

TERMS OF REFERENCE

For Workshop and Training Services within the "Municipal Action for Reintegration and Diaspora" - MARDI Project

1. **Background & Short Project Description:** Diaspora plays an important role in Kosovo's economic, social and cultural development. It has made a valuable contribution to the protection of individual and social rights, and Kosovo's economic and social development. The Diaspora's contribution has been crucial in the past, with it being one of the main economic contributors and a strong political advocator for the country's interests during its struggles. Diaspora dynamics have changed throughout the years, with new generations of Kosovo migrants raised and educated in the most developed Western Countries. They represent now a valuable asset, which goes beyond the financial resources they possess. However, there are a lot of challenges to creating an environment that encourages and supports them to share and transfer their capital, knowledge, experiences, and talents with Kosovo.

In March 2022, **GERMIN** signed a cooperation agreement with **Caritas Switzerland in Kosovo** within the **MARDI project (Municipal Action for Reintegration and Diaspora)**. Starting from March, GERMIN is implementing the "Using the Knowledge and Financial Capital of the Diaspora to Impact on the Economic Development of Kosovo Municipalities" component within the MARDI Project. MARDI project will be implemented over three years throughout Kosovo. The project also includes two other components: Capacity Building for Municipalities and Supporting the Needs of Migrants and their Integration in the country. The project's overall objective is to use the Diaspora's know-how and financial capital to instigate and drive economic change and development in Kosovar municipalities. By the end of the project, the expected results include promoting Kosovar businesses abroad with a specific focus on the diaspora community, generating Diaspora investments through attractive competitive investment projects, and facilitating the dialogue between the Diaspora community and Kosovo institutions.

2. **Nature of the Consultancy:** GERMIN intends to conduct trainings and workshops with municipal officials which would prepare them to generate diaspora investments through attractive competitive investment projects. Trainings will concentrate on soft skills & project development skills for municipal officials, while workshops will be conducted to support municipal officials in developing concrete project proposals for investment projects. The main topics of the training and workshops and possible project examples must be explicitly connected to local governance and the mandate of municipalities in Kosovo. GERMIN seeks to contract a service provider or individual to design the training

content lasting two days and workshop content for a three-day workshop to achieve this objective. Under the overall supervision of the Project Manager, the successful service provider will have to implement the below-mentioned tasks and deliverables.

3. Tasks to be performed under this service contract:

1. In coordination with GERMIN, the contractor is expected to design a 2-days agenda for the trainings and a detailed 3-days agenda for the workshops for at least 20 municipal officials from 10 municipalities participating in the project.
2. In coordination with GERMIN, the contractor is expected to design the whole concept and curriculum for the trainings and workshops.
3. In coordination with GERMIN, the contractor is expected to design adapted group works for the workshop and adapted project examples for the trainings, that fit the current situation within the partner municipalities regarding their sector and project priorities.
4. The contractor is expected to propose an adequate methodology to engage workshop participants and implement the trainings.
5. Once the workshop and training concepts and the detailed agendas have been developed, the contractor is expected to present them to GERMIN. GERMIN shall give a formal go-ahead.

4. Milestones, deliverables, and implementation timeframe:

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term:

| Milestones – Trainings | | | | |
|-------------------------------|---|---|-----------------|---------------------|
| | Tasks/Activities | Deliverables | Deadline | Working days |
| 1 | Design a detailed 2-days agenda for the training on fostering investment projects on the local government level | Finalized agenda | 11 July 2022 | 1 |
| 2 | Design adapted project development examples to be used during the training that fit the current situation within the partner municipalities regarding their sector and project priorities | Finalized project development examples | 11 July 2022 | 2 |
| 3 | Design a detailed concept and curriculum for the 2-days training on fostering investment projects on the local government level | Finalized training concept and curriculum | 12 July 2022 | 2 |
| 4 | Propose a concept for the training | Finalized | 12 July 2022 | 1 |

| | | | | |
|---|---|---|--------------|---|
| | methodology. | methodology | | |
| 5 | Present the training plan to GERMIN. GERMIN shall give a formal go-ahead. | Presentation done and formally approved | 12 July 2022 | 1 |

| Milestones - Workshops | | | | |
|-------------------------------|--|---|-----------------|---------------------|
| | Tasks/Activities | Deliverables | Deadline | Working days |
| 1 | Design a detailed 3-days agenda for the workshops | Finalized agenda | 12 July 2022 | 1 |
| 2 | Design adapted group works for the workshop that fit the current situation within the partner municipalities regarding their sector and project priorities | Finalized group works | 12 July 2022 | 2 |
| 3 | Design a detailed concept and curriculum for the 3-days workshop on designing and writing investment projects on the local government level | Finalized workshop concept and curriculum | 12 July 2022 | 2 |
| 5 | Propose an adequate methodology to engage workshop participants. | Finalized methodology | 12 July 2022 | 1 |
| 6 | Present the workshop plan to GERMIN. GERMIN shall give a formal go-ahead. | Presentation done and formally approved | 12 July 2022 | 1 |

5. Methodology/Requirement:

During the service delivery, the contracted company or individual shall:

1. Work closely with the contractee team;
2. Hold regular meetings (online/in-person) with the contractee team;
3. The first and final drafts of deliverables should always be sent via email;
4. Meet the agreed deadlines and quality standards;
5. Before implementation, deliverables should be approved by the contractee;
6. Ownership & Copyright: The materials will be owned by GERMIN;

The contracting authority shall:

1. Review and comment on the material sent from the contracted company or

- individual
2. Provide the necessary support to the contracted company or the individual
3. Inform the contracted company or individual of changes affecting the service delivery

6. Criteria that the company or individual should fulfil:

- 6.1. At least three years of relevant experience and a solid portfolio of its work;
- 6.2. Eligible to work in Kosovo (must be a registered business in Kosovo)
- 6.3. Has the expertise, human resources, and technical capacities required to fulfil the assignments outlined in this ToR;

7. Application and required documents:

All applications must be submitted to GERMIN electronically at info@germin.org with the subject: ToR_Design and Implementation of Workshops and Trainings for Municipal Staff of the individual/company. The latest date for submitting the applications is June 19, 2022!

The following documents should be submitted for the application to be eligible and further considered:

- Letter of Interest (maximum of two pages showing the relevance of their previous experience with this call);
- Financial offer in accordance with the total working days requested (section 4 of this ToR) and tasks);
- Proof of eligibility to work in Kosovo (business registration certificate for companies, Fiscal number for individuals);
- At least two references from previous employers/contracting companies;
- Professional portfolio;
- Confirmation of having no obligation from the Kosovo Tax Administration;

8. Duration:

The service delivery will occur from the last week of June 27 - July 15, 2022, with the possibility of an extension.

For more information, please contact us at info@germin.org.