**Request for Expression of Interest (REoI)**

**Project: Kosovo Improvement and Rehabilitation of Irrigation Systems Project**

The Ministry of Agriculture, Forestry and Rural Development (MAFRD), through this request for expression of interest, invites all interested applicant to apply for the vacant positions of the Projects’ Implementation Unit.

**Positions:**

1. Public Relations Specialist
2. Monitoring & Evaluation Specialist
3. Environmental Specialist

To access the Terms of Reference (ToR) for the relevant positions listed above, please follow/click on the relevant link that is enclosed/published alongside this REoI.

**Selection process:**

Experienced and qualified individuals will be selected under the provisions of the World Bank’s Procurement Regulations for Investment Project Financing (IPF) Borrowers, September 2023.

Applications, comprised of a Motivation letter, Resume/CV, and only relevant references may be submitted to the below stated address not later than **03 May to 08 2024 at 16:00 hrs.**

**\*\*\* Please do not submit any additional documents at this stage of the process \*\*\***

All applications must be submitted physically, in a sealed envelope marked:

*“Application for the position\_\_\_\_\_ (relevant position) \_\_\_\_\_ for the IRIS Project”*

and delivered at:

The Kosovo Improvement and Rehabilitation of Irrigation Systems Project

**Address:** Square Zahir Pajaziti (behind TEB Bank), Entrance 2/2, no. 36, 7 floor, 10000, Prishtina, phone:+38345876992

Kosovo Improvement and Rehabilitation of Irrigation Systems Project (IRIS)

PROJECT IMPLEMENTATION UNIT STAFF

TERMS OF REFERENCE

**Communications/Public RELATIONS SPecialist**

**BACKGROUND**

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 Program Part III for Europe and Central Asia Programmatic Single Donor Trust Fund. The objective of IRIS is to increase the efficiency of irrigation water utilization and boost agriculture productivity in the project area. The IRIS envisions to achieve its development objectives by supporting 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 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 the coordination of the project activities, including procurement, financial management, monitoring and evaluation (M&E) as well as public awareness of project activities.

**OBJECTIVE OF THE ASSIGNMENT AND SCOPE OF SERVICES**

The objective of this assignment is to assist the Project Implementation Unit of the IRIS in promoting products and various services to the general public, clients, and interest groups. The consultant shall provide support in the following areas:

* Studying the objectives, policies and needs of the IRIS with the aim of developing public relations strategies that will promote the mission, projects, products, of the IRIS;
* Planning and directing the development and implementation of communication strategies and dissemination plans so as to maintain favorable public and stakeholder perceptions of the organization’s accomplishments and agenda;
* Establishing and maintaining cooperative relationships with representatives of the government, Municipal advisory offices, clients, employees, and public interest groups; coordinate with other donor-supported interventions concerning relevant communications activities.
* Preparing or editing organizational publications for internal and external audiences, including employee newsletters, marketing materials, web content, and other public information materials;
* Arranging public appearances, leaflets, lectures, or exhibits for clients to increase product and service awareness and to promote goodwill;
* Conferring with production and support personnel of MAFRD to produce or coordinate the production of advertisements and promotional materials;
* Coaching PIU staff in effective communication with the public and with employees;
* Purchasing advertising space and time, as required, to promote MAFRD products and services to clients and stakeholders;
* Maintaining and editing the website (entering information) and various publications;
* Planning and conducting market and public opinion research to determine the parameters for communication research, reputation assessments, test communication products, etc.

**CONSULTANT QUALIFICATION REQUIREMENTS**

The Communications /Public Awareness Specialist has to meet the following requirements:

* Relevant University degree;
* Minimum 5 years’ general/professional experience and 3 years respectively specific/relevant experience in the dissemination of information and services associated with the implementation of projects financed by the WB or other international donor;
* Familiarity with planning designing and delivery of information campaigns;
* English language proficiency essential, Albanian essential, Serbo-Croatian skill an advantage;
* Computer operation proficiency;
* Have a clean police record, dispose of all civil rights and no previous implication in embezzlement.

**DURATION OF THE ASSIGNMENT**

This is a part-time position and it includes 4 days per month for the whole duration of the project.

**REPORTING**

The Communications /Public Awareness Specialist should directly report to the PIU's project manager.

Kosovo Improvement and Rehabilitation of Irrigation Systems Project (IRIS)

PROJECT IMPLEMENTATION UNIT STAFF

TERMS OF REFERENCE

Monitoring and Evaluation Specialist

**BACKGROUND**

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The implementation of 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 the coordination of the project activities, including procurement, financial management, monitoring and evaluation (M&E) as well as public awareness of project activities.

**OBJECTIVE OF THE ASSIGNMENT AND SCOPE OF SERVICES**

The Specialist will serve as the National Monitoring and Evaluation Specialist for the Improvement and Rehabilitation of Irrigation Systems Project (IRIS). The Specialist will be an integral part of the Project Implementation Unit (PIU) housed at the Ministry of Agriculture, Forestry and Rural Development. The M&E Specialist will assume primary responsibility to ensure that all Project activities at all Project sites are carried out in compliance relevant Project documents and relevant policies and regulations of Kosovo. The M&E Specialist will develop a project monitoring and evaluation plan and will act as an advisor on M&E related issues during the annual grant program programming.

Specifically, the Monitoring and Evaluation Specialist will be responsible for the following tasks:

* Monitoring and Evaluation Specialist will actively participate in developing the Monitoring and Evaluation plan for the project functions based on the results and risk framework developed as part of the Bank’s Project Appraisal Document.
* In carrying out his/her tasks he/she will work closely with the Communication Specialist/Public Awareness Campaign to commission random customer surveys with NGOs and beneficiaries.
* He/she will set up a grievance registration hotline, and develop a grievance mechanism for grievances received that will be updated in the grant handbook and procedures.
* M&E specialist will mainstream citizen engagement (CE) within the scope of project activities and follow-up/report on all CE actions.

### CONSULTANT QUALIFICATION REQUIREMENTS

The Monitoring & Evaluation Specialist must meet the following requirements:

* Relevant university degree;
* At least 3-5 years of general/professional experience and 2 years of specific/relevant experience in information collection, commissioning of surveys and M&E activities related to the implementation of projects funded by WB or other international donor;
* Familiar with planning, design and implementation of information campaigns.
* Fluency in English and Albanian is essential, skills in Serbian are an advantage.
* Proficiency in computer operation.

Have clear police records, dispose of all civil rights and have no prior involvement in embezzlement.

**OUTPUTS**

The main output of the work will be the satisfactory training program, professionally conducted and implemented for all levels of stakeholders in the government within the project of IRIS.

The Monitoring & Evaluation Specialist will have a part time position within the Project. He/she will be provided with opportunities to develop professionally by participating in relevant WB training and courses during the term of the contract. Remuneration will be paid on a monthly basis.

**PERFORMANCE PERIOD**

This is a part-time position and it includes 4 days per month for the whole duration of the project.

**REPORTING**

The M&E Specialist will report to the PIU Manager and will submit monthly schedules to calculate actual days worked during the calendar month.

**Kosovo Improvement and Rehabilitation of Irrigation Systems Project (IRIS)**

PROJECT IMPLEMENTATION UNIT STAFF

**TERM OF REFERENCE**

**ENVIRONMENTAL SPECIALIST**

# **BACKGROUND**

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# **OBJECTIVE OF THE ASSIGNMENT AND SCOPE OF SERVICES**

The Specialist will serve as the National Environmental Specialist for the Improvement and Rehabilitation of Irrigation Systems Project (IRIS). The Specialist will be an integral part of the Project Implementation Unit (PIU) housed at the Ministry of Agriculture, Forestry and Rural Development.

The Specialist will assume primary responsibility to ensure that all Project activities at all Project sites are carried out in compliance with the Environmental and Social Management Framework (ESMF) of the Project, other relevant Project documents, the World Bank's Environmental and Social Framework (ESF) and its Environmental and Social Standards (ESS), as well as applicable and relevant policies and regulations of Kosovo.

Specifically, the Consultant will be responsible for the following tasks:

* Lead and supervise the PIU's environmental management obligations in all aspects of environmental risk management, including providing guidance to project and site personnel on technical issues, implementation of environmental risk management practice, documentation and quality assurance.
* Ensure that the environmental safeguard screening is carried out for all relevant Project activities, and that the applicable environmental and Social instruments (Environmental Impact Assessment (EIA)/Environmental and Social Impact Assessment (ESIA)), Environmental Code of Practice (ECOP), Environmental and Social Management Plan (ESMP), and Corrective Action Plans) are adequately prepared and implemented as per the Environmental and Social Management Framework (ESMF) prepared for project.
* As needed, conduct the screening/assessment and the preparation of relevant environmental risk assessment and environmental management instruments, in close consultation with the Project's technical specialists and World Bank Environmental and Social (E&S) Specialists;
* Lead and supervise the PIU's Teams in the environmental management of civil construction works conducted on the Project and identify gaps, if any, from the requirements of the E&S management instruments and prepare measures to address them.
* Ensure environmental and social assessment and management instruments and processes are incorporated into and reflected in bidding documents and/or contracts.
* Ensure that environmental and social requirements are included in the design and the studies related to project.
* Follow up all national requirements and procedures to prepare the application for environmental permit for specific works and submit to the national authorities.
* Support the preparation and implementation of the Environmental Safeguard Training Programs for the Project, and annual environmental training plans, in coordination with World Bank Task Team, and coordinate with other safeguards capacity building initiatives taking place in Kosovo;
* Provide on-the-job training of environmental risk assessment and management skills personnel from the PIU team, the contractors, supervising engineers and other relevant parties with roles **in** project design / planning and/ or access to/ influence on the project sites;
* Provide technical inputs and ensure quality of Environmental and Social Monitoring reports, including timely information on the implementation of relevant ES management instruments, and status of analytical work;
* Prepare the reporting procedures, implement the process and be responsible for the environmental safeguards’ aspects of the reports;
* Support the PIU in a regulating dialogue with the domestic environmental agency / regulator to ensure alignment between E&S procedures and standards in place for the Project, and the prevailing domestic regulatory framework;
* Liaise with the environmental and social specialists of the World Bank;
* Organize and participate in Project-related missions and workshops, and ensure that World Bank recommendations are integrated in the implementation of environmental safeguards and adequately reported;
* Other environmental safeguard-related activities as required.

### CONSULTANT QUALIFICATION REQUIREMENTS

* Master’s degree in environmental management, environmental engineering, or related fields preferable;
* At least 5 years of experience in environmental sector in Kosovo;
* Experience in internationally funded projects would be an advantage;
* Experience with World Bank ESF is a strong advantage;
* Fluency in English and Albanian language and strong report writing ability;

### DURATION OF THE ASSIGNMENT

This is a part-time position and it includes 10 days per month for the whole duration of the project.

# **REPORTING**

The environmental specialist should directly report to the PIU's project manager.