

# CLARIFICATIONS

## CALL FOR EXPRESSION OF INTEREST

### PIAKOS PARTNERS BASED IN KOSOVO

**Contracting Authority:** Advocacy Training and Resource Center - ATRC

**Project funded by the:** World Bank through the International Bank for Reconstruction and Development (IBRD), acting as administrator of the State and Peace Building Multi-Donor Trust fund.

**Project Title:** Public Information and Awareness Services for Vulnerable Communities in Kosovo (PIAKOS)

**Deadline for submission of applications:** 26 February 2024, at 4 P.M.

**Reference Number:** PIAKOS 01/2024

**Reference Title:** Promote land and immovable property rights, engage communities, and foster dialogue with public authorities in Kosovo to educate women, youth, and minorities in property rights as a human right.

REQUEST FOR CLARIFICATIONS/FURTHER INFORMATION:

Applicants submitted their requests for clarifications by 19 February 2024 at 16:00, via email to: [procurement@advocacy-center.org](mailto:procurement@advocacy-center.org).

*Below are all listed answers as subject of the clarification process:*

**1. Given the project's focus on vulnerable communities, will applications from non-governmental organizations be viewed as more fitting for the project's objectives?**

The Call for the Expression of Interest for Piakos Partners, is open to all entities registered in Kosovo, including non-governmental organizations. At this first stage, the evaluation commission will see as most fitting, as you say, the experience that the entities have. In a second stage, the selected candidates will meet with PIAKOS staff and negotiate the activities in accordance to their expressed interest in the different lots.

**2. Would the inclusion of multiple partners, bringing diverse expertise and resources, be seen as an advantageous element in the evaluation process?**

Bearing in mind the purpose of achieving geographical coverage and maximal results, cooperation as in multiple partners is welcomed. In addition, this would bring diverse expertise and resources and might be advantageous if projects' activities are covered in a certain region.

**3. Is it considered a conflict of interest for one contractor of ATRC to apply in the PIAKOS EOI?**

No. Previous or current ATRC contractors are not in conflict of interest to present their interest for Piakos project.

**4. If a cover letter and declaration of honor are not expected that these would be two separate forms (i.e. one filled cover letter detailing our proposal, and one filled declaration of honor)? In this case, all we are required to fill out is the requested information in the provided sheet (as it stands) with an organizational stamp.** The Cover Letter and Declaration of Honour is the same document, and it is expected to be submitted as such with a stamp of the organization.

**5. Can a recently established CSO be eligible to apply?**

Consortium leaders are required to have at least 3 years of experience and must fulfill all criteria outlined in the published eligibility criteria; participating organizations shall also fulfill the same criteria. However, for newly established organizations, which may not possess three years of existence as stipulated in the criteria, can still be part of the consortium under the lead organization's umbrella.

**6. What is the amount of the grant \*min/max budget\* awarded per organization?**

There is no minimum or maximum amount specified at this stage. Currently, ATRC is solely seeking expressions of interest without requiring a budget submission. Subsequently, ATRC will

collaborate with project partners to determine the amounts based on the planned activities to be implemented. This flexible approach allows for adjustments based on the scope and scale of the project, ensuring that partners are appropriately compensated for their executed activities.

*\* Below are listed questions, remarks made during the information sessions, and corresponding responses:*

***7. Will evidence of annual turnover be needed in addition to the leading organization's three-year experience requirement?***

As specified in the Call for Expression of Interest for PIAKOS partners based in Kosovo, the interested parties will have to submit the Audited Financial Statements or Financial Statements submitted to Tax Authorities and annual turnover!

***8. Is the payment of employees to two or more partners covered if we form a consortium with another partner?***

Yes, in a consortium arrangement, the payment of employees to two or more partners is covered. All partners in the consortium and their personnel will be compensated according to the engaged plan outlined within the consortium agreement and implementation plan of the project activities.

***9. In what currency will the payments be made?***

All the payments will be made in Euro.

***10. If we join the consortium, would one partner gain more than the other, or are the funds split equally?***

In a fixed-term contract scenario, funds are typically allocated based on the activities implemented among consortium partners. Each partner's compensation is determined by their contribution to the project and the specific tasks they undertake.

***11. Can we apply for several regions (cities/villages)?***

Yes. Applicants can apply for one or several regions/municipalities/cities/villages.

***12. When will the implementation of the projects/activities begin, is there a specific date?***

The implementation period is expected to begin in April 2024.

***13. Does the annual budget matter, or is there a certain amount set for the applicants' annual turnover?***

No set amount is specified regarding the annual budget; however, applicants are required to submit their annual turnover for the last three years as part of the eligibility criteria.

In the case of a consortium, the requirement to submit turnover for the last three years will apply to the leading organization. For partner organizations that have been established for less than three years, they shall provide documentation since the organization's establishment.

**14. How is the budget determined?**

The budget will be determined based on the scope of work with the selected partners.

**15. If we form a consortium in a certain municipality, are we limited to covering only the same municipality or can more municipalities be covered?**

You are not limited to covering only the same municipality where the consortium is formed. You can extend your coverage to include additional municipalities if needed.

**16. How many partners can join a consortium?**

The number of partners that can join a consortium is not limited. It will depend on the number of activities that the consortium plans to undertake. As the scope and complexity of the activities increase, additional partners may be welcomed to contribute their expertise, resources, and perspectives.

**17. Should an agreement be made between the partners of the consortium before it is applied, or can other organizations be included in the consortium later?**

When forming a consortium, it's not always required to have an agreement in place between the partners before applying. Additionally, other organizations can indeed be added to the consortium later, allowing for flexibility and adaptability as the project progresses and new opportunities or needs arise.

**18. Will it be necessary/requested for the consortium's leading organization, which might be based in one municipality, to include organizations representing other communities, or will these organizations apply independently?**

PIAKOS welcomes a multi-approach cooperation to ensure inclusion and diversity within the consortium. While the leading organization, based in one municipality, may lead the consortium, we encourage the inclusion of organizations representing other communities as well. These organizations can choose to apply independently or collaborate with other organizations as part of the consortium.

**19. If a leading organization forms a consortium, will that same organization be able to apply to form other consortia, such as one in which it will be a leader and another in which it will just be a collaborating partner?**

Yes, a leading organization can indeed apply to form multiple consortia, taking on different roles in each. They can act as a leader in one consortium while simultaneously participating as a collaborating partner in another.

**20. Do we need to apply for all 27 municipalities where the door-to-door activity will be taking place, or may we only apply for one or few municipalities?**

Not necessarily. You are not required to apply for all 27 municipalities where the door-to-door activity will be taking place. Depending on your resources and capacity, you may choose to apply for one or a few municipalities rather than all of them. This will allow you to be more effective by concentrating your efforts and resources on your capabilities.

**21. Is it mandatory for us to apply for every activity specified in a single lot, or are we able to apply for specific activities only?**

No, it is not mandatory for CSOs to apply for every activity specified in a single lot. You have the flexibility to choose and apply for specific activities that align with your organization's expertise, capabilities, and objectives. You are expected to target activities where you can make the necessary impact and contribute to the project using your resources effectively.

**22. Is Kosovo Association of the Blind eligible to apply and can we address all target groups, given the unique necessities of our organization? It is very important that suitable materials be drafted so that the materials are distributed also for the blind individuals in a form of audio messaging in addition to Braille printing.**

Yes, you can apply and address all target groups, considering the unique necessities of the Blind Association. PIAKOS Public Awareness and Outreach Campaign will be inclusive, assigning media company that will be responsible to produce and distribute promotional material in alignment with all group needs. During the project implementation we will collaborate with our partners and explore the possibilities of incorporating audio messaging alongside Braille printing.

**23. Do we need to budget the communication material?**

No. The production and printing of advocacy campaign materials will be the responsibility of ATRC.

**24. If an expert is required for the project, will ATRC recommend the expert, or will the organization be responsible for proposing and choosing the expert?**

The responsibility for proposing and choosing an expert for the project lies with the organization. ATRC will not recommend nor propose experts; this will be the partner's responsibility.

**25. Is the total amount of the budget pre-determined for one lot?**

The total amount of the budget is not pre-determined for one lot. Instead, the budget allocation will depend on the specific requirements, scope, and activities outlined within each lot.