**Terms of Reference (ToR) for Printing Company**

**Project Background**

The overall objective of the project “**Reconciliation and Conflict Transformation”** is to help in the aims to transform existing conflicts and build peace, predominantly among majority ethnic Albanians and minority ethnic Serbs in the Kosovo. The project will help communities on the individual level as it will assist in better mutual understanding in the differences and emphasize joint strengths, as well as on the policy level, where the impact of the project will influence amending policies that will address reconciliation process among divided communities.

The project contributes to increased community engagement by creating a network of relatable role models closest to the population groups, such as influence people, community leaders, and others that they share the same value. Project activities will cover Mitrovica North & Mitrovica South Municipalities and after that it will expand in whole Kosovo. The project implementing partners are New Social Initiative and Youth Initiative for Human Rights Kosovo.

**The Purpose**

The purpose of this contract is to engage a company for the purposes of printing the design material for the Reconciliation and Conflict Transformation activity and contribute to the better visibility of the project.

**Methodology and scope of work**

This section will identify the proposed methods for the printing. Under the supervision and in close co-operation with the CBM the company will implement the following printing:

* two banner dimensions - 85x200,
* 50 pcs notebooks – hard cover
* 200 pcs notebooks – soft cover
* 200 pcs pens
* 200 pcs of Folders
* 50 tote bags

The design of the printing is available, and it will be shared with selected company. The draft of the design will be shared with CBM and discussed for any potential correction.

**Timeline**

The company will need to deliver printed material latest by **Wednesday, March 31st .**

**Criteria**

* Strong experience track record of development and delivery of printing material
* Demonstrated high level of professionalism and an ability to provide the best quality compared to the price
* Ability to work under the timeline stated in the contract
* Ability to be timely responsive in communicating with hiring organization in order to meet the requirements

**Deadline and submission of expression of interest**

Invitees and interested companies to submit the following documents by **March 15th , 2021.** The interested parties should submit the following documentation:

* Expression of interest (EoI) outlining how the expert meets the selection criteria and their understanding of the ToR.
* Names and contacts of three recent professional referees (previous clients) for whom similar work has been conducted.
* An example of similar pieces of work completed recently.
* Itemized financial proposal.

Interested parties should send documentation stated above in this document at **procurement@cbmitrovica.org**

 **Evaluation and Selection Process**

This application is open to experts who are specialized in the production of the visibility products. The selected contractor will be responsible for executing all the activities described in this TOR in collaboration with CBM.

The selection process of the expert will be based on the set of criteria developed by CBM Evaluation Committee to evaluate the proposals. The Evaluation Committee will evaluate the proposals by using the combined scoring method. Technical proposal will be evaluated on 60%; whereas financial proposals will be evaluated on 40%. The short-listed bidding consultant or firm may be asked for a formal presentation prior to the final selection.