

Data Sheet & Scope of Work

1	Introduction & Overview	The PIAKOS project, under the aegis of the World Bank and implemented by the Advocacy Training & Resource Center (ATRC), aims to address the critical need for improved access to information and counseling services for women, youth, and vulnerable persons in Kosovo. The objective of the Project is to improve access to land and property registration information and counseling services for women, youth, and vulnerable persons in Kosovo. The project spans the entire territory of the Republic of Kosovo, emphasizing regions inhabited by ethnic minorities and other vulnerable communities.
2	Purpose of the Service	The purpose of this service is to conduct a comprehensive baseline study, including mapping of community property needs through the Baseline Data project for the Public Information and Awareness Campaign Services for Vulnerable Communities in Kosovo (PIAKOS). The Advocacy Training and Resource Center (ATRC) seeks proposals to enhance access to information and counseling services, particularly for women, youth, and vulnerable groups, to facilitate land and property registration and strengthen tenure security.
3	Brief Description of the Required Supplies	ATRC is inviting proposals from Individual Consultants, Group of Consultants, Kosovo-based CSOs and consulting companies to produce a baseline study for project indicators as well as gather data on the needs of Kosovo communities in accessing services, dispute resolution mechanisms, and rights related to acquiring ownership and final registration of immovable property. The scope includes collecting baseline data for project indicators, identifying awareness gaps, assessing the level of awareness and counseling support needed, and providing recommendations. The selected contractor will be responsible for communication, coordination, data collection, analysis, and the preparation of reports.
4	Objective and Scope	The objective of this Request for Proposals (RFP) is to select a Kosovo-based entity or a consultant with at least 5 years of experience to conduct a baseline study for PIAKOS. The scope involves collecting baseline data for project indicators, identifying and prioritizing awareness gaps, assessing the level of awareness and counseling support required for property registration, and offering recommendations for project activities. The methodology includes qualitative data collection through interviews and focus groups, as well as quantitative data on property registration from various sources. The deliverables include an inception report, a comprehensive report with findings, prioritized needs, and proposed action measures. The project is expected to start by the February 2024 and be completed by the end of March 2024.
5	List and Description of Expected Outputs to be Delivered	- See the terms of references
6	Location of work	Kosovo
7	Expected duration of contract	The duration of the consultancy is 30 working days.
8	Target start date	Beginning of January
9	Estimated completion date	31 March 2024
10	Language of Proposal	English

11	Pre-proposal conference	N/A
12	Travels Expected	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
13	Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
14	Currency of Proposal	EUR
15	Value Added Tax on Price Proposal	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
16	Bid Security	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
17	Financial Standing	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Not Required
18	Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, ATRC may request the tenderers to extend the validity of bids beyond what has been initially indicated in this RFP. The bid shall then confirm the extension in writing, without any modification whatsoever on the bid.
19	Partial Quotes	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not Permitted
20	Payment Terms	Delivered at Place [DAP]
21	Type of Contract to be Signed	SERVICE CONTRACT
22	ATRC will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on following factors:
23	Annexes to this ITT	<input checked="" type="checkbox"/> Request for Proposals (RFP) <input checked="" type="checkbox"/> Instruction to Bidders or Consultants <input checked="" type="checkbox"/> Data Sheet and Scope of Work <input checked="" type="checkbox"/> Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest <input checked="" type="checkbox"/> Technical and Financial Submission Form <input checked="" type="checkbox"/> Template of Proposed Contract
24	Deadline for Submission of requests for clarification	See Timetable at the Instructions to Bidders or Consultants
25	Documents to be submitted:	<input checked="" type="checkbox"/> Technical and Financial Submission Form (See section 5) <input checked="" type="checkbox"/> Cover Letter and Declaration on honour on exclusion criteria and absence of conflict of interest (See section 4) <input checked="" type="checkbox"/> Additional Annexes: Copy of registration certificate and Fiscal & Unique Number certificate from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business; <input checked="" type="checkbox"/> Additional Annexes: Joint Venture/Consortium/Association Information agreement if is permitted. <input checked="" type="checkbox"/> Additional Annexes: . List of clients and reference letter. <input checked="" type="checkbox"/> List/CV's of Experts.

Section 3. Data Sheet and Technical Specification

		<input type="checkbox"/> Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, certifications, awards, references and citations received by the Bidder, if any.	
26	Qualification Requirements:	<ul style="list-style-type: none"> - Extensive experience and track record on surveys and data analysis - Administrative and managerial capabilities needed - Demonstrate legal entities, companies, CSO's or partnerships effectively established in Kosovo - A minimum of 5 years of experience of the consultant or entity in producing large-scale data for Kosovo - A minimum of 5 years of experience as a researcher in similar tasks - Excellent coordination, communication, and reporting skills; - Excellent presentation skills; - Excellent and proven experience in drafting reports in English language 	
27	Award Criterias	<ul style="list-style-type: none"> - Feasibility of Design & Technical Approach: - Management & Team Qualification: - Past Performance: - Financial Proposal (Lowest Price): 	<ul style="list-style-type: none"> 30 points 20 points 20 points 30 points

TERMS OF REFERENCES

BACKGROUND

The Advocacy Training and Resource Center (ATRC) is a Kosovar non-governmental and non-profit organization with the vision to enable an environment that fosters democratic resilience and active citizenry. Since its registration in 2001, ATRC has focused on increasing citizen and civil society participation in decision-making, to promote democratic values and standards. In line with its mission, ATRC will implement the Public Information and Awareness Campaign Services for Vulnerable Communities in Kosovo (PIAKOS), through a grant awarded by the World Bank's State and Peacebuilding Fund of the World Bank Group. The timeline of PIAKOS is expected to be operative until 31 December 2025.

The PIAKOS project objective is to improve access to information and counseling services for women, youth, and vulnerable groups in Kosovo to increase access to land and property registration and strengthen tenure security. Increased access to information will benefit vulnerable individuals as they navigate land registration processes.

STRATEGIC OBJECTIVES of PIAKOS

Improve access to information and counseling services for women, youth, and vulnerable members of different communities in Kosovo to increase access to land and property registration and strengthen tenure security.

SCOPE OF WORK

This RFP intends to receive interest from Individual Consultants, Group of Consultants, Kosovo-based CSOs and consulting companies in producing a baseline study for the PIAKOS program. This will include collecting information on the key project areas of work, covering population groups and key indicators, where applicable. The baseline should also focus on assessing Kosovo communities' needs on accessing services, dispute resolution mechanisms, and rights related to acquiring ownership and registration of immovable property in respective Municipal Cadastral Offices. Specific objectives of this assignment are:

- Produce baseline data on key outcome indicators. The baseline should gather data from relevant targeted populations and produce baseline values for key indicators, where applicable.
- Identify and prioritize awareness gaps that should be addressed among communities regarding access to services and dispute resolution mechanisms;
- Map/assess the level of awareness regarding the process of acquiring ownership and achieving final registration of immovable property among community members.
- Map/assess the level of counselling support that the community needs in the process of property registration.
- Provide suggestions, recommendations, and action measures on shaping project activities to target identified awareness gaps better.

The delivery of this work will include communication and coordination, data collection, data analysis, report writing, and drafting of action measures to be taken by the project.

The data provided will serve as a basis for needs that the project should seek to address and of comparison throughout the PIAKOS project activities to evaluate impact on addressing awareness gaps

The work of this activity is expected to focus on all municipalities where minorities and vulnerable groups are concentrated, while covering all 4 northern municipalities with Serbian majority. The data will also assess the needs of women and youth in accessing rights related to property and the level of awareness on services offered by Municipal Cadaster Offices.

METHODOLOGY

The contracted party is expected to produce an explanatory report of the needs and awareness gaps. Some of the methods expected to be applied include:

Conduct qualitative data collection through Key Informant Interviews (KIIs), focus groups, and literature/report reviews. Conduct a survey with key stakeholders and community members. The data collection is mostly planned to be conducted through the review of the existing reports/assessments and engagement with key stakeholders working in this area. However, it is expected to include a relevant number of community members in focus group discussions and survey. The contractor is expected to propose a methodology at this stage of application, which will be further detailed in the case of contract award. ATRC is looking for a proposal that contains, in brief, information on suggested data sources, cross-check of data from different institutions, targeted communities and the rationale of their representation, samples, etc.

Qualitative data

For this RFP, the applicant must propose areas of analysis of gaps that have restricted access to land and property registration services for ethnic minorities, challenges for Kosovar ethnic minorities based on geographical location, cultural background, and gender context.

Identification of key challenges to be focused on that restrict women's, youth, and minorities' rights, to obtain full ownership rights.

Quantitative data

This data will serve as a baseline for the project activities, as described in the background. For this RFP, the applicant is expected to present types of data and data sources. Types of data shall be related to numbers of registered or mortgaged property accordingly. Data is expected to be collected from state agencies, licensed professionals such as notaries, bailiffs, courts, international organizations, local government units, etc.

DELIVERABLES

- An inception report defining in detail the methodology, stakeholders, data sources, and the work plan.
- Full report consisting of main findings, prioritized needs/issues/awareness gaps to be addressed, and proposed action measures to shape activities that address these gaps.
- Both deliverables must be submitted in Albanian, Serbian and English languages.

EXPECTED TIMELINE

This activity is expected to start by the end of January 2024 and be delivered by the end of March 2024. The duration of the consultancy is 30 working days.

APPLICATION AND REVIEW PROCES

The applicant shall submit a concept paper and a financial proposal. Concept paper forms (Annex A) will be evaluated against the merit review criteria listed below, while a maximum of 30% of the total points will be based on the financial proposal. The unit price should cover the experts' fees including travel expenses, subsistence expenses of the contractor and his staff (covering the expenditure incurred by experts on trips outside their normal place of work), accommodation and administrative expenses.

Templates to be utilized when developing the concept paper are provided in **Section 5. Technical and Financial Submission Form**. Applicants shall present their technical application and financial proposal in the formats provided and shall follow the instructions and guidelines listed in these annexes.

APPLICATION AND SUBMISSION INFORMATION

Applications shall be submitted in English and may not be more than 6 pages.

Applications (including the financial proposal and supporting documentation of references of previous similar work) should be submitted in electronic copy to the ATRC PIAKOS Project. Applications must be submitted no later than 4:00 pm local time, on 25 January 2024, by email procurement@advocancy-center.org, with the subject line: **RFP 11-2023 Mapping of the community property needs – Baseline Data**

- Application/Concept Note with the signature as required in **Section 5. Technical and Financial Submission Form** in PDF. A technical proposal outlining the understanding of the assignment and tentative methodology.
- CV of experts involved in the study.
- A copy of the Applicant's Kosovo valid legal registration and related documentation (for companies/organizations).
- - 3 references for previous similar work on other projects (project names and contact references).