



Request for Proposals: Event Organizer in the Hospitality Sector (HoReCa)

1. Background

Kosovo's hospitality sector is a vital contributor to GDP, employing over 21,000 workers across more than 3,600 businesses. Kosovo's HoReCa sector holds significant potential for job creation and inclusive economic development. Growing tourism and domestic demand are driving the expansion of hotels, restaurants, and cafés, which in turn could generate employment opportunities for young people, women, minorities, and persons with disabilities. To realize this potential, however, the sector must overcome complex supply and demand side constraints from inadequate workforce skills to enterprises' limited capacity to offer decent, productive jobs.

The HoReCa Kosovo Project, funded by the Government of Italy (through AICS) and implemented by the International Labour Organization (ILO), was designed to address key challenges in Kosovo's hospitality sector. The project aims to enhance Technical and Vocational Education and Training (TVET) provision and governance, promote entrepreneurship and small business development, and strengthen public-private partnerships and sector coordination. By doing so, it supports the development of a skilled and resilient workforce through strengthened TVET programs, enhanced work-based learning (WBL) opportunities, and initiatives fostering job creation and entrepreneurship. A key example of innovation and quality in the sector is the Slow Food concept, which promotes culinary excellence, sustainability, and local sourcing. While adoption of such practices in Kosovo is still limited due to factors like ingredient availability and operational costs, the project seeks to encourage and showcase these approaches as models of good practice for HoReCa businesses, helping them tap into new opportunities for growth and differentiation.

To support this, during 2026 the project will facilitate up to three HoReCa sector events, engaging government representatives, private sector actors, youth, and educators to promote skills development, knowledge exchange, and sector-wide collaboration.

The HoReCa project highly encourages innovative proposals from potential applicants to design and implement events linked to key dates relevant to the HoReCa sector. These may include, by way of example, International Tourism Day, International Chefs Day, International Healthy Food Day, the Week of Italian Cuisine, and other internationally recognized observances related to hospitality and gastronomy.

In this context, the HoReCa project is working closely with local partners to develop and strengthen occupations related to Chefs, Cooks, and Hospitality Assistants (including sub-profiles: Waiters, Barista/Bartender); therefore, events focusing on these professions are highly recommended. Proposals that include activities showcasing talent, skills demonstrations, competitions, or similar interactive formats are particularly encouraged. Such events may also include activities that connect local businesses with the career centers of VTC and VET schools, with an expected attendance of 100–150 participants per event.



2. Objective

The objective of these events is, through the promotion of concepts such as Slow Food, to highlight local ingredients and traditional dishes, encourage innovation in gastronomy, and motivate young people to pursue and develop careers in the HoReCa sector. The events are expected to inspire students in HoReCa-related profiles, support their professional growth, and strengthen links between students and private sector businesses.

3. Scope of Work

The selected company will be responsible for:

- Design and implementation of up to three HoReCa sector events during 2026.
- In close coordination with the project team develop and implement a communication and visibility plan for respective events.

4. Detailed Tasks

- **Detailed Concept & Logistics Plan for the events to be organized:** Including venue proposal, technical setup (presenter, audio/video, logistics).
- **Events Communication & Visibility Plans:** Including promotional strategy, media outreach, branding and printing materials, and 3D visuals of the events.
- **Ensure participation** of at least 80% of the participants lists proposed.
- **Full execution of the events on-site:** including management of technicalities, logistics, and visibility activities.

5. Requirements for the Service Provider

- **Proven Experience:** At least 3 years of demonstrated experience in event management, including similar sector-focused or large-scale public events.
- **Technical Capacity:** Ability to provide and manage required logistics and equipment (e.g. event setup, audio/video setup, printing, and visibility materials).
- **Qualified Team:** Dedicated project team with expertise in event planning, communication/PR, and on-site management.
- **Multimedia Capability:** Capacity to deliver high-quality photo and video documentation of the event based on the brand guideline of the ILO.



7. Quotation Submission

Interested companies are invited to submit the following:

- A brief technical proposal outlining profile of the company, the approach, and proposed concepts for the organization and delivery of the events.
- A financial proposal for implementation of up to three events during 2026, including a detailed breakdown of all associated costs.

8. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Cost-effectiveness and transparency of the financial proposal.
- Relevant experience and demonstrated capacity in organizing sector-focused or large-scale public events, including technical and logistical management.
- Feasibility of the proposed timeline and ability to mobilize resources, equipment, and personnel within the required timeframe.
- Clarity and quality of the technical proposal, including the soundness of the events concept, approach to communication and visibility, and team composition.
- Degree to which the proposed approach demonstrates a clear and realistic potential to generate meaningful and sustainable benefits for the HoReCa sector, including skills development, employability, innovation, stakeholder collaboration, and sector visibility.

9. Submission Details

Please send your quotation and any clarification questions to: kosovoproject@ilo.org

Deadline for submission of the offers: 02 March 2026