

Kosovo Youth Development Project II

Project Implementation Unit – PIU

Ministria e Kulturës, Rinisë dhe Sportit/Departamenti i Rinisë

Ministarstvo Kulture, Omladine i Sporta/Departament Omladine

Ministry of Culture, Youth and Sports/Department of Youth

Qeveria e Republikës së Kosovës/Vlada Republike Kosova/Republic of Kosova Government

REQUEST FOR EXPRESSIONS OF INTEREST

**Kosovo**

**Kosovo Youth Development Project 2**

**Grant** **No**.:TF098547

**Assignment Title:** Consulting Services for managing Start-up business grants to youth (age 18-35) in Kosovo

**Reference No.:** 6.2

The Ministry of Culture, Youth and Sports/Department of Youth has received financing from the World Bank toward the cost of the Second Kosovo Youth Development Project, being implemented by the Project Implementation Unit, and intends to apply part of the proceeds for consulting services.

Kosovo Youth Development Project (KYDP) 2, has committed a fund that will be administered by a qualified micro-finance institution (MFI) or Non-Government Organization (NGO) with purpose of providing start-up business grants to youth who have been selected as beneficiaries and recipients of complementary capacity building and skills development training which will be provided under the project.

The objective of the assignment is to provide start-up business grants to around 200 young people, throughout Kosovo regions and support young entrepreneurs in Kosovo to implement their creative ideas of business, development & empowerment of youth entrepreneurship as a possible source of job creation.

Specifically the implementing organization will be responsible for the following tasks:

* Promote grant providing to the targeted youth
* Responsible for the planning, coordination and monitoring of grant activities and management,
* Propose selection criteria for grantees as well as an objective, transparent and efficient selection process. A minimum of 30 percent of the grantees will have to be women.
* Marginalized youth, such as minorities, disabled youth, and youth from rural area shall be encouraged to apply
* In collaboration with KYDP2, finalize the selection criteria for grantees and agree on an objective, transparent and efficient selection process.
* Provide a swift and co-ordinated response to the needs of youth throughout Kosovo and ensure the beneficiaries are ready and prepared to receive the grant being provided.
* The grant amounts are expected to be around $2,500, though the Implementing Organization will have some flexibility on grant amounts depending on the business plans presented, which will not exceed $ 5,000
* The organization is expected to co-ordinate with other relevant actors involved in providing start-up grants to youth and similar activities so as to ensure clear lines of communication and to avoid double funding for youth in Kosovo.
* Undertake periodic field monitoring and to participate in other monitoring exercises as may be required by the PIU. The nature of income generation projects requires constant monitoring and follow-up and thus the Implementing Organization is expected to display capacity for following up on each grantee in order to ensure maximum efficiency and sustainability of that particular grant.
* Young people will be encouraged to create partnerships, value chains or other forms of cooperation to access funds, and this could increase the size of the maximum grant for which they would be eligible.

The approximate duration of assignment will be around 5 months, during which a minimum of 200 youth will receive grants as per requirements specified in this TOR and other contracting procedures. The estimated level of efforts for the assignment is 90 working days.

The KYDP 2 Project Implementation Unit – PIU now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services.

Minimum qualification criteria:

* Be legally registered;
* Have at least three years if similar experience in Kosovo;
* Have unqualified audits for the last two years;

Interested Consultants should provide the following information and documents demonstrating that they have the required qualifications and relevant experience to perform the Services:

1. Documentary evidence of registration as MFI, NGO, firm or corporation
2. List of projects implemented in the last three years (2009, 2010, 2011) along with contracts or references from the similar assignments.
3. Financial statement audited by a Licensed Auditor
4. List of staff including CVs, and evidences of work experience with data on contribution paid to tax administration.

The evaluation criteria for short listing are:

Number of assignment-related contracts completed during last three years 40 points

Overall experience of the firm (at least three years) in the field of assignment 20 points

Assignment-relevant experience and qualification of key personnel 15 points

Financial capacity of the firm 15 points

Number of years of the key personnel in the firm 10 points

The attention of interested Consultants is drawn to paragraph 1.9 of 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”.

Consultants may associate with other firms in the form of a joint venture or a sub consultancy to enhance their qualifications.

A Consulting firm will be selected in accordance with the Consultants’ Qualifications (CQ) method set out in the above mentioned Consultant Guidelines, and following the above mentioned evaluation criteria.

Further information can be obtained at the address below during office hours: 09: 00 to 16:00.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **18.05.2012**

The Ministry of Culture, Youth and Sports/Department of Youth

Project Implementation Unit – PIU

Mother Theresa Square #35; Office #25;

10000, Prishtina, Republic of Kosova

Attn: Arton Çitaku – Procurement and Administration Specialist

Tel: +381 (0)38 200 220 81;

E-mail: [arton.citaku@rks-gov.net](mailto:arton.citaku@rks-gov.net)