

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**

**GrantNo**.:TF054916

**Assignment Title:**Consulting Services to provide Start-up trainings to youth in Kosovo

**Reference No.:**11

The Ministry of Culture, Youth and Sports/Department of Youth has receivedfinancing 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.

The main objective of the project is to support Kosovo Youth (age 18-35) in the very beginning of launching entrepreneurial activity providing necessary knowledge and skills, helping them to formulate business ideas and develop own business plans, resulting in establishment of viable businesses and creation of new jobs by providing themthe following moduleson Business start-up trainings: a)Entrepreneurship; b)Marketing; c) Business planning and d)Financial planning

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

* Consult with the PIU for a general orientation of the training
* Propose selection criteria for trainees as well as an objective, transparent and efficient selection process. A minimum of 30 percent of the trainees will have to be women. Vulnerable youth (minority, youth with disabilities, marginalized people) will be encouraged to apply.
* In collaboration with KYDP2, finalize the selection criteria for trainees and agree on an objective, transparent and efficient selection process.
* Mobilize rural youth from all regions of Kosovo and select trainees for the proposed skills training in accordance with the agreed process.
* Finalize/refine curricula presented in the technical and financial proposals keeping in mind the potential trade demand.
* Arrange training premises and make provision and other physical facilities (e.g. washrooms, back-up power, drinking water, etc.)
* Engage competent and qualified trainers and support staff.
* Provide all learning aids, teaching materials, consumables and additional facilities, as per demand of curricula, free of cost to the trainees. Note the potential need for the training to be delivered in both Albanian and Serbian at the same time, and therefore the need for training handouts in both languages.
* Issue certificates of participation to participants (details of format will be discussed later with selected provider).
* Establish a system for providing reports to the PIU, through email or on a web-based data management system and facilitate access to KYDP2 monitoring and evaluation staff (or consultants hired by KYPD2 for monitoring & evaluation purposes).

The approximate duration of assignment it is expected to last around 6 months, during which a minimum of 400 youth should be trained in the start-up training modules identified above. The final schedule and plan of activities for the assignment will be developed in close consultation and coordination with PIU. The expected level of effort is about 80 teaching days to be delivered to each of four groups, and therefore requiring the equivalent of four teachers working 80 days each (80 x 4=320 person/days), in addition to the 30 estimated days of administrative work.

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

Minimum qualification criteria:

* Be legally registered;
* Have at least three years of Start-up training experience in Kosovo;
* Have unqualified audits for the last two years;
* Offer training in both Albanian and Serbian;
* Have a training capacity of at least 50 students at a time.

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 NGO, firm or corporation
2. List of projects implementedin 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 evidencesof work experience with data on contribution paid to tax administration.
5. References from previous assignments

The evaluation criteria for short listing are:

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| Past experience in similar assignments | 30 points |
| Organization of the firm, number of years in business, number of permanent staff | 30 points |
| Teachers qualification in entrepreneurship for four required modules | 20 points |
| Capacity to deliver different training programs at the same time | 10 points |
| References from previous assignments | 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 subconsultancy 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 e-mail) by **08.06.2012**

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

Project Implementation Unit – PIU

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