

Kosovo Youth Development Project

Project Implementation Unit – PIU

Ministry of Culture, Youth and Sports / Department of Youth

Government of Kosovo

REQUEST FOR EXPRESSION OF INTEREST

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| **Kosovo** |  |
| **Kosovo Youth Development Project 2** | Additional Financing |
| **Grant No.:** | TF017534 |
| **Job Title:**  | Outreach and Field Coordinator (full time) |
| **Reference No**.: (as per Procurement Plan) | 22 |

Ministry of Culture, Youth and Sports, with the financial support of the World Bank, will continue to implement the second phase of the Youth Development Project in Kosovo with additional financing. Project Implementation Unit (PIU) is responsible for ensuring project implementation, hence it announces disclosed position for the selection of the PIU staff.

The primary objective of the Outreach and Field Coordinator (OFC) is to work with project and youth centers staff and train them to conduct mobilization and outreach activities. In addition he/she will facilitate collaboration between partners and different project activities and ensure links at the local level between Youth Centers, local NGOs, and the local government. OFC will report to the Project Coordinator and will work in close cooperation with the PIU.

**Specific tasks for the consultant will be as follows:**

* Maintains daily contacts with all project partners;
* Organize and undertake field visits at least monthly or be-weekly to youth centers
* Guides implementing partners in the implementation of the project;
* Informs and joins WB supervision and evaluation missions by screening and analyzing monitoring reports and direct reporting;
* Collaborates with staff and implementing partners on qualitative monitoring to provide relevant information for ongoing evaluation of project activities, effects and impacts and submit monthly progress report of each Youth Center activities;
* Plans for regular opportunities to identify lessons learned and implications for the project’s next steps. Participate in these events when possible;
* Support arrangements of regular meetings of ministerial Working Group and report about the meeting, results and outcomes
* Ensures information and engagement of project partners in business component;
* Actively participates in implementation of business component with rest of PIU including definition of TOR-s for consultants, guidance of consultants in implementation and preparation and participation in events organized during the implementation of business component.
* Leads the process of assessment and actively seeks out partners to support YC activities, as well as prepares the necessary documentation;
* Organizes regular meetings of project partners;
* Undertakes regular monthly visits to the field to support implementation of M&E and to identify where adaptations might be needed;
* Guides the regular sharing of the outputs between the project partners;
* With the implementing partners, reviews their existing approaches and agrees on any required changes;
* Participates in the process of setting out the framework and procedures for the ongoing monitoring of project activities and clarify the core information needs of central project management, the partner institutions and the World Bank;
* Assists in organization of training with stakeholders, including primary stakeholders;
* Prepares consolidated progress reports for project management to submit to the relevant bodies, in accordance with approved reporting formats and timing.
* Participates in WB missions and facilitate mission team members’ access to M&E data and to stakeholders.
* Performs other activities as required by Project Coordinator.

**Deliverables**

* Evaluation reports Youth Centers
* Meetings minutes
* Field reports

## Duration of Assignment

The anticipated timeframe for the consultancy is between 1 November 2014, until 31 March 2016

The KYDP 2 PIU now invites the interested candidates (“ Consultants”) to indicate their interest in providing the Services.

**Qualification requirements and evaluation criteria:**

Education:

University degree in development economics, social or political sciences, international relations, public administration, management or similar academic preparation

Project management -The candidates must have at least three years experience in similar assignments, possess a sound knowledge of the general concepts, principles of project management and drafting skills Previous experience with similar project and target group is required. Strong organization skills are required for managing daily operations.

Communication skills - The candidate must have advanced communication skills that will be needed on day to day basis in communication with all relevant project partners and stakeholders.

Languages: Excellent knowledge of written and spoken English, Serbian and Albanian

**Functional /Technical Knowledge/Skills**

Experience in the use of office and software packages including MS Word, Excel,

PowerPoint, and internet searching skills

Excellent drafting, summarizing, and reporting skills

Open-mindedness and willingness to work with all populations and ethnicities in Kosovo without any form of discrimination.

## Evaluation Criteria

“An individual consultant will be selected in accordance with the procedures set out in the “Guidelines: Selection and Employment of Consultants under the IBRD Loans, IDA Credits and Grants by World Bank Borrowers” published by IDA in January 2011, Section V. Selection of Individual Consultants”.

The evaluation will be performed on the basis of the candidates’ qualifications (35%), interview performance (30%), working experience (25%) and references from previous assignments (10%)

## Procedures for application

Interested applicants should e-mail a cover letter, CV, copies of qualification, and references with similar services, by close of business **3rd of October, 2014**.

Candidates from non-majority communities in Kosovo are encouraged to apply.

E-mail with subject: Application for Procurement and Administration Specialist, should send to: info@kydp.org and a hard copy must be delivered to:

The Ministry of Culture, Youth and Sports/Department of Youth

Project Implementation Unit – PIU

Mother Theresa Square #35;

Office #25;

10000, Prishtina,

Republic of Kosova

Further information can be obtained at the above address during office hours: 08:00 to 16:00.