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| **BIDDING INSTRUCTIONS, ELIGIBILITY AND AWARD CRITERIA** |
| **1** | **Title:** | **Together Advancing Kosovo’s Training and Employment within the Education Sector (TAKE)**  |
| **2** | **Date of publication:** | **14.02.2024** |
| **3** | **Deadline for Submission of offers:** | Offers may be submitted on or before **05.03.2024, COB.** |
| **4** | **Method of submission of offers:** | The interested candidates/companies are requested to submit an electronic copy of their proposal, with the subject REF: “Mid-term evaluation - TAKE”. Offers must be submitted as follows:* Email: dthaqi@caritas.ch CC: kosovo@caritas.ch
* File Format: PDF signed, signed and stamped in cases when companies apply.
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| **5** | **Point of Contact:** | Email: dthaqi@caritas.ch CC: kosovo@caritas.ch. |
| **6** | **Questions and Clarifications:** | Bidders must submit all questions and requests for clarifications regarding this RFO in writing via email to the point of contact stipulated above. All correspondence regarding this solicitation must reference this solicitation in the subject line “Mid-term evaluation - TAKE” and must be done via email and in English language. No phone calls or in-person inquiries will be accepted at any stage of this solicitation. Any such contact will result in immediate disqualification. |
| **7** | **Currency of offers:** | Offers shall be submitted in **EURO.** |
| **8** | **Taxes:** | The price must be without VAT. |
| **9** | **Language of offers:** | Documents must be submitted in English. |
| **10** | **Documents to be submitted:** | Bidders shall include the following documents in their proposal:1. Business Registration Certificate & VAT registration certificate (for companies)
2. Profile of the evaluating team/company (CVs of all individuals included in the consultancy team).
3. Proven experience of similar work/expertise – at least 3 reference letters.
4. The consultants’ suitability for the assignment and match with previous work experience, qualifications etc.
5. Composition and division of work between team members.
6. Methodology that shall be used - signed and/or stamped (in cases when companies apply).
7. Draft work plan and suggested timetable - signed and/or stamped (in cases when companies apply).
8. Financial proposal including budget broken down and individual daily fees - signed and/or stamped (in cases when companies apply).
9. Declaration on exclusion as stipulated in the attached Annex VI - Exclusion Criteria.
10. Confirmation of availability for the period 5.03.2024-30.05.2024
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| **11** | **Validity of offers:** | Offers shall remain valid for **30 days** from the deadline for the Submission of Offers. |
| **12** | **Payment Terms:** | The payment shall be made through the bank account, upon reception and approval of the invoices and the final evaluation report after the completed services.  |
| **13** | **Participation:** | Please refer to Annex V - General conditions for procurement and Annex VI - Exclusion Criteria. |
| **14** | **Eligibility:** | The following are the minimum requirements or standards that bidders must meet, to progress further in the procurement process. Bidders that cannot demonstrate that they meet this baseline will be excluded from the competition. Eligibility criteria ((*please see details in the ToR*) are: * Master’s degree in one of the following relevant fields: Social sciences, preferably in Education, Early childhood education, Development studies, Public Management, Management or other related to the field.
* At least 5 years overall professional experience as an evaluator with a track record in conducting project evaluations.
* At least 5 years of relevant professional work experience in education, early childhood education, teacher training, education, or performance/results-based budgeting.
* Experience in working with OECD/DAC or the SEVAL standards.
* Proven experience with logical framework approaches and other strategic planning approaches, M&E methods and approaches, information analysis and report writing.
* Extensive knowledge of, and experience in applying qualitative and quantitative research methodologies.
* Excellent spoken and written Albanian and English language skills required. Other local languages, in particular Serbian, are considered a strong asset.
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| **15** | **Technical evaluation and award criteria:** | After analyzing the offer deemed to comply with administrative terms, the evaluation committee will evaluate the technical admissibility of the offer and award by using the best value for money approach (combined scoring method). The technical proposal will be evaluated with **80%** weight, whereas the financial one will be evaluated with **20%** (table 1 below). The offer that complies with all the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected.  |

**Table 1: Award criteria grid**

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| **#** | **AWARD CRITERIA GRID**  | **WEIGHTING %** |
| **1** | **TECHNICAL PROPOSAL** | **80** |
| **1.1** | Profile of the evaluating team/company (CVs of all individuals included in the consultancy team). | 20% |
| **1.2** | The consultants’ suitability for the assignment and match with previous work experience, qualifications etc.Track record in conducting project evaluation in the field requested from this ToR. | 20% |
| **1.3** | Methodological aspects of the evaluation, including design/approach, sampling strategy, and main data collection and analysis methods (line of evidence).  | 20% |
| **1.4** | Expertise in the field of Early childhood education, education, teacher training, or similar. | 20% |
| **2** | **FINANCIAL PROPOSAL** | **20** |
| **2.1** | Proposed fees (price) | 20% |
| **OVERALL WEIGHTING** | **100%** |