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Request for offer for Mentoring for start-up businesses (grant beneficiaries)

Project: **Enhancing employment of Women Survivors of gender – based & sexual violence and returnees**

Activity 1.2: Capacity Development

1. Background

Supported by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supporting the German Government in achieving its development - policy objectives, Medica Gjakova is in charge of implementing the project *“Enhancing employment of Women Survivors of gender – based & sexual violence and returnees”* which is also the overall goal of the project, is to improve livelihood opportunities by enhancing employment opportunities for women survivors (including female family members) of SGBV and returnees in Western part of Kosovo (Dukagjini region).

2. Information about the project

The overall goal of the project is to improve the livelihood opportunities by enhancing employment opportunities for women survivors (including female family members) of SGBV and returnees in Western part of Kosovo (Dukagjini region).

The objective is to create (self) employment opportunities in the field of tailoring, culinary/catering and hairdressing for women survivors (women family members) of SGBV and returnees, by offering skills training and entrepreneurship and start-up support and/or internship placement to beneficiaries based on their interest. Our principle is “leave no one behind”. These activities will be accompanied by psychosocial counselling.

Empowerment of women survivors of SGBV will be addressed in two sectors: (1) enhancing knowledge, skills and supporting the employment in the area of tailoring, hairdressing, culinary/catering and to provide them with support to start a business; and (2) psycho-social counselling on an individual and/or group level to support mental and physical health. To measure empowerment, the Oxfam's Women's Empowerment Index Framework will be applied.

The project contributes to stabilization of the communities in Dukagjini region and a sustainable reintegration of persons returning from a European country or the region.

The direct target group includes 80 women survivors of SGBV and returnees (the group will be mixed SGBV and returnees), considering ethnic Albanians, RAE and other ethnic groups that are living in this area. The indirect target group includes the families of direct target groups (around 500 persons).

3. Purpose of the Assignment

The service provider is responsible to closely cooperate with Women Association Medica Gjakova, in Gjakova, to provide mentorship and support to 15 start-up businesses to succeed in their efforts of entering the markets and ensure that women grantees complete their investment according to the investment plan and ensure that all receipts and bank transfers are conducted in accordance with GIZ and EARK requirements.

Medica Gjakova will ensure that the consulting company has suitable approach because of sensitiveness of the target group.

The service provider will work closely with the Medica Gjakova to conduct the following tasks:

Activity 1: Mentoring/Coaching of 15 start-up businesses (11 Industrial Tailoring Start-up Businesses, 2 Culinary Start-up Businesses and 2 Start-up Hairdressing Businesses);

The consulting company is assumed to assign mentors up to four (4) for 15 women (grant beneficiaries) during the process of their start-up in different fields. The mentors should have experience in the different fields including Industrial Tailoring, Hairdressing, Culinary, marketing, finance management and any other field as the needs occur. Four mentors will work in close coordination and will report to Medica Gjakova.

4. Deliverables

The local service provider will be responsible for the following deliverables:

- List of mentors who will mentor grant beneficiaries (Note: mentors should be only women);
- Short report on grantees needs assessment and plan how to address these needs.
- Mentorship agreement signed between mentees and mentors.
- Mentors' working log as the mentors perform their mentoring;
- Every mentor will provide short mentoring report for every start-up business (grant beneficiaries) separately. *Note: the report should include pre- and post- situation of the start-up, pictures (in line with Medica Gjakova requirements) and other necessary information to prove the progress of the start-up.*
- Final report within 15 days of completion of the assignment, including lessons learned recommendations and conclusions;

5. Schedule

The assignment should be fulfilled during 3 - 4 months depending of the need, respectively starting from October 2020. During this period the service provider shall deliver the tasks as outlined above.

6. Language

The mentoring will be delivered in local languages.
The short progress report should be written in Albanian.
The final report should be written in English.

7. Place(s) of Assignment

Gjakova, Klina, Skenderaj, Drenoc, Junik and Peja, Republic of Kosovo.

8. Reporting

- Submit progress and final report as agreed.
- Submit photos during the mentoring visits.
- The reporting and all assessment documents should be conducted in languages mentioned above. Comments and suggestions from the MGJ

project teams should be taken into consideration throughout the assignment.

9. Procurement of Equipment and Materials

Not applicable.

10. Other provisions

The payment will be made in two installments.

11. Request for Information for the offer

11.1. Service Provider shall Submit:

- a. Technical proposal (plan of activities and narrative to justify the choices proposed meet requirements of the TOR)
- b. CV's of the team leader and all mentors that will be engaged in delivering the mentoring.

Note: Medica Gjakova reserves the right to confirm and propose other mentors accordingly.

c. Budget Proposal

11.2. Proof of service provider`s legal status (registration and/or certification documentation), Company details (name, postal address bank information etc.) and owner`s/executive director identification card.

11.3. Service provider should provide the names of 3 reference clients with whom they have provided a similar work as required by the Medica Gjakova. The Company/NGO should note that References may be contacted by the Medica Gjakova at any time.

The Company/NGO shall submit its offer in English language.

12. Communication

Should you have additional questions related to the TOR or tendering process please contact via email: medicagjakova@gmail.com or laura.qarkaxhija@gmail.com (Project Coordinator).

The deadline for submitting the proposal/offer is 05.10.2020.

The completed electronic offers should be submitted via email to: medicagjakova@gmail.com or laura.qarkaxhija@gmail.com (Project Coordinator);

Note: The offers received after the deadline and incomplete offers will not be taken into consideration.