

## TERMS OF REFERENCE

### RESEARCH INVESTMENT READINESS STUDY 2nd EDITION

<b>Project and Other Details:</b>	<p><b>Project:</b> “Strengthening the development and growth of the ICT ecosystem and other cross-sectoral industries to promote Kosovo as a country with great market potential”</p> <p><b>Donor:</b> USAID Kosovo Compete Activity</p> <p><b>Implemented by:</b> Innovation Centre Kosovo</p> <p><b>BID Invitation Number:</b> ICK-CLF-2022/023</p> <p><b>Opening date:</b> 08.09.2022</p> <p><b>Closing Date:</b> 19.09.2022</p> <p><b>Title of the Contract:</b> Investment Readiness Study Report (2nd edition)</p> <p><b>Contracting Authority:</b> Innovation Centre Kosovo, ICK</p> <p><b>Address:</b> Str. Rexhep Mala 28A, 10000 Prishtinë, Kosovo</p> <p><b>E-mail:</b> <a href="mailto:info@ickosovo.com">info@ickosovo.com</a></p>
<b>Introduction &amp; Background:</b>	<p>The Project: “Strengthening the development and growth of the ICT ecosystem and other cross-sectoral industries to promote Kosovo as a country with great market potential” - funded by the USAID Kosovo Compete Activity, financed by USAID and implemented by Innovation Centre Kosovo (ICK) is seeking for <b>Consultants / Researchers to develop thorough research and deliver the final deliverable/study.</b></p> <p>The main goal of this project is to strengthen market access, improve cross-sectoral linkages, encourage youth-led and women-led enterprises, interact with diaspora and investors, assist in promotion/branding of Kosovo’s entrepreneurship image, and support an innovation enabling ecosystem.</p>
<b>Scope of Work (SoW):</b>	<p>The hired consultant(s) / researcher(s) will be responsible to developing Investment Readiness Study Report. “Start-up Ecosystem in Kosovo” was the first edition of the research report which was drafted to evaluate the needs of the start-up ecosystem. The study identified the key challenges that start-ups face, conducted by primary market research, as well their various attempts to overcome obstacles and become sustainable and profitable. Moreover, the study provided crucial insights about entrepreneurs' success or failure to better understand the factors that make a difference in the success or failure of a start-up in the ICT sector. The aim of the 2nd edition of the investment readiness study report is to follow-up and assess the state of start-up</p>

	<p>businesses, analyse the recent trends in the ICT industry and cross-sectoral linkages in improving digital services; gather crucial data on the development of the ICT sector and the start-up ecosystem in Kosovo; involvement of corporation and their role in the ecosystem; diaspora linkages; exports potential; investment readiness; The report will be crucial evidence based research that will guide/inform relevant players/ stakeholders about the current state of start-ups in the ICT sectors and cross-sectoral linkages and policies needed to improve the challenges. The report will be disseminated to all partner stakeholders such as the Government (MFAD and MINT), Chambers of commerce, Industry associations, CSOs etc. The research will also guide diaspora and investors in gaining more information about the needs of start-ups and companies in Kosovo.</p>
<p><b>Deliverables:</b></p>	<p>One qualitative and quantitative research study completed.</p>
<p><b>Expertise Requirements:</b></p>	<p>The optimal candidate must comply with the following minimum experience requirements.</p> <ol style="list-style-type: none"> <li>1. At least five (5) years of professional experience in developing studies/researches;</li> <li>2. Has knowledge on start-up and entrepreneurship scene in Kosovo;</li> <li>3. Has excellent skills in promotion of start-ups and SME's;</li> <li>4. Has excellent analytical and reporting skills;</li> <li>5. Ability to collect and select qualitative and quantitative data for the start-up.</li> <li>6. Excellent in communication, both verbal and in writing (Albanian and English).</li> <li>7. Knowledge in statistical packages and tools is needed.</li> </ol>
<p><b>Timeframe:</b></p>	<p>The assignment is expected to start on 27 September 2022 and end by 31 December 2022.</p>
<p><b>Selection Criteria:</b></p>	<p>For the selection process, the below mentioned criteria will be used:</p> <ul style="list-style-type: none"> <li>● Years of experience: 20%;</li> <li>● Experience in implementing similar projects/research's: 20%</li> <li>● Experience with working with start-ups and SME's: 30%</li> <li>● Reference list of implemented projects in ICT sector: 30%</li> </ul> <p>Note: consultants can be individuals with appropriate experience and/or Companies.</p>

<b>Complaints:</b>	According to the ICK procurement rules, any participant may submit their complaint to the ICK Management ( <a href="mailto:info@ickosovo.com">info@ickosovo.com</a> ) within 7 days from the date of receipt the email regarding the selection outcome.								
<b>Submission Guidelines:</b>	<p>Interested individuals/companies shall send their applications, no longer than 19th of September, 2022 at <a href="mailto:info@ickosovo.com">info@ickosovo.com</a></p> <p>Please send:</p> <ul style="list-style-type: none"> <li>• Cover letter including statement of application;</li> <li>• Bid Number and Bid Date;</li> <li>• Ensure the validity of the bid (bid validity must be at least 30 working days);</li> <li>• Official company documents (identity card if the bidder is a natural person);</li> <li>• The financial offer must be in Euro;</li> <li>• Since the project is funded by USAID funds, the bid must be VAT exempt under the Law No. 05 / L-037 on VAT article 33;</li> <li>• Reference list of implemented projects;</li> <li>• CV's;</li> <li>• Certificate of tax liabilities at the moment of applying (to be proven by Tax Authority attestation).</li> </ul>								
<b>Reporting:</b>	The selected consultants will report directly to the assigned Project Lead and Project Manager from ICK. During the contract period a regular update of the work process shall be submitted to ICK.								
<b>Payment Conditions:</b>	<p>The schedule of payments is specified below:</p> <table data-bbox="532 1430 1386 1566"> <thead> <tr> <th>Amount</th> <th>Scheduled when:</th> </tr> </thead> <tbody> <tr> <td>30%</td> <td>upon the contract signature;</td> </tr> <tr> <td>30%</td> <td>upon the presentation/acceptance of the draft work;</td> </tr> <tr> <td>40%</td> <td>upon completion/acceptance of the final study report.</td> </tr> </tbody> </table>	Amount	Scheduled when:	30%	upon the contract signature;	30%	upon the presentation/acceptance of the draft work;	40%	upon completion/acceptance of the final study report.
Amount	Scheduled when:								
30%	upon the contract signature;								
30%	upon the presentation/acceptance of the draft work;								
40%	upon completion/acceptance of the final study report.								