



TERMS OF REFERENCE FOR EXTERNAL EXPERT

to:

Prepare Policy Recommendations on Contracting Services for CSO-s in Kosovo

I. About CiviKos

CiviKos Platform is an initiative of civil society organizations in Kosovo established to create and promote an enabling environment for cooperation of the formal civil society sector and state institutions of Kosovo. Continuously growing and currently with more than 272 member organizations of civil society, CiviKos Platform is committed to deepen cooperation between member organizations, as well as public authorities and other relevant stakeholders in the development of civil society in Kosovo. With its mission to enable a civil society environment in Kosovo, CiviKos will utilize the expertise and the already solid formalized structure with public institutions to create a sustainable environment for CSO focusing their expertise on public procurement.

CiviKos is facilitating the process of cooperation between civil society and the government and is co-chairing the Council for Cooperation between Civil Society and the Government.

The current [Strategy for cooperation between civil society and the government](#) is for a period 2019-2023 has four objectives:

1. Increase civil society participation in policy-making;
2. Improvement of the regulatory and institutional framework for financing sustainability of programmes and projects of CSOs in public interest.
3. Develop practices and procedures of contracting of CSOs for the provision of public services;
4. Increase volunteering in public benefit program.

II. Background and Scope of the Policy Recommendations

The third objective of the Government Strategy Develop practices and procedures of contracting of CSOs for the provision of public services, will help many service provider CSO-s to be contracted by public authorities for their services that they offer in different fields.

The COVID-19 pandemic have slowed the progress in developing a system for contracting services to CSOs in Kosovo, where as a result, many service provider CSOs lack funds to provide essential services to people in need.

After the situation analysis on the challenges of service provider CSO-s and how the pandemic affected the vulnerable groups (elderly, children, people with disabilities, etc. Civikos within the project

“Mitigating the impact of the COVID-19 pandemic on CSOs providing services supported by the Balkan Trust for

Democracy, a project of the German Marshall Fund of the United States and the USAID, is looking for an external expert to prepare policy recommendations for the Kosovo Government on how to regulate the contracting services for CSO-s

III. Aim and Objectives of the Policy

The aim of the policy recommendation is to: come out with the concrete proposals on how Kosovo Government should regulate the contracting services for CSO-s in Kosovo based on the reports of the assessment conducted from CiviKos and based on the needs of these group of CSO-s.

Specific Objectives:

- Prepare policy recommendations on contracting services for CSO-s;
- Prepare policy recommendations based on the needs identified from the assessment that was done from CiviKos;
- Prepare policy recommendation’s in cooperation with the working group of the council for cooperation with civil society
- Prepare policy recommendations in line with the legislation framework in Kosovo.

IV. Methodology

The policy recommendations should be conducted in line with the above laid specific objectives. The selected contractor is expected to draft a detailed policy recommendation’s, and will be approved by CIVIKOS. The designed approach and methodology should include: mixed method data collection tools (both quantitative and qualitative), data validation mechanisms, etc.

- **Interviews with the members of the Council for Cooperation** between civil society and the Government.
- **Interviews with Office for Good Governance** officials and ministries which developed a contracting services practice in Kosovo.
- **Interviews with relevant ministries such as Ministry of Finance, Transfer and Labor, Ministry of Health, Ministry of Education etc.**

V. Timeframe and deliverables

The policy recommendations should be written in English. The final documents will be presented and approved by CIVIKOS by June 30 2022.

Expected outputs/deliverables will include the following:

- Detailed Policy recommendations on contracting services for CSO-s in Kosovo
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VI. Proposal and budget

The consultant/company shall have:

- Extensive experience (at least 5 years) in completing similar assignments;
- Solid knowledge and understanding of political and socio-economic situation in the country, as well as the activities undertaken by the public/government and CSO sector;
- Demonstrated knowledge and experience working with public institutions and civil society sector;
- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
- Experience in drafting policies and regulations with the government will be considered as an advantage.
- Excellent interpersonal communication skills including experience of facilitation and presentation.
- Full working knowledge of English, and of Albanian and excellent report writing. Serbian language is an advantage.

The proposal shall provide a description of the consultant/company including an outline of the consultant's/company's recent experience on similar undertakings. The proposal should express all proposed costs in Euro. The proposal package should be delivered to info@civikos.net, no later than 10 May 2022.

Members of CIVIKOS Platform or employees of organization which are a member of the platform, are not eligible to apply for this call.