

REQUEST FOR EXPRESSIONS OF INTEREST

Ministry of Agriculture, Forestry and Rural Development in Kosovo (MAFRD)

Project Title: Agriculture and Rural Development Project (ARDP)

IDA, Credit No 60170- XK

Date: 19.04.2021

The Agriculture and Rural Development Project (ARDP) 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. In this regard the aim is to assist the Government of Kosovo in its efforts towards programming and implementing the Rural Development Grant Program and develop institutional capacity towards the European Union's IPARD requirements.

To ensure effective preparation and implementation of the ARDP, the MAFRD is seeking Consultants in the following positions bellow to fulfill its vacancies within the **Rural Development Policies Department/Managing Authority**, according to the Financing Agreement 60170-XK;

1. Officer for the Technical Assistance and Trainings and Innovation and Knowledge transfer Measure (grade 8).
2. Senior officer for agri-environment-climate and organic farming measure and establishment and protection of forests (grade 8).
3. Officer for the national rural network and other social partners for the preparation of ARDP (grade 8).
4. Senior officer support for the setting up of producer groups and of financial measures (grade 8).

The Ministry of Agriculture, Forestry and Rural Development now invites eligible candidates to indicate their interest in providing the Services for any of the positions bellow. Interested candidates should provide information demonstrating that they have the required qualifications, skills and relevant experience to perform the Services. Selection of Consultants will be conducted in accordance with the Individual Consultant (IC) method set out in World Bank's Guidelines: *Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers dated January 2011 ("Consultant Guidelines")*

Expressions of interest must be delivered electronically to the email below by **May 5, 2021 at 12:00**. Please send your application using the following subject line: **"Position Title (applicant's name and surname)"** to: ardp.procurement@gmail.com.

The application file should include detailed Curriculum Vitae (CV) together with diplomas and any other documents that prove your work experience, in English language and supporting documents. The incomplete application files will be rejected. Only the shortlisted candidates will be contacted for the interview.

Evaluation Criteria and shortlisting criteria are:

General experience (Education) 30 points

Specific Experience (Specific work experience) 50 points
English language and computer operation 20 points

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

Ministry of Agriculture and Rural Development
Agriculture and Rural Development Project (ARDP)
Project Implementation Unit – PIU
Tel: +381 38 224 965
E-mail: ardp.procurement@gmail.com

Job description

1. Institution Name	Ministry of Agriculture, Forestry and Rural Development
2. Name of Job Position	Officer for the Technical Assistance and Trainings and Innovation and Knowledge transfer Measure
3. Position Budget coed / Place of work	/
4. Functional Category	Professional level
5. Grade	8
6. Type of position	Permanent
7. Department	Rural Development Policies Department (DPZHR)
8. Division/Unit	Technical Assistance, Communication and PR Division
9. Reports to	Head of Technical Assistance, communication and PR Division
10. Place of work	Rr. Ukshin Hoti - Kompleksi "Ramiz Sadiku" 10000 Prishtinë, Republika e Kosovës

11. Scope of work

Preparation of measures; technical assistance, improvement of training, advisory services and innovation and knowledge transfer.

Coordinate all stakeholders related to these measures to enhance the stakeholders' role in the programming and implementation of ARDP and to be able to participate in rural policy at local, regional, national and EU level.

In base of the supporting documents, the employee is responsible for the preparation of the technical measures and legal acts of the measures.

12. Main Tasks

1. Preparation of annually action plans and technical measure for Technical Assistance
2. Preparation of the technical measure improvement of training
3. Preparation of the technical measure advisory services
4. Preparation of the technical measure innovation and knowledge transfer
5. Support in the preparation of legal acts and compliance of such measures
6. The organization of all consulting meetings with all social and economic partners of the sector and other Ministries for the preparation of the Program (long term and annually)
7. Other tasks required by the Supervisor

13. Supervision responsibilities

Position	Grade	Number of employees
	8	1

14. Level of Financial Responsibility

No financial responsibility

15. Basic Requirements

- Graduated in agro-economics, economics or similar

- 3 years of working experience
- At least 2 years' experience related to specific professional experience in relation to the requirements of the position; experience in providing technical assistance through advice, training or expertise to assist institutional and /or agri-rural sector capacity development is an advantage;
- Experience in introduction or implementation of innovation concepts and actions preferably with focus on agri-rural, social and economic development etc.
- Experience with the relevant legal framework in the country and EU,
- Experience in the agriculture sector and/or with stakeholders representing other economic sectors is an advantage,
- Good managing and organizing capabilities
- Good computer skills
- Excellent knowledge of English in written and spoken
- Experience in the application of EU Projects (preferable)
- Specific professional experience in agriculture and rural development (preferable)

16. Usual characteristics of the work environment, if any
- **English knowledge is compulsory**
 - work under pressure (quantity and quality of work)
 - Overtime work

17. Approval and signatures

Direct supervisor

<i>Name</i>	<i>Signature</i>	<i>Date</i>
<i>Head of Technical Assistance, communication and PR Division</i>		

Human resource

<i>Name</i>	<i>Signature</i>	<i>Date</i>

Institution administrative high Manager

<i>Name</i>	<i>Signature</i>	<i>Date</i>

Job description

1. Institution Name	Ministry of Agriculture, Forestry and Rural Development
2. Name of Job Position	Senior officer for agri-environment-climate and organic farming measure and establishment and protection of forests
3. Position Budget coed / Place of work	/
4. Functional Category	Professional level
5. Grade	8
6. Type of position	Permanent
7. Department	Rural Development Policies Department (DPZHR)
8. Division/Unit	Environmental division and less favorable areas
9. Reports to	Environmental and less favorable areas Head of Division
10. Place of work	Rr. Ukshin Hoti - Kompleksi "Ramiz Sadiku" 10000 Prishtinë, Republika e Kosovës

11. Scope of Work

Preparation of measures; agri-environment-climate and organic farming measure and establishment and protection of forests

Coordinate all stakeholders related to these measures to enhance the stakeholders' role in the programming and implementation of ARDP and to be able to participate in rural policy at local, regional, national and EU level.

In base of the supporting documents, the employee is responsible for the preparation of the technical measures and legal acts of the measures.

12. Main tasks

1. Preparation of the agri-environment-climate and organic farming measure
2. Preparation of the establishment and protection of forests measure
3. Support in the preparation of legal acts and compliance of such measures
4. The organization of all consulting meetings with all social and economic partners of the sector and other Ministries for the preparation of the Program (long term and annually)
5. Definition of Mountainous areas and other LFA
6. Other tasks required by supervisor

13. Supervision responsibilities

Title of Job Position	Grade	Number of Employees
	<i>To be defined</i>	

14. Level of Financial responsibility

No financial responsibility

15. Basic Requirements

- Graduated in agro-environment, agro-economics, economy or similar,
- 3 years of working experience

- At least 2 years' experience of specific professional experience in environmental or agro-environmental policy and/or sustainable development policy:
- Experience in environmental management, agro-environmental practices for sustainable agriculture development and environmental conservation; organic farming practices, requirement for legal reforms; and climate change adaptation measures would be an advantage,
- Experience in the relevant legal framework in the country and EU,
- Experience in the agriculture sector and/or with stakeholders representing other economic sectors is an advantage,
- Capabilities to finalize all requested tasks independently,
- Good knowledge of Computer programs,
- Excellent knowledge of English.

16. Specific needs of the work environment, if any

- English knowledge is compulsory
- work under pressure (quantity and quality of work)
- Overtime work

17. Signatures and approvals

Direct supervisor

<i>Name</i>	<i>Signature</i>	<i>Date</i>
<i>Environmental and Les favorable areas Head of Division</i>		

Human resource

<i>Name</i>	<i>Signature</i>	<i>Date</i>

Institution administrative high Manager

<i>Name</i>	<i>Signature</i>	<i>Date</i>

Job description

1. Institution Name	Ministry of Agriculture, Forestry and Rural Development
2. Name of Job Position	Officer for the national rural network and other social partners for the preparation of ARDP
3. Position Budget code / Place of work	/
4. Functional Category	Professional level
5. Grade	8
6. Type of position	Permanent
7. Department	Rural Development Policies Department (DPZHR)
8. Division/Unit	Rural Development and Coordination Division
9. Reports to	Head of Rural Development and coordination Division
10. Place of work	Rr. Ukshin Hoti - Kompleksi "Ramiz Sadiku" 10000 Prishtinë, Republika e Kosovës

11. Scope of work

To support the establishment of the National Rural Network to enhance the stakeholders' role in the programming and implementation of ARDP and to be able to participate in rural policy at local, regional, national and EU level.

In base of the supporting documents, the employee is responsible for the preparation of the legal acts and support measure for supporting NRN.

12. Main Tasks

1. Preparation of legal acts for establishment and functionality of National Rural Network
2. Preparation of Call for Application for the Rural Network
3. The organization of all consulting meetings with all social and economic partners of the sector and other Ministries for the preparation of the Program (long term and annually)
4. Other tasks required by the Supervisor

13. Supervision responsibilities

Title of Job Position	Grade	Number of Employees
	8	1

14. Level of Financial responsibility

No financial responsibility

15. Basic Requirements

- Law degree, economy or agro economics
- 3 years of working experience,
- At least 2 years' experience related to specific professional experience in relation to the requirements of the position; experience working with NGOs and/or other private sector organization groups;

- Experience in the relevant legal framework of the country and EU,
- Experience in the agriculture sector and/or with stakeholders representing other economic sectors is an advantage,
- Familiarity with participatory approach techniques, stakeholders' consultation processes would be an advantage,
- Capabilities to finalize all requested tasks,
- Good managing and organizing capabilities,
- Good knowledge of Computer programs,
- Excellent knowledge of English written and spoken.

16. Specific needs of the work environment, if any

- **English knowledge is compulsory**
- Work under pressure (quantity and quality of work)
- Overtime work

17. Approval and signatures

Direct supervisor

<i>Name</i>	<i>Signature</i>	<i>Date</i>
<i>Director of Rural Development and Coordination Division</i>		

Human resource

<i>Name</i>	<i>Signature</i>	<i>Date</i>

Institution administrative high Manager

<i>Name</i>	<i>Signature</i>	<i>Date</i>

Job description a

1. Institution Name	Ministry of Agriculture, Forestry and Rural Development
2. Name of Job Position	Senior officer support for the setting up of producer groups and of financial measures
3. Position Budget code / Place of work	/
4. Functional Category	Professional level
5. Grade	8
6. Type of position	Permanent
7. Department	Rural Development Policies Department (DPZHR)
8. Division/Unit	Rural Development and Coordination Division
9. Reports to	Head of Rural Development and Coordination Division
10. Place of work	Rr. Ukshin Hoti - Kompleksi "Ramiz Sadiku" 10000 Prishtinë, Republika e Kosovës

11. Scope of work

Preparation of measures; support for the setting up of producer groups and of financial measures.

Coordinate all stakeholders related to these measures to enhance the stakeholders' role in the programming and implementation of ARDP and to be able to participate in rural policy at local, regional, national and EU level.

In base of the supporting documents, the employee is responsible for the preparation of the technical measures and legal acts of the measures.

12. Main Tasks

1. Preparation support for the setting up of producer groups measure
2. Preparation of financial measures
3. Support in the preparation of legal acts and compliance of such measures
4. The organization of all consulting meetings with all social and economic partners of the sector and other Ministries for the preparation of the Program (long term and annually)
5. Other tasks required by the Supervisor

13. Supervision responsibilities

Title of Job Position	Grade	Number of Employees
	8	1

14. Level of Financial responsibility

No financial responsibility

15. Basic Requirements

- Graduated in agro-economics, economics or similar,
- Capabilities to finalize all requested tasks independently,
- 3 years of working experience
- At least 2 years related to specific professional experience in relation to the requirements of the position,
- Experience in working and supporting the NGOs, producers' groups; providing advice and training to develop their organizational structures and enhance their role in sector's development,
- Experience in the relevant legal framework in the country and EU,
- Experience in the agriculture sector and/or with stakeholders representing other economic sectors is an advantage,
- Good knowledge of Computer programs,
- Excellent knowledge of English.

16. Specific needs of the work environment, if any

- English knowledge is compulsory
- Work under pressure (quantity and quality of work)
- Overtime work.

17. Signatures and approvals

Direct supervisor

<i>Name</i>	<i>Signature</i>	<i>Date</i>
<i>Director of Division for Monitoring, Evaluation and reporting</i>		

Human resource

<i>Name</i>	<i>Signature</i>	<i>Date</i>

Institution administrative high Manager

<i>Name</i>	<i>Signature</i>	<i>Date</i>