

TERMS OF REFERENCE – PART A

"Support to Kosovo with EU Programmes"

FWC SIEA 2018- Lot:

Lot 4: Human development and safety net (sectors of importance are Private Sector, Enhancement of role of Civil Society and local authorities and decentralisation, Education and Culture).

1 BACKGROUND INFORMATION

European Union Programmes are multi-annual (7 year) programmes. In order to establish the legal basis for participation in each individual EU Programme, International Agreement has to be signed between the European Commission and the beneficiary country, which sets up the general principles for the participation, including administrative capacities (e.g. financial control, satisfactory number of people dealing with their implementation, financial resources for participation, mechanisms of participation in programme management etc.). When implemented, the programmes should promote the EU Green Deal in so far as the individual EU Programmes promote the EU's environmental policy, and contribute to gender equality and benefit both women and men.

In 2003, during the European Council meeting in Thessaloniki, the European Union Programmes were opened to countries outside the EU and European Economic Area, which were in the Stabilisation and Association Process as is the case with Kosovo.

Participation in EU Programmes opens an opportunity to Kosovo citizens, institutions, civil society and private sector to acquaint themselves with EU values, EU policies in different fields, legal regulations and their implementation, successful solutions and experience from EU countries, and the methods and rules by which the EU functions. Through participation in EU Programmes, Kosovo will continue to build knowledge and capacities of a range of stakeholders dealing with European issues and projects; actively participate in the implementation of EU policies; support a variety of the activities of institutions, SMEs and public companies by providing access to EU funds; intensify international cooperation and initiate mobility in relation to EU countries; intensify its efforts to implement the Stabilisation and Association Agreement and thus become more deeply involved in the EU integration process.

In order to use the opportunities offered by the Union Programmes, on the 25th of November 2016 Kosovo signed with the European Commission the Framework Agreement on general principles for participation in the 17 EU Programmes in which Kosovo is eligible to participate. It entered into force on the 1st of August 2017.

Each Programme is managed by a European Commission service or executive agency with dedicated structures usually established at national level in the Member States, which brings centralization in the programme management. The latter does not apply to Erasmus +, since Erasmus+ is the only EU programme whose management is delegated by the Commission to a National Agency in each participating country.

By participating in Union Programmes, the beneficiary country is obliged to contribute to the EU budget by paying a fee (entry ticket) every year. The fees are different for every programme, as each programme has its own rules for participation. The entry tickets are negotiated with the European Commission during the drafting of International Agreements.

The 17 EU Programmes that Kosovo is eligible to participate in are: COSME, Erasmus+, Creative Europe, Programme for Employment and Social Innovation (EaSI), Europe for Citizens, Hercule III, Justice, Fiscalis 2020, Customs 2020, Rights, Equality and Citizenship Programme, Civil Protection

Mechanism, Interoperability solutions for European public administrations, businesses and citizens (ISA2), Horizon 2020, Health for Growth Programme, Consumer Programme, LIFE and Copernicus.

In 2017, a preliminary assessment/study of Kosovo's participation in Union Programmes was conducted. The objective of this study/assessment was to map all the 17 Union Programmes by providing findings and recommendations on the capacities and needs for Kosovo's participation. The study identified all target groups for 17 Union Programmes, assessed the readiness of potential beneficiaries on various Union Programme participation by analysing the relevance of strategic documents and the potential beneficiaries' capacities. Further consultation workshops were held in 2017. At the end of the consultations processes and based on preliminary assessment/study findings, Kosovo decided for a short-list of Union Programmes where IPA II support would be considered.

Currently Kosovo is participating in six Programmes:

- **Erasmus+** aiming at boosting skills and employability through modernising education, training and youth work
- **COSME** for the competitiveness of enterprises, in particular SMEs
- **Creative Europe** supporting protection and promotion of European cultural and linguistic diversity and strengthening its development
- **Europe for Citizens** promoting common European ideals and strengthening the process of European integration.
- **Fiscalis 2020**, which aims to enable tax administrations to create and exchange information and expertise. It makes a substantial important contribution to the fight against tax fraud and supports revenue collection and therefore contributes to a reduction of the informal economy.
- **Customs 2020**, which enables customs administrations to create and exchange information and expertise. It aims to support the functioning and modernisation of the EU's customs union.

Kosovo has limited experience with Union Programmes, which started in 2018 with the participation in ERASMUS+. The respective International Agreements have been signed for the six programmes mentioned above and ratified by the Kosovo Parliament. For Creative Europe, there will be a new Association Agreement needed to be signed in 2021 in order for Kosovo to fully participate in all strands (media as well) and it is required to align its legal framework with that of the EU, namely the directive Audio-visual Media Service Directive (AVMSD).

In addition, Kosovo participates in the Erasmus+ and Youth in Action, which are being carried out through Multi-beneficiary IPA and as such did not require signing individual agreements.

All of the selected Union Programmes are in line with Kosovo's priorities and needs deriving from the National Development Strategy and the Stabilisation and Association Agreement. The programmes promote the climate change and environmental protection priorities and contribute to civil society engagement and gender equality. Equal participation of women and men in trainings will be promoted, as will relevant intersectional concerns (i.e. an analysis of Roma, Ashkali, Egyptian women and men, girls and boys, as relevant to each EU programme, and strategies to include these minorities; gender specific analysis of issues related to people with disability related to these programmes).

Currently a Technical Assistance project supporting the Office of the Prime Minister / Development Cooperation Office will assist the beneficiaries by developing a document, which will focus on:

- update information about Union Programmes currently implemented in Kosovo;
- analyse the current situation; challenges, achievements and problems;
- address the findings and propose measures supporting development of Kosovo's participation in Union Programmes;
- analyse the possibilities and benefits of Kosovo's participation in other programmes

This document will be a strong basis for the project to build upon.

2 OBJECTIVE, PURPOSE & EXPECTED RESULTS

➤ Global objective

To support the preparation of Kosovo's accession and increase the understanding of European Union policies and underpinning values by enhancing Kosovo's participation in EU Programmes.

➤ Specific objective

To improve Kosovo's absorption of EU Programme funds by reinforcing management and implementation capacities of Kosovo's administration and potential beneficiaries.

➤ Requested services, including suggested methodology

This assignment will address specific issues with high immediate impact. It will focus on practical assistance to the main beneficiaries and potential applicants. The consultant will be requested to perform the following tasks:

- Provision of technical advice to the relevant institutions (Office of the Prime Minister / Development Cooperation Office, Desk Offices and line ministries) regarding the participation of Kosovo in the six (6) selected EU Programmes and potential new EU Programmes based on requests from the institutions (approximately 70 working days);
- Provision of eighteen (18) tailor made trainings/workshops on all selected EU Programmes for relevant institutions and potential applicants. The workshops will include targeted hands-on support to applicants in preparation of the quality applications for all selected EU Programmes (on demand) (approximately 50 working days);
- Continuous information sharing about events organised by EU institutions/networks/etc. to potential applicants and institutions;
- Provision of support with implementation to the awarded grantees (approximately 20 working days);
- Provision of targeted support to the relevant institutions to increase the visibility and awareness of EU programmes specific to each EU programme (approximately 50 working days).

➤ Required outputs

- Training Needs Assessment report and training plan for all national contact points, relevant institutions and potential applicants (including the awarded grantees);
- Delivery of specialized targeted support to EU programmes applicants for development of high quality proposals and to link up with successful partners from other countries;
- Two 2 workshops / seminars **for potential applicants** for each 6 existing EU programme held with at up to 30 participants for each event and other similar events on participation in particular programmes and **project proposal preparation** for representatives of Kosovo institutions and potential applicant outside of the public sector organised in six main Kosovo Municipalities. In total there will be 18 workshops/seminars.

- Projection Report of the potential participation of Kosovo in the existing and new EU Programmes in the 2021 - 2027 financial perspective, with recommendations to increase participation.
- Communication and visibility strategy to increase the participation of Kosovo in the existing and new EU Programmes with an action plan.
- Public awareness campaign for each of the selected EU Programmes containing the key information on individual programmes open for Kosovo participation, published on social media and delivered in the information sessions at central and municipal level.

➤ Language of the Specific Contract

The English language is the official language for this contract. Regarding the language of the reports, an Albanian and Serbian version of all reports will be made available.

3 LOGISTICS AND TIMING

Please refer to Part B of the Terms of Reference.

4 REQUIREMENTS

Please refer to Part B of the Terms of Reference.

5 REPORTS

Please refer to Part B of the Terms of Reference.

6 MONITORING AND EVALUATION

➤ Definition of indicators

The Contractor will continuously monitor the project according to standard procedures (inception phase monitoring, periodic monitoring and final assessment). Project monitoring and evaluation will be based on a periodic assessment of progress on delivery of specified project results and towards achievement of project objectives/indicators.

The Contracting Authority and the beneficiary (the Office of the Prime Minister) will monitor the project and ensure implementation in a timely and efficient manner, in particular through commenting on reports and advising on progress on the delivery of specific project results and towards achievement of project results.

7 PRACTICAL INFORMATION

The Framework Contractors will submit the request for clarifications to the email: DELEGATION-KOSOVO-TENDERS@eeas.europa.eu

TERMS OF REFERENCE – PART B

BACKGROUND INFORMATION

1. Benefitting Zone

Kosovo * UN resolution

2. Contracting authority

The European Union, represented by the European Commission, B-1049 Brussels, Belgium.

3. Contract language

English

LOCATION AND DURATION

4. Location

- **EU Programmes Expert 1:**
 - Normal place of posting of the specific assignment: The main location of the assignment is Pristina, with the ability of occasional travel to all regions of the country for consultation /trainings and events with stakeholders or other relevant beneficiaries. The contractor will provide suitable office space for the experts during their missions to Kosovo.
 - Mission(s) outside the normal place of posting and duration(s): Not Applicable

5. Start date and period of implementation

The indicative start date is 25/10/2021 and the period of implementation of the contract will be 730 days from this date (indicative end date: 25/10/2023).

REQUIREMENTS

6. Expertise

For this assignment, one individual expert must be proposed for each position.

The expertise required for the implementation of the specific contract is detailed below.

- **EU Programmes Expert 1:**
 - General description of the position: The expert shall be responsible for managing all the tasks related to the assignment, the drafting of the reports and debriefings.
 - Expert category: Cat. I (>12 years of experience)
 - Qualifications and skills required: At least a master's degree in social, political

or economic sciences, international relations, law, public administration, business administration

- General professional experience: At least twelve (12) preferably 15 years of experience in the sectors related to the Lot
- Specific professional experience: Minimum three (3) preferably five (5) years of experience in capacity-building support on EU programme/project level; Minimum three (3) years of experience in at least one preferable two of the following EU programmes: COSME, Creative Europe, Europe for citizens, Erasmus +, Customs and/or Fiscalis; Experience in EU funded project in Western Balkans is considered an advantage.
- Language skills: Excellent written and spoken English at least C1 level for understanding, speaking and writing skills according to the Common European Framework of Reference for Languages, demonstrated by a certificate or by past relevant experience.
- Number of working days: **190** days

7. Incidental expenditure

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the contractor as part of its fee rates, as defined above. Its use covers:

1 - Other limitatively identified reimbursable cost - Training / Capacity Building

Two 2 workshops / seminars for potential applicants for each of the 6 existing EU programmes held with at up to 30 participants for each event and other similar events on participation in particular programmes and project proposal preparation for representatives of Kosovo institutions and potential applicant outside of the public sector organised in six main Kosovo Municipalities. In total, there are 18 workshops/seminars.

2 - Other limitatively identified reimbursable cost - Public Awareness campaigns

Public awareness campaign for each of the selected EU Programmes containing the key information on individual programmes open for Kosovo participation, published on social media and delivered in the information sessions at central and municipal level.

3 - Travel cost - International travel

The travel for the expert to and from place of posting

4 - Travel cost - Local Travel

Local travel outside a range of 20 km from Pristina. Fees cover travel in Pristina and in the range of 20 km

5 - Other limitatively identified reimbursable cost - Translation

Translation of documents and all outputs and project reports from English into Albanian and Serbian; (estimated number of pages for translation 2000).

If applicable, see part A of the Terms of Reference for more details on the use of the incidental expenditure.

8. Lump sums

No lump sums provided for in this contract.

9. Expenditure verification

An expenditure verification report is required for interim and final payments.

The provision for expenditure verification covers the fees of the auditor charged with verifying the expenditure of this contract in order for the contracting authority to check that the invoices submitted are due.

Tenderers are required to indicate, in their “Organisation and Methodology”, the name and address of the proposed auditor or audit firm that will be in charge of producing the expenditure verification report(s).

The provision for expenditure verification for this contract is EUR 6000. This amount must be included unchanged in the budget breakdown.

Comment: Expenditure verification report is required for each payment

10. Other details

No other details provided for in this contract.

REPORTS AND DELIVERABLES

11. Reports and deliverables requirements

Title	Content	Language	Submission timing or deadline
Inception report	Review the Terms of Reference and propose amendments (if necessary) – The report should include: Description of activities to be implemented in order to achieve project results /outputs with an Implementation timetable Project resources and planning / Project resources distributions The structure of the report should be	English	Within 3 Week(s) After the project start

Title	Content	Language	Submission timing or deadline
	approved by the EU project manager		
Progress report	A concise report (maximum 2 pages) containing a summary of activities implemented during the period/month and activities planned for the following month Individual and cumulative working days utilization Problems and challenges encountered during the reporting period	English	Every 1 Month(s)
Final report	Description of achievements (detailing the activities) including problems encountered and recommendations; The draft Final Report should be ready for the last debriefing meeting	English	Within 24 Month(s) After the project start