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**REQUEST FOR CONSULTANTS’ QUALIFICATIONS**

**Grant Specialist for**

**Millennium Foundation Kosovo**

**RCQ-MFK- 014**

**18 September 2018**

1. The Government of Kosovo has established the Millennium Foundation Kosovo (MFK) as an autonomous entity with independent legal authority to oversee, manage, and implement a Threshold Program funded by the Millennium Challenge Corporation (“MCC”). MCC is a U.S. government agency focused on assisting countries dedicated to good governance, economic freedom, and investments in people.
2. The MCC Threshold Program with Republic of Kosovo will provide up to $49 million to support significant policy reforms in improve electricity supply through promoting energy efficiency and renewable energy generation, as well as promote transparent and responsive governance. The Threshold Program will run for up to four (4) years after signing of the threshold program grant agreement in early September 2017. This timeframe includes up to six (6) months for program start up and wind down.
3. MFK invites qualified and experienced **individual** consultants (specialists) to provide the consultancy services as detailed in Annex A: Terms of Reference. CVs provided by consulting firms shall not be considered. Individual consultants are not allowed to associate with other individual consultants or firms for this assignment.
4. An Individual Consultant will be selected under the *Individual Consultants* method, the evaluation procedure for which is described in the attached Terms of Reference in accordance with MCC Program Procurement Guidelines which are provided on the MCC website ([www.mcc.gov](http://www.mcc.gov/)/ppg).
5. MFK shall evaluate the CVs based on the qualifications and experience requirements and criteria provided in Annex A. After said evaluation of the CVs/Resumes/Qualifications. The selection process, as described, will include a review of qualifications and past performance, including a reference check that shall be subject to verification prior to the contract award.
6. MFK reserves the right to also check references. If the verification process supports the initial findings, the Consultant may be invited to negotiate the contract including rates. Should negotiations fail with the most suitably qualified Consultant, MFK may at its discretion proceed to verify the qualifications of the next most suitably qualified Consultant.
7. MFK is not bound to accept any of the qualifications submitted and reserves the right to cancel the process at any time.
8. The contract is expected to start by October 2018 and shall have a base period of two (2) years (the “Base Period”), with MFK having the option, at its sole discretion, to extend for additional period (referred to as “Option period”). The option period may be for less than 12 months to correspond with the expiration of the Threshold Program Grant Agreement on September 12, 2021 and may include a 120-day period after the expiration of the Threshold Program.
9. All requests for clarifications associated with this RCQ and its Terms of Reference must reach MFK – in writing, to the email below - by **15.00pm local time of** **27 September 2018**.
10. Consultants must submit their Expression of Interest and CVs to the address below no later than **11: 00 am local time of 10 October 2018**. Qualifications submitted by email in pdf format are acceptable.

Consultants who intend to submit Qualifications should register their interest by sending an e-mail (with subject: EOI for Grant Specialist) to the Procurement Manager on [procurement@millenniumkosovo.org](mailto:procurement@millenniumkosovo.org), giving full contact details of the Consultant. This will ensure that the Consultants receive updates regarding this RCQ.

**Millennium Foundation Kosovo**

**Str. Johan v. Hahn no.11 Prishtine, Kosovo   
(same building with Kosovo Agency for Radiation Protection and Nuclear Safety)**

**Email:** [**procurement@millenniumkosovo.org**](mailto:procurement@millenniumkosovo.org)

**Phone Number: 00 383 38 200 14 315 (Phone number is for information only and is not part of the delivery address.)**

**Annex A**

**TERMS OF REFERENCE**

Ref: **RCQ-MFK- 014**

Government of Kosovo has established the Millennium Foundation Kosovo (MFK) as an autonomous entity with independent legal authority to oversee, manage, and implement a Threshold Program funded by the Millennium Challenge Corporation (“MCC”). MCC is a U.S. government agency focused on assisting countries dedicated to good governance, economic freedom, and investments in people.

MCC Threshold Program with Republic of Kosovo will provide up to $49 million to support significant policy reforms in improve electricity supply through promoting energy efficiency and renewable energy generation, as well as promote transparent and responsive governance. The Threshold Program will run for up to four (4) years after signing of the threshold program grant agreement in early September 2017. This timeframe includes up to six (6) months for program start up and wind down.

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MFK is currently seeking a one (1) full-time Grant Consultant to provide grant management assistance towards effective implementation of the Threshold Program comprising of Reliable Energy Landscape Project and Transparent and Accountable Governance Project

**Functions and responsibilities:**

* The Grant Specialist, under the supervision of the Director of Governance, functions as a specialist in providing professional assistance in grant provision, management, monitoring and follow up activities between grantees and related stakeholders through series of the Open Data Challenge (in labor, environment and judicial competitions).
* Grant Specialist will also provide assistance with preparation of the written materials to be used by the MFK projects, including grant descriptions and application forms and other internal documents used to review and evaluate proposals.
* The consultant will coordinate with MFK team members to ensure compliance with terms of grants, negotiating with grantees to resolve problems of grant obligations and determining actions to be taken to ensure compliance with grant terms and conditions as well as strict adherence to the project’s Branding & Outreach Plan
* Ensure the smooth operation of all matters related to the planning, management and monitoring of series of the Open Data Challenge, in labor, environment and judicial competitions, including procurement and contracting.

**Main tasks and activities to be performed:**

* Plan and manage the timely phasing and execution of the overall project grants in conjunction with the Director of Governance, Data Specialist and other MFK Staff. This will include managing the implementation of grants;
* Assist MFK Team to prepare the relevant materials needed to advertise the activities, review applications and make grant awards
* Support MFK staff in pre award, award and post award processes for the Threshold Program
* Provide guidance to MFK with regard to legal requirements, policies and regulations, award terms
* Evaluate the use of grant funds and other commitments and disbursements in terms of the realization of specific planned outputs toward line ministries and other Government of Kosovo authorities
* Provide technical assistance, oversight, advice, expertise, and consultation to program officials, awardees, judging panels and applicants, as needed
* Assist in preparation and dissemination of guidelines for grant awards, detailed implementation plans, reports and other documents required for awards
* Provide assistance with regard to negotiation, preparation and administration of grant awards, cooperative agreements, or other related instruments
* Review documentation and provide recommendations on award-related issues,
* Ensure that a complete grant files for each grantee are made that include proposals, evaluation documents, approved budget, grant contract, quarterly reports, correspondences, etc.;
* Draft agreements and other binding documents for the successful awardees and runners
* Lead, follow up and coordinate the timely close out of grant contracts
* Act as a focal point between the MFK, line ministries and agents of change
* Assist in drafting the Judging Panel documents, including but not limited to issues letters, memos, and rejection letters
* Maintain, in collaboration with MFK staff, all of the necessary documentation including grant files and grant program database with comprehensive and detailed information on each individual grant award;
* Organize a reporting system for special initiatives, as needed and ensure the generation of regular and ad hoc reports of grants for internal and external purposes
* Assist the Governance Director, Data Specialist and other MFK staff with other duties as deemed necessary for the timely and successful execution and implementation of the Transparent and Accountable Governance Project and its activities.
* Work closely and regularly with the Monitoring and Evaluation Team to track technical progress and results during grant implementation;
* Coordinate regular monitoring visits to the grantees and provide technical assistance to M&E Team through analysis of the field visit reports;
* Participate in a coordinated monitoring visits to the grantees as deemed necessary by the Governance Director;
* Provide any other assistance to project activities as needed or directed by the Governance Director
* The duties listed above are intended only as general illustrations of the various types of work that may be performed. Duties not herein explicitly described are not excluded if the work is similar, related, or a logical assignment to the position.

**Essential or desired qualifications, skills and experience:**

* University degree in social sciences or other relevant field is desirable.
* Minimum 2 years of experience in project management and/or grants and contract management/administration.
* Experience in writing, editing office communication products
* High level of integrity, professionalism including teamwork and ability to deliver within short deadlines, work under pressure and multi-tasking skill in fast-paced environment.
* Proven ability to operate in a team environment liaising with a diverse teams.
* Proficiency in English and Albanian required. Proficiency in additional local languages desirable.
* Ability to manage multiple complex concurrent grants, compliance and reporting requirements and deadlines
* Experience in monitoring and evaluation is desirable
* Professional level communication skill in both oral and written forms

**Approximate number of working days**

Full time and based on five working days per week

**In addition, candidates must:**

* Be of outstanding character and integrity.
* Be free of all conflicts of interest and committed to protecting the integrity of the MFK program.

**Evaluation of Qualifications**

MFK will evaluate the qualifications and experience of all interested Consultants, and invite the Consultant who, in MFK’s assessment, is most suitably qualified for the assignment to continue with the selection and negotiation process as described in the RCQ. While all required and preferred qualifications are important, MFK will place relatively more weight on demonstrated relevant knowledge and abilities and successful experience in prior performance of similar projects.

***FORM - 1***

**RCQ-MFK- 014 Grant Specialist for**

**Millennium Foundation Kosovo**

**MFK, Kosovo**

**CONSULTANTS’ QUALIFICATIONS SUBMISSION FORM**

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To:

c/o: Procurement Manager

[procurement@millenniumkosovo.org](mailto:procurement@millenniumkosovo.org)

**RCQ-MFK- 014**

**Grant Specialist for**

**Millennium Foundation Kosovo**

I, the undersigned, offer to provide the consulting services for the above-mentioned assignment in accordance with Request for Consultants’ Qualification dated [ ] and its attached Terms of Reference.

I hereby submit my Qualifications including my latest updated Curriculum Vitae which contains among others my previous relevant assignments and references with complete contact details.

I hereby declare that all the information and statements made in this EOI are true and correct. I accept that any misinterpretation contained herein can lead to my disqualification.

My submission is binding upon me and is subject to modifications arising from Contract negotiations.

I undertake, if my proposal is accepted to initiate the consulting services on the date indicated in the RCQ.

I understand that you are not bound to accept any submissions that you may receive.

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name and Signature

***Form 2***

**RCQ-MFK- 014 Grant Specialist for**

**Millennium Foundation Kosovo**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Name | [Insert full name] | | | | | | | | |
| 1. Date of Birth | [Insert birth date] | | | | |  | |  | |
| 1. Nationality | [Insert nationality] | | | | |  | |  | |
| 1. Education | [Indicate college/university and other specialized education, giving names of institutions, degrees obtained, and dates of obtainment]. | | | | | | | | |
| 1. Membership in Professional Associations |  | | | | | | | | |
| 1. Other Training | [Indicate appropriate postgraduate and other training] | | | | | | | | |
| 1. Countries of Work Experience | [List countries where the consultant has worked in the last ten years] | | | | | | | | |
| 1. Languages | [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing] | | | | | | | | |
|  | Language | Speaking | | | Reading | | Writing | |
|  |  |  | | |  | |  | |
| 1. Employment Record | [Starting with present position, list in reverse order every employment held by the consultant since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.] | | | | | | | | |
|  | From [month] [year]: | | To [month] [year]: | | | | | | |
|  | Employer: | | | | | | | | |
|  | Position(s) held: | | | | | | | | |
| 1. Work undertaken that best illustrates capability to handle the tasks assigned: | [Among the assignments in which the consultant has been involved, indicate the following information for those assignments that best illustrate his/her capability to handle the tasks listed in the TOR] | | | | | | | | |
|  | Name of assignment or project: | | |  | | | | | |
|  | Year: | | |  | | | | | |
|  | Location: | | |  | | | | | |
|  | Client: | | |  | | | | | |
|  | Main project features: | | |  | | | | | |
|  | Position held: | | |  | | | | | |
|  | activities/tasks performed: | | |  | | | | | |

1. References: [*List at least three individual references with substantial knowledge of your work. Include each reference’s name, title, phone and e-mail contact information. MFK reserves the right to contact other sources as well as to check references, in particular for performance on any relevant MCC-funded projects.*]
2. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

I, the undersigned, hereby declare that I agree to participate in the above-mentioned assignment. I further declare that I am able and willing to work for the period foreseen in the above referenced Request for Consultants’ Qualifications.

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Signature

Date:

Address:

Tel:

E-Mail: