

**REQUEST FOR INDEPENDENT EVALUATORS/CONSULTANTS**

**Dig Data Challenge Evaluator/Consultant for**

**Millennium Foundation Kosovo**

**RCQ-MFK- 017**

**24 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 time frame includes up to six (6) months for program start up and wind down.
3. MFK invites qualified and experienced **individuals** to provide the evaluation services as detailed in Annex A: Terms of Reference. Individual evaluators/consultant are not allowed to associate with other individual evaluators or firms/organizations for this assignment.
4. An Individual Evaluator 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 Evaluator may be invited to negotiate the contract including rates. Should negotiations fail with the most suitably qualified Evaluator, MFK may at its discretion proceed to verify the qualifications of the next most suitably qualified Evaluator.
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 last seven days or more depends in the application number.
9. All requests for clarifications associated with this RCQ and its Terms of Reference must reach MFK – in writing, to the email below - by 10:00 am local time of 27th of September 2018.
10. Individuals must submit their Expression of Interest and CVs to the address below   
    **no later than 11:00 am local time of 28th of September 2018.** Qualifications submitted by email in pdf format are acceptable.
11. Individuals who intend to submit Qualifications should register their interest by sending an e-mail (with subject: EOI for Dig Data Challenge Evaluator) 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 Dig Data Challenge Evaluator**

Ref: **RCQ-MFK- 017**

To tackle the pressing issue of data/information mismatch of field of study and market needs, as well as barriers to women’s and other vulnerable groups participation in the labour force, Millennium Foundation Kosovo has launched the first phase of the Dig Data Challenge.

The Dig Data Challenge calls on open data movers and shakers and opinion-makers, start-ups, civil society, the private sector, academia, journalists, designers, technology innovators, and creative problem solvers to submit proposals that address the question:

**How can we best aggregate and disseminate improved, targeted, demand-driven information that connects:**

* **Students to appropriate and effective schooling, training (in their chosen subject and professional conduct), and job opportunities associated with in-demand careers?**
* **Women to high-value career paths and entrepreneurship opportunities, and employers to strategies to improve recruitment, retention and career prospects for female workers?**
* **Entrepreneurs to labour market opportunities, prizes and competitions, financing opportunities, and appropriate technical assistance?**

All applicants to the Dig Data should propose creative solutions based on the open data from the Government of Kosovo and/or other credible, vetted open data from national and international institutions to inform Kosovo citizens about the education and economic opportunities to pursue in order to match market needs. Applicants are furthermore strongly encouraged to use GoK open data or MCC LFTUS data. Applicants to Dig Data Kosovo should specify whether they are applying to one of Two Grant Categories:

1. Communications and Outreach
2. Open Data Governance Interventions

Therefore, MFK is seeking **4** short-term independent evaluators/experts to be part of the evaluation panel for the proposals received in the Dig Data Challenge (2 short-term independent evaluator/expert for the Communications and Outreach Category, and 2 short-term experts for the Open Data Governance Interventions).

**1. Objective**

To provide expert insight and judgment in the evaluation and selection of the most promising applicants who adhere to the competition’s objectives.

**2. Scope of work**

Independent Evaluator / Consultant is expected to evaluate the applications received under the Dig Data Challenge and carry out the responsibilities and tasks, as detailed in the following paragraph.

**3. Responsibilities and Tasks**

In coordination with MKF Data Governance Specialist, the Consultant will carry out the following tasks:

* Review and confirm understanding of the objectives, timeline, and process of the Dig Data Challenge competition.
* Review and sign a non-disclosure agreement and affirm the existence of any conflicts of interest. If there are conflicts of interest, commit to disclosing them with the MFK Data Governance Specialist so applications can be reassigned.
* Based on your experience, expertise, and the submitted materials, conduct a review the assigned applications and supporting materials, which entails:
  + Scoring their:
  + Use of open data
  + Inclusiveness of women
  + Effective stewardship of funds
  + Innovativeness
  + Growth potential
  + Potential impact
  + Feasibility
  + Usability
  + Informativeness
  + Applicability to Kosovo’s unique context
  + Writing informative comments
  + Making a recommendation of whether the applicants should obtain funding and, if so, how much.
* Submit the score sheets and comments by the deadline to the MFK Data Governance Specialist.
* Participate (provide comments, vote) in a Judges’ meeting with the other participating judges, MFK, and MCC staff to discuss the merits of the innovators and select finalists.
* Optional: Participate in communications and outreach activities celebrating the Dig Data Challenge finalists and winners (eg, sitting on a panel at the award’s event, being quoted in any ensuring coverage).

The consultant will elevate any concerns, questions, or conflicts to the MFK Data Governance Specialist as they arise for timely resolution. In the event something is unclear, the consultant will revert to the MFK Data Governance Specialist for an official position or practice.

**4. Outputs/ Deliverables:**

The Consultant will carry out tasks following this schedule:

Envisioned deliverables and timelines

* Sign Non-Disclosure Agreement: Within 24 hours of accepting assignment.
* Acknowledge any conflicts of interest (or affirm none): Within 24 hours of applications assigned.
* Complete judges’ score sheet and furnish comments: By judging deadline.
* Sign document affirming judges’ recommendation of winners: At the judges’ meeting.

**5. Timeframe**

The estimated level of efforts for the assignment is 5 working days, and the assignment is expected to be conducted between October 1st, 2018 to October 17th, 2018. MFK will notify the independent evaluators on the exact dates of evaluation. If there is a higher volume of applications received, there will be an extension in the number of working days.

**6. The Service Profile/Qualifications requirements**

The expert/instructor should be able to meet the following profile and specifications:

Have experience of no less than three years in developing, and/or organizing and implementing, and/or evaluating similar projects (with verifiable references);

Have an in-depth knowledge and understanding of open data and data analysis and visualization tools as well as availability of data in Kosovo;

Have in-depth knowledge of Kosovo’s labour force participation issues, particularly as they relate to information asymmetries, education, access to technical support and financing, and women.

Preferred:

Have experience conducting grant making competitions or serving as a technical evaluator on a funding selection committee;

Have knowledge of communications, outreach, or marketing OR

Have knowledge of transparent and accountable governance activities.

**7. Payment**

Payment will be made upon completion and satisfactory delivery of Outputs.

**8. Evaluation of Qualifications**

MFK will evaluate the qualifications and experience of all interested experts/instructors, and invite the Consultant who, in MFK’s assessment, is most suitably qualified for the assignment to continue with the selection, proposal, 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-017 Independent Evaluator/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](mailto:procurement@millenniumkosovo.org)

**RCQ-MFK-017**

**Independent Evaluator / 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-017 Independent Evaluator / Consultant 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: