



## **TERMS OF REFERENCE**

for a

### **FEASIBILITY STUDY**

on the project concept

## **“PROMOTION AND REALIZATION OF THE RIGHTS OF ROMA IN KOSOVO AND ALBANIA”**

Implemented by  
Karl Kübel Stiftung für Kind und Familie (KKS) and  
Kosovo Open Society Foundation (KFOS)

co-funded by the German Federal Ministry for  
Economic Cooperation and Development (BMZ)

### **I. Background and Rationale**

Karl Kübel Stiftung für Kind und Familie (KKS) and Kosovo Open Society Foundation (KFOS), hereafter called “contracting entities”, developed the project concept “Promotion and realization of the rights of Roma in Kosovo and Albania” with a project period from 2023 to 2027. To support the further proposal development process, the contracting entities will conduct a feasibility study of the planned interventions.

In Kosovo and Albania Roma communities face social exclusion, which usually manifests itself in the form of life in poverty, segregation, difficult access to social services, discrimination and so on. In recent years, there have been improvements in the political efforts in both countries for a better social inclusion of Roma. Despite a difficult economic situation, poverty and social inequalities, participation of Roma communities in education has improved, whereas their participation in health and social services remains at low level. The same remains for employability. Policies at the different political levels were improved mainly in education sector, but there is a lack of implementation at all levels. At the same time, the need of proper coordination, budget commitment and awareness has grown.

The project is dedicated to contribute to further improve the situation of the Roma communities in Kosovo and Albania. To this end, a consortium of three experienced organizations, led by the long-term partner KFOS, implements an integrated multi-level approach that seeks to increase the scope of impact to the macro level as well through strategic networking. Through capacity development, advocacy and networking, the project increases civil society's scope to establish and strengthen state and civil society structures and mechanisms to a) increase the quality of education for Roma children, b) create preconditions for economic integration, c) improve access to integrated health and social services and to d) empower community-based organizations.

In addition, the project management and technical skills and of the local executing agency, both those of the organization and the project staff, are strengthened through tailor-made exchange formats and training programs.

## **II. Objectives of the feasibility study (purpose)**

The purpose of the feasibility study is to provide the contracting entities with a sound basis for developing and optimising the proposed project concept by clarifying the prerequisites, opportunities and risks. In particular, it is about an assessment of the feasibility of the project and a systematic review of the extent to which the project approach can plausibly achieve the planned changes under the existing framework conditions.

- The study should describe the context of the planned project at all relevant levels (micro-, meso-, macro) and should also include essential data relevant to the project on the initial situation.
- Based on this, it should be analysed to what extent the approach chosen in the project concept can solve the problems of the target groups and other actors.
- At the same time, the project concept (impact matrix, narrative proposal and budget) is to be assessed according to the OECD/DAC criteria, also taking into account the project-specific orientation and conflict-sensitive approach.
- Furthermore, concrete recommendations for adjustments to the project concept, including an impact matrix and measures, should be formulated.
- The contractee will work out a documentation of the overall analysis.

## **III. Use of the feasibility study**

The main users of the feasibility study will be the staff of the contracting entities in order to learn from the results and, if necessary, to make adjustments to the project concept with regard to the objectives and implementation conditions based on the study's recommendations. The results will be also used as a basis for management and control of the project in order to ensure effective and sustainable

project implementation. The feasibility study will be attached to the project application as a basis for information when submitting the application to BMZ.

#### IV. Expected Deliverables

The contractee will deliver the following outputs in English and WORD-format:

- **Inception report** including methodology, data collection tools, budget breakdown and detailed work plan to be discussed and agreed with KKS in advance.
- **Draft feasibility study report** including key results, different scenario analyses, strengths and limitations and recommendations according to the structure given in Annex I (without annexes). The draft report will be shared with KKS, KFOS and relevant stakeholders for their inputs and will be validated in a workshop in the project area.
- **Final feasibility study report** of **maximum 30 pages** (excl. annexes), according to the structure given in Annex I (2 Hard copies and soft copy).

#### V. Time frame

The entire period of this consultancy is suggested with a total of 37 days that will include preparation, development of the assessment tools, actual data collection at desk and field level, data analysis, preparation of draft and final reports. The tentative timetable is as follows:

No.	Activity	No. of working days
1	Briefing and Q&A on ToR and work schedule with KFOS (partial participation of KKS via MS Teams)	0,5
2	Desk study and development of an inception report to be shared with KFOS and KKS for validation	4
3	Data collection, interviews, field visit	20
4	Data analysis, report writing and submission of the 1 <sup>st</sup> draft report to KFOS and KKS	7
5	Workshop on preliminary results and recommendation of the feasibility study and debriefing (partial participation of KKS via MS Teams)	1
6	Revision of 1 <sup>st</sup> draft report and submission of 2 <sup>nd</sup> draft	3
7	Briefing and Q&A prior to finalization of the final report (partial participation of KKS via MS Teams)	0,5
8	Validation by KKS and submission of the final report	1
<b>TOTAL</b>		<b>37</b>

**Original timeline (subject to change due to the deadline extension):**

- The contract should be signed by August 15<sup>th</sup>.
- The briefing via MS Teams is anticipated for August 15<sup>th</sup>.
- Data collection should start August 22<sup>th</sup>.
- The workshop on preliminary results is anticipated for October 10<sup>th</sup>.
- The final feasibility study report should be submitted to KKS by October 31<sup>th</sup>.

## **VI. Management of the feasibility study**

The procurement of tenders, selection and commissioning of the feasibility study will be done by KFOS and KKS, while KKS will enter into a contract with the consultants. The implementation of the study, including the administrative and financial management will be done by the contractee selected in the selection procedure.

The contractee will be supported in Albania by the team of the sub-grantee NGO Drejtesi Sociale, whereas in Albania the contractee will be supported by NGO Nevo Koncepti. The contractee will coordinate with KFOS during the study period. KFOS will facilitate logistical support, arrange/attend meetings, provide background information concerning the organizations' capabilities in relevant fields, etc.

**DEADLINE EXTENDED:** Offers can be submitted until **August 24, 2022** to Kosovo Open Society Foundation to the email: arben@kfos.org.

**The following documents must be submitted** by the consultants as PDF:

- 1) Technical offer
  - a. Reference to the feasibility of the present ToR.
  - b. Brief description of the overall design and methodology of the feasibility study and a proposed work plan (max. 3 pages).
- 2) Financial offer
  - a. A budget proposal for the entire feasibility study incl. VAT, specifying the number of suggested working days and other relevant costs (e.g. accommodation costs, local transport)
  - b. Proof of professional admission and taxation of the consultants (e.g. by specifying the tax number).
- 3) CVs of relevant personnel, with two references
- 4) Statement of independence
- 5) Registration documentation that proves the eligibility or performing similar undertakings

The **estimated costs** of the feasibility study include the following components:

- Per diems for contractees team members.
- Travel and accommodation costs within Kosovo and Albania.
- Food, communication and local transportation costs for the respondents and organizers are to be borne by the contractees team members.
- All insurance-related matters lie with the contractees team members themselves.

- The study team themselves have to cover the costs for necessary equipment, materials etc. for the implementation of the feasibility study.

## **VII. Qualifications and Required Competencies**

The contractee should have a registered consultancy firm with a combined team of qualified professionals in the following areas:

- The team members must be independent, i.e. not be associated with individual service providers, platforms, NGOs, donors or government organisations that support the same project or are otherwise involved in it.
- The lead consultant should have a minimum of 10 years' experience in leading feasibility studies, project development, baseline establishment, impact evaluations and demonstrate knowledge in the relevant sectors of the project as well as a team of experts with demonstrated knowledge.
- Demonstrated academic and practical experience in qualitative and quantitative research methodologies, data collection, analysis and evaluation.
- Familiarity with the region in question (historical, political, socio-political, socio-economic, civil society knowledge).
- Strong analytical, facilitation and communication skills.
- Excellent reporting skills.
- Fluency in professional English.
- Commitment to meet the deadlines, with available resources and human power to make necessary logistical arrangements.

## **VIII. Resources**

The contractee is granted access to relevant interview partners by KFOS, their partners and implementation organizations on site, if possible.

The following documents are made available as soft copies when the contract is concluded:

- Project conception (narrative description of the project)
- Project logframe/impact matrix
- Project budget
- Policy on Child Protection