



**Terms of Reference (ToR)**  
**for**  
**Web Development Company to construct the first Sustainable Development Goals (SDGs)**  
**tracking platform in Kosovo for the project**

**‘Integrating Sustainable Development Goals (SDGs) in Municipal Dialogue Processes in**  
**Kosovo’**

**1. Background**

Since the agreement of the 2030 Agenda by United Nations (UN) in 2015 and while considering its significance for the world’s transformation towards sustainability, Institute for Development Policy (INDEP) has put great effort in promoting and advancing Sustainable Development Goals (SDGs) in many spheres in Kosovo.

Even though not a member state in the UN, in 2018 the Assembly of the Republic of Kosovo has committed to the SDGs through adopting the Resolution for Sustainable Development and establishing the Committee for Sustainable Development. Furthermore, last year a group of deputies pushing forward the green agenda within the Parliament was constituted. However, central level institutions are not the only ones that play a pivotal role in fulfilling SDGs in Kosovo. Alongside the central level institutions, municipal authorities play a critical role in achieving the national SDGs, thus INDEP focused its work also in local governance structures.

Starting from August 2020, INDEP is implementing the project ‘Integrating Sustainable Development Goals (SDGs) in Municipal Dialogue Processes in Kosovo’ supported by 2030 Agenda Transformation Fund. This project’s main objective is to enhance institutional dialogue processes within all Kosovo’s municipalities regarding sustainable development, strengthen the capacities of competent municipal officials and create space for joint action for SDGs and 2030 Agenda. While the project’s specific objectives are to:

1. Create a platform for municipal officials where they can strengthen the sense of common cause,
2. Provide tangible recommendations on faster transformation of Kosovo’s urban zones into sustainable cities, as well as tips on localizing and visualizing SDGs for all of Kosovo’s municipalities,

3. Encourage policy dialogue among relevant stakeholders for the advancement of green agenda within municipalities,

4. Raise awareness of municipal officials in Kosovo about sustainable development, concretely 2030 Agenda and SDGs, and benefits of investing in this direction in the long run.

For the upcoming month (March 2021), INDEP is seeking to construct an online tracking platform for SDGs primarily dedicated to one beneficiary which is the Municipality of Drenas while contracting a third party. Through this activity, 1 virtual platform will be established where the data trends throughout the years regarding the fulfillment of all 17 SDGs for the Municipality of Drenas will be presented. Therefore, INDEP is looking for a web development company to produce this type of virtual platform.

## **2. Description of the assignment**

While aiming to establish a mayor's network dialogue on sustainable development in the municipality of Drenas, increase the dialogue between key actors in the municipality and raise awareness at the decision-making level regarding the Agenda 2030 and SDGs, INDEP will construct a personalized tracking platform/website for the Municipality of Drenas (Kosovo).

This SDGs tracking platform will serve as a tracking tool for the Municipality of Drenas which will provide information and data trend regarding the 3 main dimensions of sustainable development, namely the economic, social and environmental dimensions. Moreover, it will be a reference point for receiving information regarding the advancement of Agenda 2030 and 17 SDGs. Through this portrayal of data and information, the platform will estimate the level of the well-being of the Municipality of Drenas. Considering these, the SDGs tracking platform is envisaged to disseminate information regarding the current progress in the field to the local governance structures and decision-makers, Municipal Consultative Councils, private sector, NGOs and research community, and citizens at large.

The main goal of the SDGs tracking platform is to i) disseminate comprehensive information for the progress of 17 SDGs in the Municipality of Drenas, ii) raise awareness of the general public for SDGs, iii) provide an inclusive and active role for the public to the SDGs platform, and iv) increase the effective decision-making in the Municipality of Drenas.

Specific features of the tracking platform:

- Accessible to the general public (no log-in requirement).
- Clear and comprehensive sitemap. Also, includes a visible 'search' button.
- The content should be in Albanian. Nevertheless, the tracking platform should provide the opportunity to have the content in at least one other language, either Serbian or English.
- The tracking platform should be mobile and tablet friendly.
- Include detailed description of the SDGs tracking platform, its purpose, methods of data collection, trend analysis/system, manners how this contributes to community and society,

etc. Moreover, provide information regarding Agenda 2030 and SDGs and the role of the beneficiary municipality towards this framework.

- Provide real time news and latest developments regarding sustainable development in the municipality of Drenas, but not only limited to it.
- Collect data jointly with INDEP for the Municipality of Drenas regarding the 17 SDGs.
- Segregate the data in categories/themes for SDGs or based on data available. The data will have to be related to the indicators of the respective category of SDG. The indicators should have reliable data that demonstrate trends in graphs, which data can be accessible for the interested parties to download. Each indicator should have its detailed description and its relevance to the respective SDG.
- Divide in units the geographical territory of the Municipality of Drenas.

### **3. Deliverables**

The expected deliverables are as listed below:

- 1 professionally built SDG tracking platform where all of the above features are integrated
- Provide technical support for the platform,
- Support the backend of the platform,
- Provide maintenance in terms of technical support and quality check.

The deliverable is expected to be finalized by ***31st of March 2021***.

### **4. Methodology**

During the preparation phase of the platform, the contracted company shall:

- Be consulted closely with the contracting authority,
- Hold regular meetings with contracting authority,
- The deliverables (including the first and final versions) should be always communicated, consulted and be delivered via email.

### **3. Roles and responsibilities**

Key responsibilities of the contracted party are:

- Close collaboration with the staff engaged in the project from the contracting authority,
- Meet the agreed deadlines and expected quality standards,
- Consider all of the suggestions coming from the contracting authority for the materials,
- Report regularly to INDEP and be responsive to INDEP's project related requests,
- Prepare a final report.

Key responsibilities of the contracting authority are:

- Comment on the content of the materials,
- Review the content of the prepared platform and approve it,
- Provide necessary support to the contracted party,
- Inform the company duly on any potential changes and deviations from the initial plan,
- Hold the company accountable to the agreed terms.

#### **4. Duration**

The engagement of the contracted party is foreseen to last until *31st of March 2021*.

#### **5. Competencies of the organization**

The interested parties should meet the following criteria:

- Have an expertise in developing the requested platform, namely on tracking a set of indicators,
- Be based in Kosovo or internationally,
- Be able to present a portfolio of previously developed platforms or similar activities.

#### **6. Required documentation**

Interested parties that would like to submit their offers must submit the following documents:

- ✓ Expression of Interest

A cover letter with a maximum of 1 page which introduces the organization with an expression of interest to carry out the work as described in this ToR.

- ✓ Technical & Financial Proposal (max. 2 pages)

A technical proposal should include, but not limited to, understanding of the ToR, methodology and tentative work plan. It should be 1 page at maximum long, where the product is presented, how it stands out from the rest, plan of execution and human resources involved. The company should clearly indicate the relevance of their previous experiences and the application of these methods to this project.

While the financial proposal (also 1 pager) include the total financial expected implications to carry out this work, including a detailed breakdown of costs for each activity to be accomplished.

- ✓ Professional Portfolio.

## **7. How to apply?**

The interested parties should send all the required documents listed above to the address: office@indep.info, under the subject Line: “[Insert organization’s name] – SDGs Tracking Platform”.

## **8. Deadline for submission of offers**

The deadline for submitting the offers is: **7<sup>th</sup> of March 2021 (23:59 hr)**.