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**REQUEST FOR CONSULTANTS’ QUALIFICATIONS**

**IT Consultant for Millennium Foundation Kosovo**

**RCQ-MFK- 016**

**20 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 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, 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 26 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 02 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 IT Consultant) to the Procurement Manager on 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

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 I.T. CONSULTANT**

Ref: **RCQ-MFK- 016**

**IT Services**

1. **Overall objective of the assignment**

The overall objective of the assignment is to hire an individual consultant to provide IT support for MFK.

1. **Specific tasks for IT services**

The IT Services consultant, under the supervision of the Director, Administration & Finance, is responsible for the delivery and implementation of IT-related services to include network management and data infrastructure oversight, ensuring that services rendered support the work of the MFK.

* Oversee delivery of various IT services (e.g. infrastructure maintenance, database management, etc.) across the MFK, ensuring that the quality of execution meets organization needs and established IT standards;
* Prepare specifications for IT equipment and software to be purchased through MFK procedures;
* Prepare smart IT solutions for the initial network system set-up for MFK, including the equipment typology and quantity;
* Advise management on overall issues regarding day-to-day IT operations and provide inputs to improve delivery and efficiency of services rendered;
* Provide recommendations on software developments or upgrades for organization use in support of increased efficiency and productivity of wider program deliverables;
* Develop regular testing, update, and maintenance schedule for IT infrastructure to ensure continuity of functionality and capacity to service the needs of the MFK;
* Assess existing procedures/protocols to incorporate improvements based on user feedback to facilitate seamless delivery of services.
1. **General daily tasks for IT services**
* Install and configure computer hardware operating systems and applications;
* Administration of Information Technology (IT) Systems (Hardware and Software)
* Monitor and maintain computer systems and networks;
* Establishment, Maintenance and Backup of Organization’s Database
* Perform daily system Monitoring, Verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
* Develop, design and real time update of MFK official website
* Replace parts as required
* Provide support, including procedural documentation and relevant reports
* Support the roll-out of new applications
* Set up new users' accounts and profiles and deal with password issues
* Test and evaluate new technology
* Creative and timely solutions for technological issues
* Coordinate troubleshoot system and network problems, diagnosing and solving hardware or software faults;
* 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.
1. **Other**
2. The individual shall render services five (5) days a week at the MFK premises (except holidays and weekends)
3. The individual is scheduled to work 8-hour shifts
4. The individual will work between the hours of 8.30 am and 4.30 pm
5. Specific schedules will be provided by MFK based on the office needs
6. The individual will not work more than 40 hours a week, including 1-hour lunch per day
7. **Required Qualifications and Experience of the individual**

The individual will be required to have;

* University degree in computer science, IT Management or related field;
* Master's degree is an advantage;
* At least five years of prior experience in the provision of IT services;
* At least three years of prior experience in development of databases;
* Experience in web-development and administration;
* Excellent IT, communication, leadership and management skills;
* Proven track record of maintaining IT systems;
* Proven technical editing/writing experience;
* Proficiency in English and Albanian required. Proficiency in additional local languages desirable.

**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- 016**

**IT Consultant for Millennium Foundation Kosovo**

**MFK, Kosovo**

**CONSULTANTS’ QUALIFICATIONS SUBMISSION FORM**

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

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

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

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

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

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

To:

 c/o: Procurement Manager

procurement@millenniumkosovo.org

**RCQ-MFK- 016**

**IT Consultant 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- 016**

**IT Consultant 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: