Kosovo Improvement and Rehabilitation of Irrigation Systems Project (IRIS)

PROJECT IMPLEMENTATION UNIT STAFF

TERMS OF REFERENCES

**PROJECT MANAGER**

Introduction

The Kosovo Improvement and Rehabilitation of Irrigation Systems Project (IRIS) is implemented by the MAFRD. The IRIS is financed through the European Commission - World Bank Partnership Programme Part III for Europe and Central Asia Programmatic Single Donor Trust Fund. The objective of the IRIS is to increase the efficiency of irrigation water utilization and boost agricultural productivity in the project area. The IRIS envisions to achieve its development objective by supproting irrigation and drainage infrastructures, institutional capacity development and improving the access to markets of beneficiaries in the horticulture and livestock subsectors of Kosovo.

The implementation of the IRIS is supported by a Project Implementation Unit (PIU) that is established under the auspices of the MAFRD. The PIU 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. The IRIS will be headed by a Project Manager who will be responsible for ensuring effective and efficient project management, implementation and coordination.

**Objective of the assignment**

The Project Manager/coordinator will be responsible to ensure that all aspects of the project are implemented in accordance with the legal agreements signed between the Bank and the Government of Kosovo.

**Duties and Responsibilities:**

* Manage the project’s day to day activities, including planning, implementation of Project activities
* Coordinate within the MAFRD and with other government offices and donors, and in consult with civil society and other stakeholders as appropriate;
* Supervise and annually arrange for professional panel evaluation of the PIU’s long term consultants, including specialists for procurement, financial management, monitoring and evaluation, public awareness, training, and administration and ensure results analysis and reporting on the work executed according to agreed terms;
* Organize the recording of the progress of activities implementation, conduct the preliminary evaluation of Project achievements and present the results to the MAFRD Senior Officials and the World Bank;
* Guide and support the preparation of the technical documents;
* Assist the Heads of Departments and Directorates in developing the KARDP related annual work programs and reports;
* Assist the Procurement Specialist of the Project with the annual update and implementation and monitoring of the procurement plan, as part of the five-year project procurement plan and have it approved by the Permanent Secretary and the WB;
* Assist the Financial Management Specialist of the Project with the annual update and implementation and monitoring of the disbursement plan, as part of the five-year project disbursement plan and have it approved by the Permanent Secretary and the WB;
* Assist the Monitoring and Evaluation Specialist of the Project with the semi-annual, annual and mid-term update of monitoring and results indicators, as part of the five-year Framework Result Framework and have it approved by the Permanent Secretary and the WB;
* Assist the Training Specialist of the Project with the semi-annual, annual and mid-term update of training and institutional development activities, as part of the Capacity Building objectives of the MAFRD in line with EU Accession roadmap for the ministry, and have it approved by the Permanent Secretary and the WB;
* Participate and assist in bids evaluation within the Bid Evaluation Committee when required;
* Support the World Bank and other relevant donor’s implementation support missions and local staff and consultants to assess project progress, contribute to the finalization of Aide memoires and discussion with Senior Officials of the GoK regarding mission recommendations and findings;
* Report periodically to the Ministry Senior Officials on problems arising in the projects’ realization and recommend changes for improvement as needed;
* Draft terms of reference for specific technical input required for project implementation;
* In his/her activity, contribute to the Project promotion and public awareness, as well as assist the MAFRD in the development of the operational documents, evaluation criteria, improvement of Project procedures and successful achievement of the Project objectives.

The Project Manager is subordinated to the MAFRD Minister and, for day-to-day matters, consults with the Permanent Secretary and executes other tasks within the Project, as required.

**Necessary qualifications:**

* Relevant Master’s degree (or equivalent) in a specialization relevant to the terms of reference particularly in EU Accession, Agriculture Economics or Agri-Business;
* At least 7 years of managerial experience in a Law and in similar field of activity; the candidate must have proven his (her) skills in agriculture and rural development, monitoring and evaluation of projects in institutional and capacity building;
* The experience must include tasks in financial and administrative field, public relations, and communication;
* Experience in working with international organizations and other donors is an advantage;
* Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;
* Computer skills (Word, Excel, Power Point);
* Fluency in Albanian and English;

**Working conditions:**

The Project Manager will be stationed in the MAFRD premises in Pristina but should be ready to travel to various project sites throughout the country, hold numerous meetings and work under pressure.

**Outputs**

The major output of the work will be satisfactory, professionally conducted progress of project implementation. S/he is expected to work full-time and not have other remunerated position, as the job is very demanding and requires dedication and long hours.

The Project Manager will be a full-time position within the Project and will be offered opportunities to develop professionally by attending relevant WB training events and courses during the term of the contract. The remuneration will be paid monthly.

**Period of Performance**

The Project Manager will be hired on a trial basis until the Project becomes effective and will then be confirmed based on satisfactory performance. Upon confirmation, the contract will last for three years, subject to satisfactory performance, but not exceed the duration of the project.

**Reporting**

The Project manager will work with full-time within MAFRD premises and report to the daily basis to the Secretary General of the Ministry of Agriculture, Forestry and Rural Development.

Financial Management Specialist

Introduction

The Kosovo Improvement and Rehabilitation of Irrigation Systems Project (IRIS) is implemented by the MAFRD. The IRIS is financed through the European Commission - World Bank Partnership Programme Part III for Europe and Central Asia Programmatic Single Donor Trust Fund. The objective of the IRIS to increase the efficiency of irrigation water utilization and boost agricultural productivity in the project area. The IRIS envisions to achieve its development objective by supproting irrigation and drainage infrastructures, institutional capacity development and improving the access to markets of beneficiaries in the horticulture and livestock subsectors of Kosovo.

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**Objective of the assignment**

The key objective of this assignment is to assist the *Project and MAFRD* carrying out financial management responsibilities in accordance with provisions stipulated in Grant Agreement signed between IDA (World Bank) and Government of Kosovo and procedures described in the POM.

**Duties and Responsibilities**:

The Financial Management Specialist will be responsible for the following tasks:

* In cooperation with MAFRD’s Budget and Finance Departments, establish and maintain the financial management systems as required in the Financing Agreement Agreement.
* Execute all necessary work related to accounting, disbursements, payments, cash registry in coordination with MAFRD and the Ministry of Finance, Labour and Transfers (MoFLT).

In general, the specific tasks to be undertaken by the consultant will include but not be limited to practical assistance in:

* Advice the Project management (MAFRD Secretary General, Project Coordinator, head of MAFRD department responsible for the implementation of the Project), and Finance Department of MAFRD on all financial management aspects of the Project, with an emphasis on strategic issues, financial reporting, planning and budgeting, and flow of funds to meet overall Project objective;
* Updating Financial Management Manual, when necessary, in collaboration with MAFRD Finance and Budget Department and Project management;
* Assist the project management in the financial short- and long-term planning process of the project; coordinate with the MAFRD Finance and Budget Department to ensure project planning is reflected in the Ministry annual budget;
* Develop and maintains regular contacts with the MoFLT and MAFRD for the issues of interest to all parties, in particular issues relating to overall financial management arrangements to minimize delays in project implementation;
* Prepare periodic reports required by Donors, the Government and related agencies, including the narrative part of the report;
* Monitor payment terms and conditions of contracts and monitors contract commitments;
* Preparation of payment documents for payment of project expenditures financed from Grant, government contributions and other donors’ funds, if any;
* Perform ex ante controls to verify completeness of the documentation, validity (duly approved deliverables, timesheets, IPCs, GRN etc.), accuracy of invoices, and conformity with contracts terms and legislation;
* In coordination with MAFRD’s Budget and Finance Division, ensure timely execution of payments to suppliers, contractors and consultants in accordance with contract conditions;
* In coordination with MAFRD’s Budget and Finance Division, ensure that accurate project accounting records are maintained in the Free Balance Treasury system;
* In coordination with MAFRD’s Budget and Finance Division, ensure that reliable and effective internal control environment is maintained within the MAFRD in line with the Project Operational Manual;
* Preparation of the quarterly Interim Un-audited Financial Reports and submission of these reports to the World Bank on a timely basis;
* In cooperation with Coordinator and Procurement Specialist preparation of the quarterly Project Disbursement Report and Project Disbursement Plan as part of the regular Project Progress Reporting and submission of these reports on a timely basis;
* Prepare Withdrawal Applications and supporting documentation to secure funds from the Grant for financing of project expenditures. Coordinate closely with the MAFRD, Project management and Ministry of Finance (MFLT) in securing authorizations and processing of disbursements;
* Support on resolving any financial management related issue that may arise related to the project;
* Assistance to internal and external auditors during their audit and follow up on the implementation of audit recommendations;
* Provides timely inputs to the Project Procurement Specialist for the preparation of contract payments terms, etc. and supervises their conformity with project requirements and budget. Thoroughly reviews financial aspects of all bidding documentation and provides timely comments to the Procurement Specialist prior submission to the World Bank;
* Organization of archive and book-keeping of documentation (financial documents, goods supply documents, project elementary purchasing documents and project consumable material purchasing documents;
* Ensure compliance with Country financial regulations, the World Bank’s FM and disbursement requirements and regulations set in Grant Agreement;

The Financial Management Specialist is subordinated to the Project Manager and executes other tasks within the Project, as identified by the MAFRD Heads of Departments and Directorates.

**Necessary qualifications:**

* University Degree in Economy and in Law;
* Minimum 5 years of relevant professional experience in Financial Management;
* Experience in working with World Bank Financial Management is an advantage;
* Good understanding of Government financial management regulations and systems at central levels
* Good communication and social skills;
* Computer skills (Word, Excel, Access);
* Fluency in Albanian and working knowledge of English;

**Working conditions:**

The Financial Management Specialist will be stationed in the MAFRD premises in Pristina but should be ready to hold numerous meetings and work under pressure.

**Outputs**

The major output of the work will be satisfactory, professionally conducted financial and administrative procedures under the IRIS Project.

The Project Financial Management Specialist will be a part time position within the Project. The Financial Management Specialist will be offered opportunities to develop professionally by attending relevant WB training events and courses during the term of the contract. The remuneration will be paid monthly.

**Period of Performance**

The Financial Management Specialist will be hired on a trial basis until the Project becomes effective and will then be confirmed based on satisfactory performance. Upon confirmation, the contract will last for three years, subject to satisfactory performance, but not exceed the duration of the IRIS project.

**Reporting**

The financial and administrative specialist will work part-time within IRIS premises and report to the Project Manager. The person will submit monthly timesheets to account for the actual days worked during the calendar month.

Procurement Specialist

Introduction

The Kosovo Improvement and Rehabilitation of Irrigation Systems Project (IRIS) is implemented by the MAFRD. The IRIS is financed through the European Commission - World Bank Partnership Programme Part III for Europe and Central Asia Programmatic Single Donor Trust Fund. The objective of the IRIS is to increase the efficiency of irrigation water utilization and boost agricultural productivity in the project area. The IRIS envisions to achieve its development objective by supproting irrigation and drainage infrastructures, institutional capacity development and improving the access to markets of beneficiaries in the horticulture and livestock subsectors of Kosovo.

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**Objective of the assignment**

The Procurement Specialist will ensure that all procurement under the project is undertaken efficiently and transparently in accordance with Bank rules and regulations. He or She will also provide support to grant beneficiaries in resolving any questions or issues related to procurement of goods, services or works

**Duties and Responsibilities**

The procurement specialist will work as Project staff charged with the following tasks:

Supporting the Head of PIU to conduct procurement activities under the project, defining the procurement action and develop a plan for guiding and supporting the purchases made under the project. Assisting the project providing an overview of procurement service, including, but not limited to, firsthand adviser on overall procurement matters, helping drafting complex bidding documents and requests for proposal (RFP, (including shortlist of firms/consultants), contracts, reviewing of procurement plan, draft evaluation report and contract award recommendation, draft correspondence with bidders/consultants, draft procurement related correspondence between the PIU and the Bank, etc.:

* To design a procurement record system (hard and electronic files);
* Assisting the PIU/MAFRD, for the first year of the project implementation, in the procurement of all contracts, including complex contracts in full conformity with World Bank’s standard forms and assistance in contract negotiation; assisting the PIU on publication of the notices for tendering (i.e., SPNs and REoIs) and contract awards, as required under Bank’s procurement and consultants’ guidelines;
* Supporting the PIU in reviewing the Project Operation Manual, and Project Grant Manual which lay out, among others procurement policies, procedures, and typical documentation so that project procurement actions are timely, cost effective and satisfy Government and World Bank’s requirements; assist the PIU/MAFRD on contract management or any contractual related issues with the supplier/contractor/consultant; and
* Assisting the development and periodically updating of the procurement plan schedule for purchases by the PIU/MAFRD under the projects and help the local procurement officer under the projects to implement a reporting system which tracks all procurement actions;
* Prepare, elaborate, and maintain Procurement Plans in close collaboration with the Head of PIU. Assist the PIU on revising/adjustments the Procurement Plan as needed during the life of the project. Assist the PIU on maintaining respective records on procurement, including advertisements, bidding documents, correspondence with the Bank and with bidders, evaluation reports, draft contract/signed contracts, clearances form the Bank, etc.;
* Ensures the procurement of goods, works and services in accordance with the Procurement Plan and World Bank Guidelines, for all items financed through the Credit, using standard World Bank documentation and procedures;
* Prepares bidding documentation (bid evaluation criteria, qualifying requirements, contract conditions related to security, warranties, liquidated damages, payment terms, preparation of purchase orders, etc.) and ensures their conformity with project requirements and budgets;
* Thoroughly reviews all bidding documentation prior to submission to the World Bank in a timely fashion for review and no-objection, in accordance with World Bank requirements outlined in the Credit Agreement and in the agreed procurement plan;
* Assists technical PIU/MAFRD and/or evaluation committees comprising the evaluation committee for a given tender, in the evaluation of proposals received, based on criteria stipulated in the bidding documentation;
* Help or guidance if required by the Head PIU on the procurement issues. Assist the PIU for preparation of correspondence with bidders/firms, during the bidding process (as necessary) or during the contract implementation;
* Any other duties required by the Head of PIU.

**Qualifications**

The procurement specialist must meet the following requirements:

* Relevant University degree in Economy and Law as well as in the procurement field;
* minimum 3-5 years general/professional experience and 2 years respectively specific/relevant experience in procurement for goods, works, technical and consulting (TA) services associated with the implementation of projects financed by the WB or other international donor;
* Familiarity with guidelines and procedures of Kosovo and WB procurement processes is an advantage;
* Familiarity with planning and holding tenders for goods, works, technical and consulting (TA) services;
* English language proficiency, Albanian essential;
* Computer operation.

**Outputs**

The major output of the work will be satisfactory, professionally conducted procurement procedures under the MAFRD Project.

The Project Procurement specialist will be a part time position within the Project. The procurement specialist will be offered opportunities to develop professionally by attending relevant WB training events and courses during the term of the contract. The remuneration will be paid monthly.

**Period of Performance**

The Procurement Specialist will be hired on a trial basis until the Project becomes effective and will then be confirmed based on satisfactory performance. Upon confirmation, the contract will last for three years, subject to satisfactory performance, but not exceed the duration of the MAFRD project.

**Reporting**

The procurement specialist will work part-time within MAFRD premises. He/she will report to the Project Manager and will submit monthly timesheets to account for the actual days worked during the calendar month.

irrigation specialist

Introduction

The Kosovo Improvement and Rehabilitation of Irrigation Systems Project (IRIS) is implemented by the MAFRD. The IRIS is financed through the European Commission - World Bank Partnership Programme Part III for Europe and Central Asia Programmatic Single Donor Trust Fund. The objective of the IRIS is to increase the efficiency of irrigation water utilization and boost agricultural productivity in the project area. The IRIS envisions to achieve its development objective by supproting irrigation and drainage infrastructures, institutional capacity development and improving the access to markets of beneficiaries in the horticulture and livestock subsectors of Kosovo.

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**Objective of the assignment**

The Irrigation Specialist will be responsible for ensuring effective and efficient implementation of activities under irrigation component of the IRIS within the PIU.

**Duties and Responsibilities**

* Supervise the day-to-day implementation under IRIS;
* Liaise with Radoniqi - Dukagjini Regional Irrigation Company (RDRIC) on the supervision (within the supervision working group) of the consultant;
* Review engineering company reports and recommendations;
* Advise client on modifications/variations for the works contract (where the consultant acts as site engineer);
* Ensure timely review by client of critical reports, processing of requests;
* Support overall discussion with RDRIC regarding management information system and institutional modernization as per the project objectives;
* Support data collection for M&E on the irrigation component;
* Support documentation and filing of all relevant documents related to irrigation, including support for safeguards compliance and documentation;
* Ensure coordination and liaison with all stakeholders (government agencies, companies, farmer organizations, irrigation companies, development partners) on the execution of the IMPIF tasks;
* Facilitate regular roundtable discussions on strategic topics for irrigation development and management in the context of IMPIF;
* Participate in (or initiate) regular irrigation coordination meetings for strategic direction setting in the company;
* Support access by consultant to, and utilization of irrigation performance data from companies and ministry, ministry documents/plans/data;
* Ensure coordination of IMPIF and irrigation activities under KARDP with basin water activities (and liaison with IMWC).

**Qualifications**

The Irrigation Specialist must meet the following requirements:

* University degree relevant to the terms of reference with studies in hydro engineering, agriculture, irrigation and /or similar;
* Minimum 5 years general/professional experience and 2 years respectively specific/relevant experience in a similar field of activity; the candidate must have proven his (her) skills in irrigation sector development as a complementing field to agriculture and rural development;
* Experience in working with international organizations and other donors;
* Good communication and social skills; the candidate must show initiative and skills to be able to facilitate discussions and cooperation between various institutions related to the assigned tasks;
* Computer skills (Word, Excel, Power Point);
* Fluency in Albanian and English; knowledge of any other local language an advantage;

**Working conditions**

Irrigation Specialist is subordinated to the Project Manager and executes other tasks within the Project as necessary. The position is located within the PIU.

**Outputs**

The major output of the work will be satisfactory, professionally conducted supervision tasks under irrigation component of the project.

The Irrigation Specialist will be a full-time position within the Project. He/she will be offered opportunities to develop professionally by attending relevant WB training events and courses during the term of the contract. The remuneration will be paid daily.

**Period of Performance**

Specialist of Irrigation will be employed with full time or 40 hours per week. The contract will last until the Project closure date, subject to satisfactory performance, but not longer than the duration of the MAFRD Project. The engagement is expected to begin in December.

**Reporting**

The Irrigation Specialist will work full-time and report to the Project Manager by presenting evidence of working hours and work reports to calculate the actual days worked during the calendar month.

The advertisement is open from 07 December 2023 to 13 December 2023 until 16:00.

All applications must be submitted to the Archive Office at the Ministry of Agriculture, Forestry and Rural Development,

Adress: former complex “Ramiz Sadiku” street Ukshin Hoti” VI, floor. C

Pristina