies that identify specific regional or local labor demand or market niches). If suggesting different training areas, applicant is required to enclose with their proposal supporting documentation that provides a rationale and justification for suggested alternative choices and evidence of the track record of successful job placements of trainees in the past.

# Target number of participants per region

VET training programs will be offered in five regions of Kosovo (Prishtina, Peja, Gjilan, Mitrovica and Prizren) to a target number of at least 220 youth, of which a minimum of 30 percent will have to be from the vulnerable and marginalized youth groups in each region. However, logistical, practical and financial considerations should dictate the actual location of the different training programs. Similarly, economies of scale may make it possible to accommodate a larger number of trainees than indicated above. However, training groups should be approximately 27-30 participants to ensure engaging, hands-on training style. To meet the timeline requirements of this assignment, training provider may need to run concurrent training sessions for two cohorts of participants in each region.

# Scope of work and responsibilities

During the entire assignment, the VET Provider will work in close cooperation with the KYDP Project Coordinator and other staff of the Project Implementation Unit (PIU).

Specifically the VET Provider will be responsible for the following tasks:

* Refine and finalize the curricula presented in the technical and financial proposal keeping in mind the potential employers’ demand and any opportunity offered by the local labor market.
* Arrange training premises and make provision of required machinery, equipment, tools, furniture pertaining to VET and other physical facilities (e.g., washrooms, back-up power, drinking water, etc.)
* Engage competent and qualified instructors and support staff.
* Provide all learning aids, teaching materials, consumables and additional facilities, as per demand of curricula, free of cost to the trainees. Given the regional diversity and scope of this TOR, the training will need to be delivered in both Albanian and Serbian where appropriate. All training handouts will also need to be developed and delivered in both languages.
* Issue certificates of completion to all participants who satisfactorily pass the final exam and certificates of participation to participants that meet the attendance criteria agreed upon with the PIU. Details of certificate formats will be discussed at contract negotiations with selected provider.
* Collect monitoring information on agreed upon indicators and provide regular data and narrative reports to the PIU, through email or on a web-based data management system and facilitate access to KYDP-AF monitoring and evaluation staff (or consultants hired by KYPD-AF for monitoring & evaluation purposes).
* Research adequate on-the-job training options that can be offered to trainees either during or after the training program.

# Background on technical information of trainings delivery:

* Trainings will take place in locations as determined in the contract. Should it be agreed that trainees will come from locations other than the training location and its surroundings, expenses for trainees transport and board & lodging will be covered by the project. The distribution of per diem allowances and transport vouchers, however, will be the responsibility of the training provider.
* Trainings can be delivered on any working day of the week, other than public holidays.
* The training provider is expected to do its best to help trainees find gainful employment upon successfully completing the training.
* Training provider shall specify *per diem* amount for trainees (minimum EUR 5), as well as penalties to be imposed due to failure for regular training attendance.
* The training provider will perform all or any of the preceding tasks in the best professional manner and any other tastk as requested by the Project Coordinator and PIU as deemed necessary to support the development of activities related to this assignment.

# Deliverables

## The selected training provider is expected to deliver the following:

* Electronic and hard copies of all curricula within two weeks of contract signing to the PIU for review.
* Training material and handouts in Albanian and Serbian language as required, available at least two days before the training actually starts, in accordance with the agreed training program.
* Training sessions consistent with the agreed curricula.
* Monitoring data, narrative and financial training reports within five working days of the completion of each training set. The narrative report will have to include (a)summary of trainings offered and training methodology used; b) training level of achievement with a summary of participants’ attendance and learning outcomes by gender and vulnerability; and (c) summary participants’ training evaluation as well as all individual evaluation forms
* A final training report to be delivered, not later than two weeks after training complete, that will include information on trained participants, attendance and practical knowledge achieved.

# Duration of Assignment

The duration of assignment will be approximately 3 months, during which all trainings should be completed and final exams administered to training participants. Trainings in all regions is expected to start on May 28th, 2015 and end on July 31st, 2015. The final schedule and plan of activities for the assignment will be developed in close consultation and coordination with PIU. The estimated level of efforts for the assignment is 240 working days total for all training and administrative work related activities. All assignment related tasks should be completed no later than August 10th at the latest.

# Payment specifications

Grant funds will be paid in EUR on the basis of installments payments for permissible costs. Payments shall be made by wire transfer to ensure that all grant funding goes through an identified account. Under no circumstances, payments will be made in cash (cash funds), the account of a private person, and / or any fictional account.

The size and timing of installments will be determined on the basis of (a) the estimated budget for different activities and deliverables, (b) the negotiated work program and (c) the actual number of trainees and training programs

# Qualifications, requirements and evaluation criteria for VET Provider

## Required qualifications

* Be legally registered;
* Have at least three years of vocational training experience in Kosovo;
* Have unqualified audits for the last two years;
* Have the teaching and technical capacity to offer training in at least four of the areas/professions listed above;
* Offer training in both Albanian and Serbian;
* Have a training capacity of at least 27-30 students at a time
* Have a capacity to deliver different training programs at the same time

## Evaluation Criteria

The Consulting Firm will be selected in accordance with the procedures for Selection Based on Consultant Qualifications (CQS) set out in the World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (“Consultant Guidelines”), edition of May 2004, revised October 2006 and May 2010, setting forth the World Bank’s policy on conflict of interest."

Evaluation criteria will be as follows:

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| Criteria | Points |
| Past experience in similar assignments | 30  |
| Structure of the firm (number of years in business, number of permanent staff and qualification of staff) | 30  |
| Verified placement record  | 20  |
| References from previous similar assignment  | 10  |
| Capacity to deliver different training programs at the same time  | 10  |

# Procedures for application

Interested companies/organizations should e-mail documentation including staff CVs and references with similar services, by close of business of April 25th, 2015 to KYDP. The e-mail should be sent to info@kydp.org and addressed in hard copy to: Kosovo Youth Development Project (World Bank funded) Ministry of Culture, Youth and Sports, Mother Theresa Square # 35; 10000, Prishtina, Republic of Kosova