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**REQUEST FOR CONSULTANTS’ QUALIFICATIONS**

**PROCUREMENT ON PROGRAM FOR FEMALE INTERNSHIPS/APPRENTICESHIPS AND SCHOLARSHIPS IN ENERGY SECTOR IN KOSOVO**

**CONSULTANT**

**RCQ-MFK- 015**

**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 November 2018. This is anticipated to be a full-time consultancy for a base period of 12 months, a first option period of an additional 12 months if the option is exercised by MFK, and a second option of approximately 12 months (again, if the option is exercised by MFK). If the second option period is exercised, MFK may exercise this option for a period from 6 to 14 months’ duration. The duration of this option will be specified before the exercise of the option.
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** **01 October 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 Consultant on Program for Female Internships/Apprenticeships and Scholarships in Energy sector in Kosovo) 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 Prishtina**

(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.)

1. **Introduction and Background**

International research has identified gender gaps in female labor force participation and female entrepreneurship as a constraint to economic growth.[[1]](#footnote-2) Economically empowering women promotes gender equality, poverty reduction, and inclusive economic growth. During the development of Kosovo threshold activities, the low participation of women in the labor market was therefore identified as a cross-cutting concern that could limit the equitable participation of Kosovar citizens in the benefits of Threshold Program investments.

From education to policy and planning, to entrepreneurialism, management and employment, women are underrepresented in the energy sector in Kosovo. The social and gender assessments carried out during Threshold Program development highlighted some of the key factors that contributed to a very low participation of women in the energy sector. Gender roles—the sociocultural expectations, behaviors, responsibilities, and activities that a society constructs—determine women’s and men’s roles and relationships. Women spend considerable time conducting unpaid labor in the form of the “care economy.” The findings from the recent time use survey revealed that in the 8 most popular business sectors which accounted for 95% of the businesses across the country, all sectors were dominated by males, especially the electricity, gas, steam, air conditioning supply, construction, transportation, and storage sectors (MCC, Kosovo LFTUS 2017). Similar data from Kosovo Agency of Statistic (ASK) demonstrate that women are under-represented in fields that would lend themselves to energy-related sectors and in economic activities. Women’s educational representation in fields related to energy remains relatively low but still higher than their presence in energy-related positions. For example, in KEDS, 5.7% of employees are women, and they comprised 12.5% of engineers (USAID 2016a). Overall, few are female engineers or technical staff – though lately, these numbers have increased, particularly in environmental sciences, IT, and renewable energy areas in the private sector (IUCN 2017). On a positive note, officials in the Kosovo energy companies KEK, KEDS, and KESCO noted that females were capable of and, in fact, achieving high managerial and sometimes executive leadership positions in their companies. However, virtually all of the private and public sector energy organizations expressed the difficulty in hiring qualified females in technical, professional, or managerial roles due to the lack of candidate applications.

The threshold investment in Kosovo will address a key constraint to economic growth which is an unreliable supply of electricity. The investment will also address the barriers to the participation of women in the energy sector as employees and entrepreneurs through a series of proactive measures to increase the employment of women, and to encourage women’s entrepreneurship in the energy sector. Energy sector investments can contribute direct economic benefits to women through formal sector employment and by providing them with opportunities to improve their livelihoods through grants, skills development, and training. Recognizing women’s low representation in the labor market and in the energy sector in particular, the project will support opportunities for women to participate in the energy sector as employees and entrepreneurs through a sub-activity titled ***Ensuring equal economic opportunity for women in the energy sector.*** To encourage girls and women to consider careers in the energy sector, the Threshold program will provide internship and scholarship opportunities to learn about the energy sector on-the-job, increase the visibility and attractiveness of such careers, promote the hiring of women and the use of female-led energy enterprises to deliver services under the efficiency and heating activities of the project, and strengthen opportunities for female-led energy enterprises to participate in Threshold Program-related procurements.

This Terms of Reference is specifically focused on supporting the implementation of the internship/apprenticeship and scholarship program. Paid internships and apprenticeships will be provided to support women’s employment in the energy sector, targeting female students and graduates from relevant universities by providing practical job experience. Scholarships will be offered for female students for relevant studies to upgrade their skills relevant to the energy sector.

**Female Internship/Apprenticeship and Scholarship Program** in energy sector in Kosovo

The internship/apprenticeship and scholarship program is designed to encourage female employment in the energy sector, by placing more females in internships and apprenticeships (for those who are senior students and/or already have a degree) in major energy sector institutions and private firms, to gain knowledge in the sector and to boost females’ potential for employment in the industry. Internships and apprenticeships for young girls and women are expected to help in improving women’s technical capacity and job-readiness so that they can take advantage of the market opportunities that result from the implementation of sustainable energy initiatives in the country.

The internship/ **apprenticeship** will be offered for female students and graduated females from STEM (Science, Technology, Engineering and Mathematics) education and other disciplines relevant to the energy sector activities, such as public and business administration, finance, economics, law, ICT, communications, and others. This program will support and coordinate internship/**apprenticeship** placements for between three to six months at selected public and private companies in the energy sector. Implementation and management of the internship/**apprenticeship** and Scholarship Program will be coordinated through a partnership with a relevant government agency. The program will put in place mechanisms for periodic performance assessment and feedback, as well as support on-the-job mentoring.

This consultancy will support the implementation of the Program and facilitate and develop various components, including work plans, participation criteria, the mentoring component, secure and manage partnerships, support student/employer feedback and learning, and other components. Successful implementation of the program requires intensive stakeholder consultations and coordination with key institutions. Of immediate interest are the employers in the energy sector (both public and private). The program will also establish coordination and partnerships with key governmental and non-governmental organizations – for example, Ministry of Labour and Social Welfare (MLSW), Ministry of Education, Science and Technology (MEST), Agency for Gender Equality (AGE), within the Prime Minster Office Ministry of Economic Development (MED), Association of Women in Energy Sector, and others. A detailed implementation plan which will be developed by the consultant clearly outlining the types of institutional arrangements, coordination and partnership mechanisms to be put in place.

**Annex A**

**TERMS OF REFERENCE CONSULTANT**

**ON THE PROGRAM FOR FEMALE INTERSHIPS/ APPRENTICESHIPS AND AND SCHOLARSHIPS IN ENERGY SECTOR IN KOSOVO**

Ref: **RCQ-MFK- 015**

Under the direction of the MFK Gender and Social Inclusion (GSI) Specialist and in close coordination with applicable MFK staff, the Consultant shall:

* Support the finalization of the workplan for the program and a program implementation plan, including details of participating institutions (both educational and employer), mechanisms for intern/apprentice/scholarship selection and placement, monitoring of progress, workplace requirements and expectations, coordination arrangements, process to gather and evaluate feedback from employers and interns, and program mentoring details, among others.
* Following the finalization of the program implementation plan, set up, implement, coordinate and oversee virtually all key elements of the internship/apprenticeship, and scholarship program, as further outlined below.
* Support finalization of agreements between MFK and the implementing entity/ies for the implementation of the program.
* Draft the ToR for the coordinator of the Internship Program, which is foreseen to be situated at the partner government agency that will support implementation.
* Collaborate and coordinate the work and activities with Coordinator of the Internship Program situated at the partner implementing government agency to implement the program
* Identify all universities including the private as well as colleges who will be part of the Internships /Apprenticeships and Scholarships.
* Identify all host organizations, including public enterprises and business companies in the energy sector who will participate in the program by offering internships.
* Develop application requirements, process and selection criteria for interns and for scholarship student beneficiaries.
* Coordinate with human resource units responsible for coordinating internships at energy companies to develop internship positions, including developing job descriptions/ terms of references; skills required (including educational/training level); selection criteria and conducting interviews.
* Coordinate and facilitate the selection and placement of interns with participating organizations.

Support energy companies and institutions through orientation and provision of manual/tools to ensure that they provide a safe and enabling work environment for interns. Set up a process to handle complaints from interns and employer

* Prepare and contribute to program assessment reports and recommendations.
* Help or guide in drafting of a Sexual Harassment clause, based on the Law on Gender Equality (No. 05/L -020) and Law on the Protection from Discrimination (No. 05/L-021) to be signed by all parties participating in the program as an annex to their respective agreements.
* Develop and support implementation of a mentoring effort to complement the internship and apprenticeship experience. This would include development of basic guidelines for interns and for mentors at host institutions, and the identification of mentors through host organizations.
* Support placement of interns on MFK supported activities funded through the Reliable Energy Landscape Project (RELP) by coordinating closely with MFK RELP contractors.
* Develop, implement and report upon tracking and evaluation tools for the internship program.
* Design, carry out and report upon periodic surveys assessing intern and employer satisfaction and feedback on the program.
* Develop an introductory basic orientation course for the interns to take at the beginning of the program.
* Coordinate and support delivery of presentations or a final paper by all intern/apprentice participants on their learning from the experience at the completion of their assignments.
* Facilitate and support networking, learning and exchange through organizing periodic events or workshops for program participants, upon request by MFK.
* Other functions as assigned.

**Expertise Required:**

The consultant should meet the following qualifications:

* At minimum, undergraduate degree in social sciences, public policy, gender studies, law or related disciplines
* Three years of prior work experience with employment programs or similar initiatives focused on enhancing employment prospects, in particular for youth and females. Experience with projects in the energy sector is of an advantage.
* Prior experience working in Kosovo with potential partner organizations of this program, such as with educational institutions, possible energy sector employers, and employment agencies.
* Proved experience and track record of consulting and coordinating with diverse stakeholders, developing program guidelines, manuals and documentation, and coordinating complex multi-stakeholder initiatives.
* Prior experience working on gender issues is an asset, as is prior experience working with international organizations in Kosovo.
* Excellent communication, analysis and writing skills;
* Good inter-personal and teamwork skills, networking attitude, ability to work in multicultural environment
* Fluency in Albanian and English (oral and written) is a requirement

**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 skills, and successful experience in prior performance of similar projects.

Office Location:

* Consultant will be based at the MFK office, working closely with GSI specialist

***FORM - 1***

**RCQ-MFK- 015 Consultant on Program for Female Internships/Apprenticeships and Scholarships in Energy sector in Kosovo 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- 015**

**Consultant on Program for Female Internships/Apprenticeships and Scholarships in Energy sector in Kosovo 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- 015 Consultant on Program for Female Internships/Apprenticeships and Scholarships in Energy sector in Kosovo for**

**Millennium Foundation Kosovo**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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:

1. multiple sources in Gonzales and others, 2015 [↑](#footnote-ref-2)