



Terms of Reference

Name of the Project	“Support the Employment of Youth in Energy Sector”
Type of service	Services that the company will provide: Translation and dissemination of professional literature and materials compliant to EU standards
Location	Kosovo
Duration	February -March-April (the first half of the year)
Expected timeline	
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

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donors and business sector. To promote and stimulate sustainable economic development and growth that contributes toward alleviation of poverty 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 Translation of the professional literature and materials will be implemented in three months between (January and March) 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.

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- Promote employment and self-employment in the new professions in the energy sector.

2.1 Activities

- **Translation and dissemination of professional literature and materials compliant to EU standards for the three professions in local language.**

Aside from Core training materials (modules) for the trainers and their trainees respectively, the Applicant in close cooperation with an European Company will also translate selected parts of operational manuals of this company (compliant to EU standards) in local language and make them broadly available to the target audience of youth, through their trainers, as well as, relevant public institutions responsible for planning of public investment projects. This component has the intent of replicating the project results and impact as broadly as possible, well beyond the direct reach through trained youth. Professional literature in local language, particularly with regards to electrical installations and other technical/engineering sectors is very scarce, and this key contribution is expected to affect the entire sector significantly, in the upcoming period.

- Inclusion of new installation curricula in public VET education system
- Piloting of new curricula by an EU Company -certified trainers,
- Review and Learn Workshops with trainers

3. Work Plan and expected Deliverables

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The assignment will last 59 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 below:

1. Panel Builder Module – Configuration of Panels and Electric Distribution

This module will entail at minimum the following contents:

- a) Familiarity with an EU Company products, vending machines, contractors, relays, cassettes, accessories, etc.
- b) Learning of Software Configuration Software provided by an EU Company according to European Standards Applied in Albania and Kosovo.
- c) Practice with examples by Soft as digital auxiliary tools.
- d) Physical assembly of panels.
- e) Testing and Commissioning of Panels.
- f) Auditor testing.
- g) Certification of participants.

2. Home Automation and Video-Citophony Module

This module will be divided into 2 sub-modules which are Home Automation and Video-Citophony. The reason is that both systems have a language of communication between them and have significant common elements and are complementary to one-other. Both sub-modules will be developed as in the following format.

- a) Presentation of the system, components, advantages, limits, etc.
- b) Learning the design software for the system, as well as the software its configuration.
- c) Examples of practical computer exercises
- d) Physical installation of products and their configuration (practical)
- e) System commissioning
- f) Auditor testing
- g) Certification of participants

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3. Cabling Systems Module (Data-centre)

This module will entail at minimum the following contents:

- a) Presentation of the system, components, advantages, limits, etc.
- b) Recognition and design of design software for the system, design aid
- c) Examples of practical computer exercises
- d) Physical installation of products and their configuration (practical)
- e) System commissioning
- f) Auditor testing
- g) Certification of participants.

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

- *Experience*
 - (at least 2 years) experience in developing similar documents
- *Professionalism:*
 - Demonstrates professional competence and mastery of subject matter.
- *Communication:*
 - Excellent and effective written and oral skills in the English language. Proficiency in local languages will be considered an asset.

Criteria of selection

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Criteria	Maximum
<ul style="list-style-type: none"> The applicant (company) should have good knowledge and experience. The applicant is a company with previous experiences in similar work and submit three references letter for similar works engagements The applicant meets the continues set for qualifications according to the terms of references 	30%
<ul style="list-style-type: none"> Detailed work plan on including references for translation materials and agenda 	30%
The price of Financial Proposal	40%
Total	100%

5. Duration of the contract 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.

6. 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.

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Instruction to bidders (Process of submission of Bids)

The bidders are welcome to submit their proposal for the Translation and dissemination of professional literature and materials, electronically in PDF format and sent info@bsckosovo.org or in person at BSCK Offices.

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.

7. Documents to submit

- Expression of interest (Eoi) outlining how the expert meets the selection criteria and their understanding of the ToR
- A summarized description of the scope of work and the intended methodology to be used including, detailed work plan including activities and deliverables with specific time frames.
- 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;
- A summarized description of the scope of work and the intended methodology to be used including sampling methods, data collection tools as well as a detailed work plan including activities and deliverables with specific time frames.
- Registration certificate of the bidder;
- ID copy;

Deadline for submission

The proposal has to be sent by latest on 22 January 2021 . Application sent after the deadline will not be considered.

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