



Kosovo Women's Network

Serving, Protecting and Promoting the Rights of Women and Girls

Clarification 1. External Evaluation of the Further Advancing Women's Rights in Kosovo II Action Implemented by KWN

This clarification responds to requests for clarification sent to the Kosovo Women's Network (KWN) by parties interested in submitting a bid for the "External Evaluation of the Further Advancing Women's Rights in Kosovo II Action Implemented by KWN", published on 21 August 2025. It has been published on the KWN website on 28 August 2025 and is available to all bidders.

Question 1. Could you please provide more detailed information regarding the specific evaluation criteria and methodology expected in the Terms of Reference?

Answer 1. Please consult the Terms of Reference (ToR) in [Section 3](#) which contains information regarding the evaluation criteria and methodology. The evaluation must apply OECD DAC criteria and comply with ADA Guidelines for Programme and Project Evaluations (2020). The detailed methodology should be proposed by the bidder and will be discussed and agreed with KWN.

Question 2. Is the evaluation expected to be conducted by an individual consultant or is a team of experts required (for example, combining expertise in gender equality and quantitative/qualitative research)?

Answer 2. As stated in [Section 2](#): Instruction to Bidders or Consultants, section 8. Participation, "Participation in this tender procedure is open to all tenderers. These terms refer to all legally registered entities, companies, non-governmental organisations, or partnerships." Further, as stated in the ToR in [Section 3](#), under "Evaluation Management and Requirements", "Bidders may apply individually or as a team, including national or international team members. Individuals, registered non-profit organizations, and for-profit bodies are welcome to apply." The ToR details the qualifications that the bidder must possess, as an individual or team. If applying as a consortium, please also consult [Section 2](#), section 17. Joint Venture, Consortium or Association.

Question 3. What is the expected timeline for the evaluation (duration, start date, deadlines for interim and final reports)?

Answer 3. Please consult the ToR in [Section 3](#) under "Timetable and Anticipated Working Days".

Question 4. Are there any language requirements for the final deliverables (Albanian/English, or both)?

Answer 4. As stated in the ToR in [Section 3](#), section "Reports", the deliverables shall be in the English language.

Question 5. Will KWN facilitate access to relevant stakeholders, project beneficiaries and documentation needed for the evaluation process?

Answer 5. Yes. However, the Evaluation Team is ultimately responsible for ensuring adequate sampling, independent analysis, and overall evaluation logistics.

Question 6. Could you kindly confirm if there is a budget ceiling/limit set for this evaluation, or a reference range that bidders should take into account when preparing the financial proposal?

Answer 6. Yes, as stated in [Section 3](#) in the ToR, “A cost ceiling of €20,000 gross has been foreseen for this evaluation. International companies and individuals applying must consider and include within their cost proposal all direct and indirect costs, including the 5% tax required by Kosovo law for companies.”

Question 7. I am interested to know if foreign organizations registered outside Kosova are eligible to participate in the tendering process for the external evaluation of the project: Further Advancing Women’s Rights in Kosovo II?

Answer 7. Yes, please see Answer 2.

Question 8. Eligibility of Individuals and Teams of Individuals

Answer 8. Yes, individuals and/or teams can apply. Please see Answer 2.

Question 9. The Terms of Reference state that “bidders may apply individually or as a team, including national or international team members. Individuals, registered non-profit organizations, and for-profit bodies are welcome to apply.” However, Section 4: Cover Letter and Declaration on Honour on Exclusion Criteria and Absence of Conflict of Interest requires that “...We further certify that the below-named firm, as well as the firm’s principal officers and all commodities and services offered in response to this ITT, are eligible to participate in this procurement under the terms of this solicitation and under European Union (EU) regulations”.

Answer 9. Section 4. is meant to serve as a template and should be adjusted, if needed, to indicate the agreement of all applicants (team members). In the case of an individual application, it shall be signed by the individual, and the section for the organization may be marked as not applicable (N/A).

Question 9.1. Section 5.1 requires statistics on number of permanent staff

Answer 9.1. If applying as an individual, mark as “I”. If applying as a team unaffiliated with a business or organisation, indicate the number of persons in the team.

Question 9.2. Section 5.2 Expertise of the firm/organization.

Answer 9.2. If applying as an individual, provide the expertise of the individual. If applying as a team, provide the expertise of the team members.

Question 9.3. Could you please confirm whether individual bidders or teams of individual bidders (either registered or not registered as a legal entity) are eligible to apply under this tender, and how they should complete Sections 4, 5.1, and 5.2?

Answer 9.3. Please see answers 2 and 9. Individual bidders and teams of individual bidders do not need to be registered as a legal entity.

Question 10. Classification of Teaming Arrangements Among Individuals: If multiple individuals apply jointly will this be considered a consortium/association? Please clarify how such arrangements should be reflected in the application.

Answer 10. Yes, multiple individuals applying jointly shall be treated as a consortium. Please see [Section 2](#), section 17. Joint Venture, Consortium or Association. "If a tenderer is a joint venture or consortium of two or more persons or entities, the tender must be a single one with the object of securing a single contract, each person must sign the tender and will be jointly and severally liable for the tender and any contract. Those persons must designate one of their members to act as leader with authority to bind the joint venture or consortium. The composition of the joint venture or consortium must not be altered without the prior written consent of the Contracting Authority." Please see responses to Question 9.

Question 11. Fiscal Registration Requirements for Individuals: Are individual applicants (whether national or international) required to provide a fiscal registration or Tax Identification Number (TIN) as part of their application?

Answer 11. Individuals applying, whether national or international, who have registered their own business are required to provide information regarding their tax number and other related details. Individuals applying as independent experts and operating as such are not required to be registered as a business

Question 12. Application of Kosovo Withholding Tax to Individual Consultants: We understand that a 5% withholding tax applies in Kosovo. Does this tax apply to individual foreign consultants as well as companies? Additionally, if individual consultants issue a fiscal invoice from their home country, are they exempt from the 5% withholding tax, or is it still applicable?

Answer 12. Case 1 (when they are individuals, natural persons) both residents and non-residents – we are obliged to withhold tax. For non-residents, the rate is 5%, while residents have their tax and pension contributions deducted.

Case 2 (when they are companies, legal entities) whether companies are based in Kosovo or abroad – they are required to issue an invoice. We are obliged to pay the invoiced amount, while the tax obligations are the responsibility of the company itself.