



## TERMS OF REFERENCES

**Position: Services for External Consultancy**

**Duration of engagement: 20 October 2022 – 31 May 2023**

### 1. HISTORICAL

The Kosovo Cross-Border Co-operation Program - Republic of North Macedonia under IPA II 2017 and 2018 supports cross-border co-operation to promote good unneighborly relations and socio-economic development, as well as promote membership in the European Union.

Last December, the Municipality of Ferizaj signed contract No. 2021/430-770 with the European Union as the Contracting Authority, being the leader of the process in partnership with the Municipality of Chair (North Macedonia), and the NGO ' Business Support Center of Kosovo'. - (BSCK), in the realization of the CBCEcoKid Project. This project promotes cross-border co-operation and the generation of renewable energy in public institutions in partner municipalities on both sides of the border.

To support the implementation of the responsibilities assigned under this Contract, the Centre for Business Support Center in Kosovo – BSCK requires an experienced consulting company to ensure that the activities specified below are implemented under the contract.

### 1. DESCRIPTION OF TASKS

#### Target

The objective of the tasks is to provide support to the BSCK in the development of a range of quality activities in accordance with EU standards, both in terms of design and implementation, as well as in accordance with the conditions and timeframes set out without reservations and restrictions.

#### Services required

Under the general supervision of BSCK management and in coordination with the management of the CBCEcoKid Project and with the relevant authorities in the municipality of Ferizaj, the consulting company will be responsible for the realization of the specific activities required for implementation.

#### Expected results

Co-operation between the parties to this Agreement is particularly developed through the provision of Technical Assistance in the realization of activities, especially providing support in:

1. Implementation of the acts related to communication and visibility of the project:
  - Design of 1 (one) joint media campaign on social media, in The Ferizaj and Chair;
  - Drafting 1 (one) 'Press Release' for the media;

Beneficiaries:





Funded by  
the European Union

2. - Drafting 1 (a success story. Organisation of 1 (one) meeting/workshop with groups of experts to analyze the legal framework (laws and regulations in force) for the use and functionalization of green and eco-friendly technologies in the Municipality of Ferizaj.
3. Design of training seminars for the promotion of efficient energy in 4 educational institutions in the Municipality of Ferizaj.
4. Designing green forums and competitive race in schools involved in the project with the aim of promoting energy efficient to young people.

### 1. **Skills and EXPERIENCE Required**

- The company must have at least three (3) years of experience in consulting services in many different sectors and clients.
- Expertise in the field of environment and energy and working with intergovernmental organisations or PROJECTS funded by the EU would be wealth.
- Experienced ability to work and interact with people of different backgrounds, professional, social and cultural backgrounds.
- At least 3 referral letters/contracts for translation service.

### 1. **SELECTION PROCESS**

The experienced and qualified company will be selected according to the organization's procurement rules and procedures.

#### **Evaluation criteria**

- Methodology: - 70 points.
- Financial Offer (Budget - Annex V): - 30 points.

#### **Payment plan**

The total amount for all services highlighted above will be paid in the confirmed bank account of the contracted command, for the phase of fulfillment of activities. And the value of the amount applied must be without VAT, since EU funds are freed from VAT. Activities are considered fulfilled after the delivery of reports for each phase of activities:

1.	With the signing of the contract	35% of the total value Worth EUR 2,903.20
1.	Realization of activities 1 and 2 defined within the Expected Results	30% of the total value
2.	Realization of activities 3 and 4 defined within the Expected Results	35% of the total value

#### **Deadline for Application**

Expression of interest can be delivered within 10 calendar days at the following address until October 14, 2022, Friday COB or physically in our office at the Ukshin Hoti C4/A K 1 No. 2 address

CBCEcoKid Project Team

E-mail: [info.cbcecoKid@gmail.com](mailto:info.cbcecoKid@gmail.com)



Beneficiaries:

