

Terms of References

REOPENING: Data Analytics services and report preparation for IT Barometer

(17/STIKK/2019)

Introduction

The importance of Information and Communication Technology (ICT) for European economies has been increasingly recognized over the last two decades (EC, 2014; van Ark, 2014a; EIB, 2011). The role of ICT is significant in the process of economic development as it acts as a vehicle to improve productivity and results in added value. Additional characteristic of ICT is that it represents an important driver for innovation and knowledge-based activities, which in turn further increases economic growth. As a direct result of current economic necessities and ongoing technological developments the ICT industry is undergoing a number of fundamental challenges. In order to remain relevant to their clients and customers, it is increasingly important for businesses to monitor developments closely, adapting essential products and services to meet new marketplace demands.

The IT Industry Barometer represents the annual project realized since 2014, and its main goals are to support the export capacity of ICT companies in Kosovo. The project aims to collect information from the ICT companies in terms of export value, export potential, HR status, issues of the sector and to develop a forecast for the next years which will provide an insight into the value of the national ICT market as well as their competitiveness.

The Kosovo ITIB 2019 will represent analysis based on the data that contain:

- General state overview on the IT development in Kosovo;
- Comparative analysis;
- Recent export trends between targeted countries (export potential, export activities, international cooperation, export barriers);
- Analysis of Human Resources (with a focus on the skills gap); and
- Qualitative analysis on recent trends in the IT industry with recommendations.

STIKK has delivered the updated IT Barometer questionnaire to its members, and the data will be collected till **15th of November 2019**.

THE ASSIGNMENT

The assignment includes the following tasks:

- Data Processing
- Tabulation for Purposes of Cleaning the Data
- Addressing Missing Data and Other Issues
- Preparing draft versions to present to STIKK;
- Consult STIKK about ongoing matters regarding the IT Barometer;
- Prepare the final document in both English and Albanian.
- Public Presentation

Expected Outputs of the Consultancy

The expected outputs of the consultancy are as following:

- Work plan, projected time scheduling and a suggested outline of IT Barometer;
- Presentation of results;
- Draft document for STIKK to comment;
- Prepare the final document;
- Further consultations in different issues regarding the IT Barometer;
- Public presentation (18th of December).

Ownership and intellectual property

On payment of the financial obligations, STIKK and the Service Provider agree that STIKK shall acquire ownership of all assignment deliverables in their tangible and intangible form (including code), both on hard and soft copies and the right to use them as deemed fit.

Submission Guidelines

Interested companies shall send their technical and financial offer until the 5th of December, 2019 at info@stikk.org.

The assignment shall be performed until 13th of December.

Selection Criteria

STIKK will use these selection criteria to select the best proposal:

- Technical proposal: 50%;
- Creative approach: 30%;
- Deliverable time: 20%.

Complaints

Each bidder has the right to complain, which they can do at info@stikk.org within 5 calendric days after receiving the email regarding the selection outcome.

Reporting

Consultant will report to the assigned Project Manager from STIKK, who will be in charge of consulting the consultant regarding the assignment. During the contract period a regular update of work progress shall be submitted to STIKK.

ANNEX A

TECHNICAL SPECIFICATIONS

Please list below the methodology of the data analytics process that you undertake in delivering your service.

METHODOLOGY:

[Feel free to add more lines as needed]

In addition, please include at least 5 references or examples of similar data analytics projects, by mentioning the project title/client name, date, and purpose, as per the following table.

PROJECT TITEL / CLIENT NAME	DATE	PURPOSE	Document REFERENCES

DELIVERY TIME

Please provide the number of working days for your proposed delivery of service. _____

ANNEX B

COST PROPOSAL

Please provide the cost per each piece of equipment requested by filling in the following table.

SERVICE	QUANTITY	UNIT PRICE	TOTAL (incl. VAT)
Analytic Services	1		
Report Preparation Services	1		
TOTAL COST			