



Republika e Kosovës  
Republika Kosovo-Republic of Kosovo  
Qeveria - Vlada – Government

MINISTRIA E BUJQËSISË, PYLLTARISË DHE ZHVILLIMIT RURAL  
MINISTARSTVO POLJOPRIVREDE, SUMARSTVA I RURALNOG RAZVOJA  
MINISTRY OF AGRICULTURE, FORESTRY AND RURAL DEVELOPMENT

## **REQUEST FOR EXPRESSIONS OF INTEREST**

Ministry of Agriculture, Forestry and Rural Development in Kosovo  
Project Title: Agriculture and Rural Development Project (KARDP)  
IDA, Credit No 5005 XK

### **ASSIGNMENT TITLE: OFFICE ADMINISTRATOR/INTERPRETER**

**Reference No.: KARP-CS-13.1**

The Agriculture and Rural Development Project is implemented by the MAFRD through an IDA loan agreement with the Government of Kosovo to help the MAFRD in improving institutional capacity and to help improve productivity of and access to markets by project beneficiaries in the horticulture and livestock subsectors of Kosovo. The MAFRD established a Project Implementation Unit (PIU) which is responsible for the daily management, administration, and coordination of project activities, including procurement, financial management, monitoring and evaluation (M&E) as well as public awareness of project activities.

To fulfill its position within the PIU the MAFRD is seeking an Administrator/Interpreter who will provide administrative support to the Project Manager and the PIU staff and provide on the spot support for interpretation and translation.

### **Responsibilities of the Office Administrator/Interpreter**

- Assisting and supporting of the Manager to manage the office and her/his staff, including support with secretarial and administrative duties.
- Support the Manager in setting up meetings and maintain schedule including site visit coordination and organization.
- Keep track of PIU staff whereabouts and time recording
- Provide translation of relevant documents and interpretation during meetings and field visits as may be required.
- Ensure regular flow of necessary working documents to and from the MAFRD to the PIU office.
- Keep the originals of all documents, reports and a copy of the outgoing paper correspondence

## Qualifications

The Office Administrator/Interpreter has to meet the following requirements:

- Relevant University degree;
- minimum 3-5 years professional experience and 2 years respectively specific/relevant experience with services associated with the implementation of projects financed by the WB or other international donor;
- Familiarity with office environment involving international donor organizations.
- English language proficiency essential, Albanian essential; knowledge of any other local language an advantage.
- Computer operation proficiency.
- Driving license obligatory.
- Have a clean police record, dispose of all civil rights and no previous implication in embezzlement

## Period of Performance

The Office Administrator/Interpreter will be hired on a full time basis; 3-months trial after which her/his contract will be confirmed based on satisfactory performance. Upon confirmation, the contract will last until the closing date of the project, subject to satisfactory performance, but not exceed the duration of the MAFRD project.

The Ministry of Agriculture, Forestry and Rural Development now invites eligible Individual Consultants (“Consultants”) to indicate their interest in providing the Services.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s [Guidelines: Selection and Employment of Consultants \[under IBRD Loans and IDA Credits & Grants\] by World Bank Borrowers](#) dated January 2011 revised on July 2014 (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) method set out in the above mentioned Consultant Guidelines, and following the above mentioned evaluation criteria, and the Regulation of Ministry of Finance -No. 05/2017 on the Amendments of Regulation MF-NO. 01/2016 on the Management of Borrowing Funds supplemented and amended by regulations. All terms and conditions for this assignment will be described in the contract.

Further information can be obtained at the address below during office hours *i.e. 08:00 to 16:00 hours*.

Expressions of interest (CV) must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **Monday 18<sup>th</sup> June 2018 at 12:00hrs**.

## **Agriculture and Rural Development Project (KARDP)**

Project Implementation Unit – PIU

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