

Call for expressions of interest

Prishtinë/Priština 09 April 2026
Property, Cultural Heritage and Interfaith
Dialogue Section, DHRC

Drafting of a Municipal Development Plan

The Organization for Security and Co-operation in Europe Mission in Kosovo (OSCE) hereby invites specialized organizations to apply for the opportunity to collaborate with OSCE in drafting of a **Municipal Development Plan (MDP)**.

BACKGROUND

The OSCE is mandated, among others, to support local governments in developing policies that comply with legislation and international standards. In the process of developing policy objectives in the field of spatial planning, the OSCE ensures public participation, transparency and inclusivity of all communities, with a focus on non-majority communities, women and youth. The OSCE aims to contribute to improving livelihoods, support sustainable growth, and protect communities and their environments for generations to come. In this context, the OSCE is planning to support a selected municipality in drafting the MDP.

To advance this goal, the OSCE invites dynamic, innovative, and qualified organizations to apply for this opportunity to jointly promote and enhance spatial planning in Kosovo.

Envisaged project activities:

The project will support a selected municipality in drafting the MDP from the inception. Drafting of the MDP includes a number of steps, such as assessment of implementation of the previous MDP, developing an evaluation methodology, review of the current data, field data collection, developing a GIS database, inserting data collection in the system, organizing workshops with municipal officials, residents and interest groups, etc.¹

The successful Implementing Partner (IP) will assign a project co-ordinator that will be responsible for co-ordination with the OSCE and the selected municipality. The project co-ordinator will develop quarterly progress reports and submit them to the OSCE for review and approval. The IP is obliged to conduct its work at all times with transparency and inclusion and seek the OSCE's approval for any activity that may require such approval. In addition, the IP should promote visibility of project activities and its results.

The project is expected to start in May 2026 and last for 8 months.

¹ Please note that this call for applications is foreseen for implementation of project activities in 2026 and beyond.

ELIGIBILITY CRITERIA AND SELECTION PROCESS:

The eligibility of applicants is based on the following criteria:

- **Field of work** – Demonstrated extensive experience in the implementation of projects related to spatial planning.
- **Experience of the IP** - at least two (2) reference projects in spatial planning completed within the last five (5) years in Kosovo or the Balkans region.
- **Geographical area** – IP is officially established, registered, and operates in line with the applicable legal framework and has the capacity to operate in Kosovo.

Application Procedure:

If this opportunity interests you, and you meet the above requirements, please submit your **motivation letter** presenting your organization profile providing a description of the organization's vision, mission, and completed projects in the field of spatial planning in the last two (2) years.

In addition, please submit the following:

- Geographical coverage, i.e. where the organization is established and where it operates;
- Copy of the official statute/charter of the organization;
- A listing with CVs of the key management personnel, and proposed project staff who would engage in this project.
- Annual revenue for the last two (2) years;
- Description of specific areas of work and beneficiaries;
- Description of relevant collaborations/partnerships with spatial planning institutions in Kosovo and the Balkans region;
- Brief description of on-going projects, including source of funding;
- Contact details (telephone number and email address).

The motivation letter should not exceed two pages.

Please send the application package by midnight CET, 20 April 2026, to the following e-mail address: Arta.Shala-Visoka@osce.org. (the application should be submitted in English language, font type Time New Roman; font size 12, spacing 1.5).

In the subject line, please include: **OSCE - Municipal Development Plan**.

If you are notified as being one of the **short-listed** applicants, we might ask you to provide us with additional documents.

Please note that applications that do not follow **all** the listed instructions **will not be considered**.

For any queries, please contact Arta Shala Visoka at:

Arta.Shala-Visoka@osce.org, or office number +383 38 240 100 ext. 1135 and mobile +383 49 950 219.