**Call for tenders**

**Context and purpose**

Kosova – Women 4 Women is launching the tender for consultants/experts to provide training services for 25 women owned and co-owned businesses for the period January 2019 – June 2020 with the goal to support those businesses in becoming sustainable and improve their staff capacities. Therefore, we are asking companies and/or individual consultants to submit Expression of Interest for conducting trainings and direct consultancies to businesses that are identified through a needs assessment process.

Interested companies/individual consultants must provide the following:

A) **A technical offer/proposal** which includes:

* Proof of company`s legal status (registration and/or certification documentation), company details (name, postal address, bank information etc.) – in case of a company;
* CVs of trainers, list of current trainings conducted, certifications received – in case of a company or individual consultant;
* References that prove experience in the areas of the trainings identified for this call none or more of the following domains – in case of company or individual;

B) **A financial offer** (max. 1 page), which includes:

The financial offer should include the prices for trainings (including the time for the preparation and for the proposed length for each training, presented as daily fees) and for consultancy in daily fees. Potentially the financial offer may include other logistical costs such as: travel costs for the consultancy days; training venue costs; translation costs; and food and beverages for training participants into approximately groups of 25.

**Submission Guidelines**

Interested Companies and individual consultants/trainers should send their Offers for one or a package of trainings and/or consultancy in their domain together with all necessary documents until the **10th of December, 2018**, **16.00h** at the offices of Kosova – Women 4 Women, Arberia III, rr. Kosturi, no. 69, Prishtina, Kosovo.

The offers should be sent in an envelope, consisting of two (2) separate envelopes (1. Technical Offer and 2. Financial Offer).

**TERMS OF REFERENCES FOR TRAINING EXPERTS** (23/10 /2018)

***1. Introduction***

Kosova-Women 4 Women (KW4W) is a local organization built on the foundation laid down by Women for Women International (WfWI) and its work in Kosovo since 1999. Our mission is to support the most marginalized women in Kosovo to earn and save money, improve health and well-being, influence decisions within the family and community, and networking support. By utilizing skills, knowledge, and resources, women will be able to create sustainable change for, themselves, their families, and community.

Women in the Kosovo economy represent only 10 percent of entrepreneurs or business owners, for business that are usually micro or small[[1]](#footnote-1) and only 3 percent of all business loans go to women[[2]](#footnote-2). Businesses started and run by women generally are smaller, quite prevalent in the informal sector and less likely to operate in high added value sectors with growth po­tential. As a result - a big number of these businesses do not have skills and knowledge to become bigger, successful and sustainable businesses that have more employees, and from a non-employer companies become employer companies. This is mostly attributable to the difficulties women encounter in gaining access to credit, information, potential markets and technology, while, in the meantime dealing with family obligations and social norms in their communities[[3]](#footnote-3). In Kosovo, the societal prejudice is inherently one of the main factors that discourage women to engage in doing business, especially women living and operating in rural areas[[4]](#footnote-4). Women cannot access credit and loans as men because they lack collateral, credit histories, and connections[[5]](#footnote-5). Only 5 percent of women own a house/flat and only 4.9 percent own agricultural land[[6]](#footnote-6). Only 3percent of commercial bank loans go to women[[7]](#footnote-7). Women also have the highest percentage of rejected loans. Business women identify their key challenges as: lack of access to financing[[8]](#footnote-8), insufficient tax regulations, bad banking practices, discrimination from clients, and the generally poor investment climate in Kosovo[[9]](#footnote-9).

Capacity building for women owned and co-owned businesses will be the core to this project as well as the start-ups for the innovative ideas for women at their early stages of business and entrepreneurship. The intervention and support package for the beneficiaries will be tailored and designed based on the needs identified for individual businesses/initiatives.

In addressing the above mentioned Kosova – Women 4 Women with the support from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is implementing the project called **Women’s Opportunities in Market, Economy and Networking (WOMEN)** and this Call for Tender is part of the activities of this project.

***2. Description of the project (topics to be covered)***

The main objective of the project **Women’s Opportunities in Market, Economy and Networking (WOMEN)** is to contribute to the business growth and sustainability of women owned and co-owned businesses and enable the employment of around 150 women**.** In order to achieve this main objective, the project has foreseen four specific objectives. This Call for tenders is one of the activities that leads to the achievement of the 1st Objective, which is: **Women owned, and co-owned businesses have built their capacities to function as stable and successful businesses that support and employ other women**;

The 25 businesses are already selected and needs assessment was conducted with individual businesses. Each business with benefit from capacity building activities (in the form of trainings or consultancy). The needs for capacity building that are identified for those businesses and for which we expect the offers to are summarized in the table below:

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| --- | --- |
| Trainings | Consultancy  |
| 1. General Business Management and Organization;
2. Business Strategic Planning;
3. Business Planning;
4. Contracts and Legal Expertise for Businesses;
5. Design and Social Media Promotion;
6. Financial Management;
7. Human Recourses and Labour Legislation;
8. ISO Standards;
9. Marketing Management & Promotion and Marketing;
10. Marketing Plan;
11. Networking;
12. Sales, Customer Relations and access to new markets;
13. Taxes and Accounting.
 | 1. Business Planning;
2. Business Management/Operation/Organisation;
3. Marketing Plan;
4. Contracts and Legal Expertise for Businesses;
5. Designs and Rebranding;
6. Financial Management;
7. Human Resourcing;
8. Marketing and Promotion;
9. Marketing Management;
10. Sales and Customer Relations;
11. Sales and New Markets;
12. Service Advices on Labour Risk;
13. Taxes and Accounting;
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For companies – The offer/proposal can be sent for a number of trainings and consultancy services or for all topics summarized in the table.

For individual consultants – The offer/proposal should be submitted for one or a number of trainings and consultancy services that the individual has experience and that has provided evidences of such experience.

***3. Expected Outputs of the Consultancy***

**The assignment includes the following tasks/ Deliverables**

* Plan for the trainings (with no of participants, days of the training);
* Plan for the consultancy services for each business;
* Delivery of the trainings;
* Delivery of the consultancy services;
* Training reports;
* End of consultancy services report;

***5. Logistics***

In the scenario where a single or a couple of companies are selected to provide all the services, KW4W will not undertake logistical responsibilities during the implementation of activities – so all logistical expenses and organization will be done by the company/ies in close consultancy with KW4W. Therefore, please include in your financial offer the expenses for the expert days and separately expenses for logistics (venue and food for at least 25 participants).

***6. Ownership and intellectual property***

On payment of the financial obligations, KW4W and the Service Provider agree that KW4W shall acquire ownership of all assignment deliverables in their tangible form, and the right to use them as deemed fit.

***7. Selection Criteria***

KW4W will use these selection criteria to select the best proposal:

* Technical proposal: 60%
* Financial proposal: 40%

KW4W reserves the right to negotiate terms with the short-listed companies and/or individual consultants.

***8. Deadline:***

Interested companies shall send their technical and financial offers **no later than** 10th of December, 2018, 16.00h, at the offices of Kosova – Women 4 Women, Arberia III, rr. Kosturi, no. 69, Prishtina, Kosovo.

1. RIINVEST. *Women in the Workforce* (2017) [↑](#footnote-ref-1)
2. USAID. *Success Story: Women Gain Traction in Kosovo’s Business Sector* (2015) [↑](#footnote-ref-2)
3. RIINVEST. *Women’s Entrepreneurship* (2017) [↑](#footnote-ref-3)
4. RIINVEST. *Women’s Entrepreneurship* (2017) [↑](#footnote-ref-4)
5. Färnsveden U. Qosaj-Mustafa, A. Farnsworth, N. *Kosovo Country Gender Profile* (2014) [↑](#footnote-ref-5)
6. KAS. *Women and Men 2014-2015* (2016) [↑](#footnote-ref-6)
7. UNDP (2012) [↑](#footnote-ref-7)
8. Ibid. [↑](#footnote-ref-8)
9. Färnsveden U. Qosaj-Mustafa, A. Farnsworth, N. *Kosovo Country Gender Profile* (2014) [↑](#footnote-ref-9)