

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development-policy objectives. It provides viable, forward looking solutions for political, economic, ecological and social development in a globalised world. GIZ promotes complex reforms and change processes. Its corporate objective is to improve people's living conditions on a sustainable basis.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, is announcing as following:

Request for offers

The GIZ Kosovo Office invites qualified firms to request the tender dossier for the following tasks:

The contractor will be responsible for the end-to-end management of the outreach program for the "Investment Grant Scheme," including planning, development, execution, and monitoring of all outreach activities. The contractor will also provide professional PR, marketing, and outreach services for the grant scheme. Specifically, the contractor will have the following tasks:

1. **Assessment of Current Software System:** tools, and platforms, including integration with the E-Kosova system, and evaluate the efficiency of current processes in terms of time, cost, and resources. The contractor will document procedures, create process maps, and gather insights through stakeholder consultations and workshops with key groups (Ministry of Agriculture, Forestry and Rural Development (MAFRD), AAD, applicants, beneficiaries).
2. **Marketing and Outreach:** The contractor will develop a communication and media action plan tailored to the three LOTs of the Grant Scheme, including a marketing strategy aimed at potential beneficiaries. This will involve executing media relations activities and launching digital marketing campaigns to enhance visibility for the "Investments Grant Scheme."
3. **Promotional Activities:** The contractor will design and produce both physical and digital promotional materials, including brochures, flyers, banners, and videos, ensuring alignment with the communication strategy. They will manage the distribution of these materials and ensure all promotional content is available in multiple languages, with a focus on accessibility and engagement through digital platforms.

Overall, these activities aim to improve grant management processes and enhance outreach and visibility for the investment schemes.

REQUEST FOR THE TENDER DOCUMENTS

Send a request for tender documents via email with reference number **83475813** in the subject line to procurement.kosovo@giz.de.

The responsible GIZ officer will provide you with tender documents within a day.

Bidders are not allowed to contact or discuss any aspect of the tender with GIZ before closing of the tender as it will lead to automatic disqualification. Tender documents and clarification requests must be sent by e-mail before **21.02.2025**.

All the correspondence should be in **English language**.

APPLICATION

Should you be interested in implementing the tasks according to the Terms of Reference, we request you to submit a bid consisting of 1 original to arrive at GIZ by **25.02.2025 until 15:00h**.