

**Assignment reference: Provide a Baseline Study report of the target group in the seven municipalities (South Mitrovica, Viti, North Mitrovica, Zubin Potok, Zvecan, Leposavic and Peja)**

**Contract REF: 276/SiV/2023**

**Project references:**

**Name/ duration: WBK-R3-02 “Cohesive futures - Building Resilient Communities through Social Cohesion and Inter-ethnic/Inter-religious Exchange” – Activity CWW.042 Baseline Study**

**The project is funded by the Global Community Engagement and Resilience Fund (GCERF). It is implemented by Syri i Vizionit (SiV) in partnership with Edutask Institute and NGO Aktiv.**

**Publication date: 01.12.2023**

**Deadline for applications: 07.12.2023**

## **CALL FOR OFFERS**

Syri i Vizionit is seeking an expert or a Company / Organisation to write a Baseline Study report for our target groups in the municipalities of South Mitrovica, Viti, North Mitrovica, Zubin Potok, Zvecan, Leposavic and Peja.

This call is in frame of the project “Building Resilient Communities through Social Cohesion and Inter-ethnic/Inter-religious Exchange” – The project is funded by Global Community Engagement and Resilience Fund (GCERF). It is implemented by Syri i Vizionit (SiV) in partnership with Edutask Institute and NGO Aktiv.

Interested candidates shall follow on the instruction of tenderers provided and accordingly apply before the deadline on 07 December 2023 at 16:00 through e-mail address: [office@syriivizionit.org](mailto:office@syriivizionit.org) with the subject: Public Call – Provide a Baseline Study report. Or also by mail to the address of the NGO: “Syri i Vizionit”, Rr. Isa Demaj, no. 14, 30,000 Pejë, Kosovë.

# ANNEX I: TERMS OF REFERENCE

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## **1. BACKGROUND INFORMATION**

The project is funded by the Global Community Engagement and Resilience Fund (GCERF). It is implemented by Syri i Vizionit (SiV) in partnership with Edutask Institute and NGO Aktiv.

The project aims to promote and foster social cohesion, inter-ethnic and inter-religious co-existence, and opportunities for mutual exchange, by increasing awareness within local communities on PVE, enhancing educational, cultural and employment opportunities and increasing inter-religious and interethnic exchange. Furthermore, it will establish nine community centres with the purpose of offering a diverse range of services, particularly focusing on enhancing the capacities and skills of youth and women for employment opportunities.

Within the framework of the project in reference, Syri i Vizionit, herein called the Contracting Company/Organization party, will commission a Baseline Study report. The study results shall support actions foreseen in the project. Accordingly, this report will affect the (i) indicators as a basis against which to measure progress over time (ii) will provide information on the existing situation of our target groups. as (iii) serve as a point of reference for the project, as per project reference Activity no. CWW.042

## **2. OBJECTIVE**

The purpose of the Baseline Study report is to collect evidence, of the current situation of our target group in seven municipalities of South Mitrovica, Viti, North Mitrovica, Zubin Potok, Zvecan, Leposavic and Peja. This will allow the project to have key information to project management, target groups and stakeholders. It will also allow the project to have the development of project achievement indicators as a basis against which to measure progress over time.

**The specific objectives of the need assessment report are as follows:**

- a) establish an initial understanding of the current community awareness levels pertaining to the prevention of violent extremism (PVE).
- b) establish an initial understanding of the present state of social cohesion within the targeted communities.
- c) To determine the assess the availability and accessibility of opportunities within the community especially for youth and women

d) gather relevant baseline data on key programme indicators

### **3. METHODOLOGY**

The Baseline Assessment employs a mixed methods embedded design involving concurrent quantitative and qualitative data collection. The following data collection methods are proposed:

- Desk Review, compilation of data from census and other relevant research such as UNDP Public Pulse
- Quantitative Methods: Survey
- Qualitative Methods: Key Informant Interviews, Focus Group Discussion.

The expert or a Company / Organisation will have access to baseline study inception report and raw data collected through survey and reports from focus groups and key informant interviews in seven municipalities: South Mitrovica, Viti, North Mitrovica, Zubin Potok, Zvecan, Leposavic and Peja

### **4. SCOPE OF WORK**

In the scope of these Terms of Reference the successful contractor is expected to:

- review project documents and local reports/documents to understand the project design and local context and situation. The contractor is also expected to use other national or international official documents to generate secondary data for further analysis and reporting. A suggestion for secondary data to be used for the report will be provided-
- Analyse raw survey data. Contractor shall analyse data from all municipalities, extracting key tables and figures, and interpreting these findings in the context of the project objectives.
- Develop the presentation of main findings of the baseline study and present to the project team and partners.
- Write and submit a detailed and accurate report (draft and final) as per the survey objectives Within the agreed timeframe. The report should include a brief interpretation of data and use the format to be specified and agreed upon with project staff.

### **5. DELIVERABLES**

- Raw and clean dataset
- Analysis syntax, result tables and/or codebook for qualitative and interview collected data, with consideration on intersectionality including gender, ethnicity, age, disabilities, education.
- Draft report outlines that it must contain, (but is not limited to)
  - Executive summary of findings (1-2 pages)
  - Chapter I - Introduction (background, need assessment objective, report layout (1-2 page)
  - Chapter II - Methodology (1 page)
  - Chapter III - Findings
  - Chapter IV - Conclusions and recommendations
  - Chapter V – References
- Draft version of the report
- Final version of the report.

All deliverables will need to get final approval from project staff.

## 6. TIMELINE

The engagement is planned for the period 15 December 2023 – 15 February 2024. During this period all contractual provisions shall be met.

No	Activity	Timeline
1	Conduct desk review of project documents and other documents related to the study area.	W3 & W4 December 2023
2	Analyse data from all municipalities, extracting key tables and figures, and interpreting these findings in the context of the project objectives	W1 January 2024
3	Develop the presentation of main findings of need assessment report to project team and partners.	W2&W3 January 2024
4	Finalize the presentation and reports (at least 2 round comments)	W4 January 2024

## 7. KEY QUALIFICATIONS

the contractor (consultants) or team, are expected to have the following skills and key qualifications:

- Relevant professional experience in the sector(s) directly or indirectly related to the required services of this contract
- At least 5 years of professional experience in the field of social, cultural, economic, and political dynamics.
- Having expertise in study areas such as social, interethnic relation, prevent violent extremism, economic, gender equality and social inclusion, women's rights, political science or community development
- Bachelor's/Master's degree in statistics (leader of the assignment), sociology, economics, or any other relevant university degree related to the study
- Significant experience with Appreciative Enquiry Approach and qualitative data analysis
- A comprehensive mix of communication and writing skills in English which will be required for interviews, data analysis, and report writing.
- Strong communication and interpersonal skills, sensitivity and attention to detail
- Ability to deliver high quality work, within the agreed time-frame
- Reference letter

## 8. PROPOSAL SUBMISSION PROCESS

Interested candidates shall follow the instruction of tenderers provided and accordingly apply before the deadline on 07 December 2023 at 16:00 through [office@syriivizionit.org](mailto:office@syriivizionit.org) with the subject: Public

Call – Provide Baseline study report of the target groups in 7 municipalities. Or also by mail to the address of the NGO: “Syri i Vizionit”, Rr. Isa Demaj, no. 14, 30,000 Pejë, Kosovë

**Applicants must submit:**

- CVs of all individuals included in the consultancy team
- Proposal narrative which includes the consultants'/companies' suitability for the assignment, previous work experience, qualifications, and sector expertise. Please include any past relevant work that might demonstrate knowledge of sector or proposed methodologies.
- Draft workplan
- At least one written example of report
- Financial budget broken down by deliverables.
- ID for individuals or for companies' organization registration certificate.