



Terms of Reference

Name of the Project	“Support the Employment of Youth in Energy Sector”
Type of service	Services that the company will provide: Research and Publication
Location	Kosovo
Duration	November 2020-November 2021
Expected timeline	January – February 2021
Reporting to	Business Support Center Kosovo (BSCK)

1.Introduction

These terms of References serve as a requested for proposal from company who are interested in providing trainings on organizational development for organization and local CSOs partners in the project “Support the Employment of Youth in Energy Sector”

Business Support Centre Kosovo (BSCK)

BSCK has been operating in Kosovo since 2005, assisted by its partner SPARK, before Becoming a fully independent, registered non-profit NGO in June 2009. BSCK supports existing And potential entrepreneurs between 18 and 35 years of age in establishing and strengthening Micro, small and medium sized enterprises in Kosovo. The range of BSCK activities comprises Training- the-trainer programs, vocational entrepreneurship and business trainings, Administration of technical and management consulting and the making available financial startup help in the form of preferential micro credits. BSCK’s vision is to maintain its leadership position in a country in providing support services for development of entrepreneurship and SMEs with long-term commitment in closed cooperation with local authorities and international donors and business sector. To promote and stimulate sustainable economic development and growth that contributes toward alleviation of poverty in Kosovo.

Note: This is an EU funded project, managed by the EU Office in Kosovo



Business Support Centre Kosovo (BSCK) through its Project “Improving labour market access of disadvantaged groups through social enterprises and active labor market measures” aims to realize this project based on four components: To increase employability of youth and women and disadvantaged groups through development of skills and knowledge required in the local labor market; and to support sustainable job creation and self-employment opportunities for youth and women and disadvantaged groups. The main goal Support to employment of youth in energy by providing free trainings.

This ToR is issued based on the Project “Improving labour market access of disadvantaged groups through social enterprises and active labor market measures”

1.1 Context of the programme

The project “ Support the Employment of Youth in Energy Sector” is an EU funded project, managed by EU Office in Kosovo as part of an initiative in increasing youth employability.

1.2 Programme Overview

The main goals of the “Support the Employment of Youth in Energy Sector” are to increase employability of youth, women and disadvantaged groups through development of skills and knowledge required in the local labor market; and to support sustainable job creation and self-employment opportunities for youth, women and disadvantaged groups.

1.3 Timeframe

The Research and publication will be delivered between January and February 2021.

2.Objectives

The overall objective of the project is to ***increase employability, sustainable employment prospects for disadvantaged groups, namely youth and women in the energy sector in Kosovo.***

- Build technical/professional and soft-skills among targeted marginalized youth.
- Support transition from school to work for targeted youth in electrical installations professions.
- Promote employment and self-employment in the new professions in the energy sector.

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Performance indicators :

- at least 200 youth trained in three professions in electrical installations
- Curriculum in vet schools and VET centres aligned with EU standards and requirements.
- 100 youth complete the apprenticeship program in industry/private sector companies;
- at least 100 youth employed or self-employed;
- 4 employment facilitation events organized;
- At least 200 youth undergo entrepreneurship and soft-skills training;
- At least 10 self-employment grants awarded to most promising and entrepreneurially oriented youth.

2.1 Activities

- Undertake BSKC consultations and ***develop the baseline and needs assessment report to study prerequisites and existing conditions in the Region of Industry Companies and Targeted Youth Group***
 - Identify the priority need of the overall project goal
 - Based on the results of the baseline and needs assessment, elaborate a feasibility study report with a view to determine the most effective/optimal institutional and technical design
 - Present the draft baseline/needs assessment and first outcomes of feasibility study of the process at a Consultative Meeting in the mid of 2021.
 - Based on the assessment result , map out the project document on the first operational phase and present it, together with the feasibility study
 - Publication of the outline of the feasibility study/project document as a brochure/pamphlet for,
 - Promotion and wider publicity
 - The information and recommendations of the feasibility study/project document should be instrumental to the policy-makers and other stakeholders at the regional and national level.
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- Assessment of particular needs and constraints of the target country and youth group
 - Needs Assessment of Industry Companies

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- Assessment of skill gaps
- Risk analysis
- Analyzes of expected impact of the action on its target group beneficiaries
- Analyzes of the sustainability of the action
- Publication of the findings

3. Work Plan and expected Deliverables

The assignment will last 45 working days, effective immediately upon the contract signing. The External Expert will submit a detailed work and a financial proposal plan to the BSCK team for evaluation, and in addition, the External Expert will deliver the service as described in 2.1(Activities).

3. Requested skills (Experience and Qualification) for the company expert

The contractor is expected to have the following profile:

- Company or institution with experience in this field
- Team shall demonstrate strong academic background in , energy policy and/or energy economics with expertise in social, economic and environmental dimensions of the region.
- Team experiences and skills encompass, but not limited within the research area and must be fluent in English.
- Experience in the energy sector in the Kosovo region is an asset;
- Previous involvement of the team in complex assignments with a similar scope and focus;
- Strong problem solving, communication, research and analytical writing skills.

Criteria of selection

Criteria	Maximum
<ul style="list-style-type: none"> • The applicant (company) should have good knowledge and experience on Research and publication field. • The applicant company with previous experiences in similar work must submit 	30%

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<p>an example of similar pieces of work completed recently.</p> <ul style="list-style-type: none"> The applicant meets the continues set for qualifications according to the terms of references 	
<ul style="list-style-type: none"> Concept proposal on Research and Publication methodology including references 	30%
The price of Financial Proposal	40%
Total	100%

5.Timetable

The Research and Publication period will be between January and February 2021.

6.Duartion of the contrat and terms of payment

Payment will be made only upon Business Support Centre (BSCK), acceptance of the work performed in accordance with the above describe deliverables .Payment will be affected by bank transfer in the currency of billing and is due 30 days after receipt of the invoice and acceptance of work . The payment to the company shall be made after the completion of service provision.

7. Copy right and other property rights

Business Support Center Kosovo (BSCK) will have the right to all intellectual property and other property rights, but without restrictions to, copyright, in relation to the report, processes, ideas, documents and other materials that the Contractor has developed for Business Support Center Kosovo (BSCK) under the contract.

Instruction to bidders (Process of submission of Bids)

The bidders are welcome to submit their proposal for the Research and publication of findings , electronically in PDF format and sent info@bsckosovo.org or in person at BSCK Offices.

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

8. Documents to submit

- Bid submissions: Concept proposal on Research and Publication methodology including references;
- Financial Proposal; the financial bid should be stated in EURO without VAT ;
- Name and contact details of the company expert as well as description of relevant past experiences in such of similar field;
- CV's of the company team members;
- Three reference letters (at least two of them must be familiar with your work);
- Registration certificate of the bidder;
- ID copy;

Deadline for submission

The proposal has to be sent by latest on 16/12/2020 (12:59 PM). Application sent after the deadline will not be considered.

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