

**REQUEST FOR CONSULTANTS’ QUALIFICATIONS**

**Data Expert/ Instructor for**

**Millennium Foundation Kosovo**

**RCQ-MFK- 012**

**15 August 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 **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 last two days.
9. All requests for clarifications associated with this RCQ and its Terms of Reference must reach MFK – in writing, to the email below - by 10.00pm local time of 19 August 2018.
10. Consultants must submit their Expression of Interest and CVs to the address below   
     **no later than 10: 00 am local time of 24 August 2018.** Qualifications submitted by   
     email in pdf format are acceptable.
11. Consultants who intend to submit Qualifications should register their interest by sending an e-mail (with subject: EOI for Data Expert/Instructor) 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.

Office of the Millennium Challenge 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 Data Expert/ Instructor**

Ref: **RCQ-MFK- 012**

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 Open Data Challenge called Dig Data.

The data applicant support workshop for Dig Data aims to help applicants formulate their submissions; therefore, MFK will be hosting an interactive data workshop to familiarize applicants to the data available, open data guidelines and considerations, data analysis and visualization tools, and a basic overview of the application process.

Therefore, MFK is seeking a short term technical and financial proposal from data experts and instructors interested to deliver a three (3) hour workshop on data, open data guidelines and considerations, as well as data analysis and visualization tools.

1. Objective

To deliver an applicant support three (3) hour workshop on data, open data guidelines and considerations, as well as data analysis and visualization tools.

2. Scope of work

The expert/instructor shall prepare a short proposal on the subject matter. The proposal should include a description of the concepts of the types of material that can be developed for the applicant support data workshop The expert/instructor shall deliver their expertise and material during the three (3) hour data workshop.

3. Responsibilities and Tasks

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

Develop and deliver workshop materials

Deliver a three (3) hour workshop on data, open data guidelines and considerations, as well as data analysis and visualization tools.

4. Outputs/ Deliverables:

The Consultant will carry out tasks following this schedule:

* Develop materials for the Dig Data Challenge Applicant Support Data Workshop August 29, 2018
* Deliver a three (3) hour workshop in mutually agreeable venue attended by interested applicants to the Dig Data Challenge on September 4, 2018.

5. Timeframe

The estimated level of efforts for the assignment is 2 working days, and the assignment is expected to be conducted on September 4, 2018.

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 development, organizing and implementing similar assignments (with verifiable references);

Demonstrate capacity and possession of creativity to develop the required materials and deliver a three (3) hour workshop on data, open data guidelines and considerations, and data analysis and visualizations tools.

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

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- 012 Data Expert/Instructor 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- 012**

**Data Expert/ Instructor 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 07 August 2018 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- 012 Data Expert / Instructor 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: