



## **Multiple positions to Join PIAKOS Project Team in Kosovo**

**Contracting Authority:** Advocacy Training and Resource Center (ATRC)

**Project:** Public Information and Awareness Services for Vulnerable Communities in Kosovo (PIAKOS)

**Funded by:** The World Bank through the International Bank for Reconstruction and Development (IBRD), acting as administrator of the State and Peace Building Multi-Donor Trust fund.

**Application deadline:** 15 December 2023 at 4:00 PM

**Expected start date:** January/February 2024.

In September 2023, the Advocacy Training and Resource Center (ATRC) signed a grant agreement with the World Bank through International Bank for Reconstruction and Development ("Bank"), acting as the administrator of the State for Peace Building Multi-Donor Trust Fund. The World Bank's mission is to help the Bank's clients in the ECA region to reduce poverty and achieve environmentally and socially sustainable development.

Advocacy Training and Resource Center (ATRC) invites applications for multiple positions as part of the PIAKOS project, aimed at enhancing access to crucial information and counseling services to strengthen land and property registration and reinforce tenure security in Kosovo. The project involves public outreach, awareness campaigns, targeted analysis for inclusion, and capacity-building initiatives in collaboration with civil society organizations. The objective of the Project is to improve access to land and property registration information and counseling services for women, youth, and vulnerable persons in Kosovo. The project spans the entire territory of the Republic of Kosovo, emphasizing regions inhabited by ethnic minorities and other vulnerable communities.

Positions Available:

1. Component and Reporting
2. Specialist Contract and Procurement
3. Specialist Monitoring and Evaluation (M&E)
4. Specialist Community Engagement Officers (3)

## **TERMS OF REFERENCE**

Job Title: **Component and Reporting Specialist**

Appointment Type: 100% of the time.

Duration: 1 year with the possibility of extension

Location: Primarily based in Prishtina, Kosovo, with potential travel requirements to various municipalities for effective project implementation.

ATRC is looking for a highly qualified Component and Reporting Specialist that will be responsible for the detailed oversight of specific project components, ensuring that they align with project objectives and are executed effectively. Additionally, the specialist will play a key role in reporting on project progress, challenges, and results. The Component and Reporting Specialist shall report to the Project Manager and Executive Director of ATRC.

## **DUTIES AND RESPONSIBILITIES**

### **Component Management and Oversight**

- Coordinate and manage the implementation of project components of Public Outreach and Awareness, Targeted Analysis for Inclusion and Capacity Building and Project Management.
- Liaise with implementing partners, including Governmental Agencies, CSOs, grass-root organizations, and other stakeholders, ensuring alignment with project objectives.
- Facilitate the creation and use of targeted communication strategies, ensuring that outreach activities are effectively reaching the intended audiences.
- Propose legal solutions through legal initiatives in close cooperation with governmental agencies and partner.
- Maintain regular contact with legislative, judiciary and government partners.

### **Reporting**

- Prepare regular progress reports detailing achievements, challenges, and recommendations for the various project components.
- Ensure timely submission of all reports to the World Bank, ATRC, and other stakeholders as required.
- Collaborate with the M&E team to incorporate data and insights into reports.

### **Stakeholder Engagement**

- Serve as a primary point of contact for implementing partners and stakeholders involved in the project components under their purview.
- Facilitate workshops, focus groups, and other engagement activities, ensuring active participation and feedback collection.

### **Quality Assurance**

- Monitor the quality of project component outputs, ensuring that they meet project standards and World Bank guidelines.
- Identify areas of improvement and recommend solutions to enhance component effectiveness.

### **Coordination with Project Teams**

- Work closely with other project team members, ensuring that there's seamless integration between components and overall project objectives.
- Provide updates to the Project Manager and other team members on component progress and challenges.

### **QUALIFICATIONS AND EXPERIENCE**

- A bachelor's or master's degree in business administration, law, development studies, or a related field.
- At least 10 years of experience in component management and reporting for large-scale projects, preferably in international developments in Kosovo.
- Previous experience in drafting legal initiatives related to the right of property.
- Previous experience on protection of the rights of vulnerable groups in Kosovo with special focus on women, youth and minority rights, is highly desirable.
- Familiarity with World Bank procedures and guidelines is highly desirable.
- Strong analytical, organizational, and leadership skills.
- Excellent communication and stakeholder engagement skills.
- Proficiency in project management tools and software.
- Strong communication skills in both Albanian and English written and oral.
- Knowledge of Serbian Language is a strong advantage.
- Resident of Kosovo

### **TERMS AND CONDITIONS**

- This is a full-time position.
- Remuneration will be competitive and commensurate with qualifications and experience.

Submit your application, comprising your CV and Cover Letter, to [jobs@advocacy-center.org](mailto:jobs@advocacy-center.org) by 4:00 PM on December 15, 2023. Ensure the **subject line reads 'Job Title**

– **NAME SURNAME**’ (e.g., ‘ Component and Reporting Specialist– Name and Surname’).

We embrace diversity and provide equal employment opportunities regardless of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, or other legally protected characteristics.

***Join us in contributing to sustainable development through impactful community initiatives!***

## **TERMS OF REFERENCE**

### **Job Title: Contract and Procurement Specialist**

Appointment Type: 100% of the time

Duration: 1 year with the possibility of extension

Location: Primarily based in Prishtina, Kosovo, with potential travel requirements to various municipalities for effective project implementation

ATRC is looking for a highly qualified Contract and Procurement Specialist that will be responsible for overseeing the CSO’s contracting process, ensuring procurement compliance with World Bank and ATRC standards, and managing contracts with partner organizations and service providers involved in the project. The Contract and Procurement Specialist will lead the technical review committee of CSO’s applications and make recommendations on applicant CSOs to the Review Committee. The Contract and Procurement Specialist will have lead responsibility for coordination with and oversight of the Partner CSOs and Contractors staff; technical support and supervision of sub-projects; achievement, assessment, and reporting on progress toward reaching the targets in the project result framework; as well as for monitoring these agreements to ensure Partner CSOs and Contractors comply with the financial and procurement policies of PIAKOS. The contract and procurement specialist reports to the Project Manager and Executive Director of ATRC.

## **DUTIES AND RESPONSIBILITIES**

### **CSO Management**

- Oversee and manage the entire contract cycle from call for proposals to close-out.
- Ensure compliance with World Bank’s guidelines and ATRC’s Project Operations Manual.
- Review applications, ensuring alignment with project objectives.
- Monitor and evaluate CSO performance against agreed-upon deliverables.

- Procurement Planning and Contract Management
- Draft, review, and manage contracts with implementing partners, consultants, and service providers.
- Ensure that all contractual obligations are met and address any performance issues.
- Collaborate with the legal department to resolve contractual disputes.
- Collaborate with project teams to identify procurement needs and develop a comprehensive procurement plan.
- Update and adjust the procurement plan as required throughout the project lifecycle.
- Prepare and issue tender documents, including Request for Proposals (RFPs), Invitation to Bids (ITBs), and other related documents.
- Manage the bid opening and evaluation process, ensuring transparency and fairness.
- Document the entire bidding process, maintaining a record of all communications, evaluations, and decisions.

#### Financial Oversight

- Work closely with the finance department to ensure proper allocation and disbursement of funds based on Partner CSOs deliverables.
- Ensure Partner CSOs compliance with financial guidelines.

#### Capacity Building

- Organize and lead training sessions for potential Partner CSOs on application processes, reporting requirements, and World Bank compliance.
- Provide support and guidance to Partner CSOs to ensure successful project implementation.

#### Reporting

- Prepare regular reports on contract activities, challenges, and outcomes.
- Contribute to project reports by providing detailed insights into contract performance.
- Stakeholder Engagement
- Serve as the primary point of contact for Partner CSOs, contractors, and other stakeholders.
- Facilitate meetings and workshops to engage stakeholders and gather feedback.

#### QUALIFICATIONS AND EXPERIENCE

- A bachelor's or master's degree in business administration, Finance, Law, or a related field.
  - At least 5 years of experience in grant and procurement management, preferably in international development projects.
  - Familiarity with International Organizations procedures and guidelines.
  - Strong analytical, organizational, and negotiation skills.
  - Excellent communication and stakeholder engagement skills.
  - Proficiency in grant management and reporting tools.
- Strong communication skills, in both Albanian and English written and oral.
  - Knowledge of Serbian Language is a strong advantage.
  - Resident of Kosovo

## TERMS AND CONDITIONS

- This is a full-time position.
- Remuneration will be competitive and commensurate with qualifications and experience.

Submit your application, comprising your CV and Cover Letter, to [jobs@advocacy-center.org](mailto:jobs@advocacy-center.org) by **4:00 PM on December 15, 2023**. Ensure the subject line reads '**Job Title – NAME SURNAME**' (e.g., 'Contract and Procurement Specialist – Name and Surname').

We embrace diversity and provide equal employment opportunities regardless of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, or other legally protected characteristics.

***Join us in contributing to sustainable development through impactful community initiatives!***

## TERMS OF REFERENCE

**Job Title: Monitoring and Evaluation (M&E) Specialist**

Appointment Type: 50% of the time

Duration: 1 year with the possibility of extension.

Location: Pristina, Kosovo with occasional training throughout Kosovo

ATRC is looking for a qualified Outreach and Communication Monitoring and Evaluation Specialist that will be responsible for monitoring and reporting on impact at the project scale, including by collation and verification of results reported by Partner CSOs, and by coordinating internal and external evaluations. The Monitoring and Evaluation Specialist will play a crucial role in tracking the progress, outcomes, and impacts of the PIAKOS

project. The M&E Specialist will be responsible for designing and implementing robust M&E systems, tools, and processes to ensure that the project's goals and objectives are being met, and its impacts are effectively documented and reported. The contract and procurement specialist reports to the Project Manager and Executive Director of ATRC.

## **DUTIES AND RESPONSIBILITIES**

### M&E Framework Development

- Develop a comprehensive M&E framework for the PIAKOS project, aligned with its objectives and expected outcomes.
- Design tools and methodologies for data collection, analysis, and interpretation.
- Data Collection and Analysis
- Coordinate and oversee the regular collection of data from project activities, partners, and stakeholders.
- Analyze collected data to measure project performance against predefined indicators.

### Reporting

- Prepare periodic M&E reports detailing project progress, outcomes, challenges, and recommendations.
- Ensure timely submission of all M&E reports to the World Bank, ATRC, and other relevant stakeholders.

### Stakeholder Engagement

- Collaborate with project teams, implementing partners, and beneficiaries to gather qualitative data and feedback.
- Conduct focus group discussions, interviews, and surveys as part of the M&E processes.
- Capacity Building
- Train project staff and partners on M&E tools, methodologies, and best practices to ensure consistent and quality data collection.
- Organize workshops and training sessions to build M&E capacity within the project team and among partners.
- Continuous Improvement
- Use M&E findings to provide recommendations for project improvement and optimization.
- Adjust the M&E framework as needed to reflect changing project dynamics and needs.
- Knowledge Management
- Document lessons learned, best practices, and case studies from the project for internal and external dissemination.

- Contribute to knowledge-sharing platforms and forums.

## QUALIFICATIONS AND EXPERIENCE

- A Bachelor's or Master's degree in Statistics, Business and Finance, Social Sciences, Development Studies, or a related field.
- At least 5 years of experience in monitoring and evaluation, preferably in international development projects.
- Familiarity with World Bank M&E standards and guidelines is a plus.
- Proficiency in quantitative and qualitative research methodologies.
- Strong analytical, organizational, and reporting skills.
- Excellent communication and stakeholder engagement skills.
- Strong written and verbal communication skills in Albanian and English language.
- Proficiency in data analysis software and tools.
- Resident of Kosovo.

## TERMS AND CONDITIONS

- This is a full-time position.
- Remuneration will be competitive and commensurate with qualifications and experience.

Submit your application, comprising your CV and Cover Letter, to [jobs@advocacy-center.org](mailto:jobs@advocacy-center.org) by **4:00 PM on December 15, 2023**. Ensure the subject line reads '**Job Title – NAME SURNAME**' (e.g., 'Monitoring and Evaluation (M&E) Specialist – Name and Surname').

We embrace diversity and provide equal employment opportunities regardless of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, or other legally protected characteristics.

***Join us in contributing to sustainable development through impactful community initiatives!***

## TERMS OF REFERENCE

**Job Title: Community Engagement Officers (3)**

Appointment Type: Part time.

Duration: 1 year with the possibility of extension



Locations: Pristina and surroundings (1), Region of Mitrovica (1), Region of Prizren and surroundings (1)

The Community Engagement Officers will be pivotal in fostering connections between the PIAKOS project and the communities it serves in close cooperation with Partner CSOs. They will design, develop, and oversee strategies and initiatives to actively involve community members, particularly focusing on ethnic minorities, women, youth, and vulnerable populations. Their role is crucial in ensuring that project interventions resonate with the community's needs and aspirations.

The Community Engagement Officer based in Pristina will oversee coordination across the entire territory of Kosovo, where CSO activities are conducted in Albanian, Serbian, and RAE communities, as necessary.

The Community Engagement Officer based in the region of Mitrovica will be responsible for activities in the Region of Mitrovica. This position will collaborate closely with the Prishtina-based coordinator to address work as necessary in other Serbian-majority areas.

The Community Engagement Officer based in the region of Gjakova will manage activities in RAE communities, coordinating closely with the other two field coordinators to address target Groups in other regions of Kosovo as needed.

The Community Engagement Officers reports to the Project Manager and Executive Director of ATRC.

## **DUTIES AND RESPONSIBILITIES**

### Community Outreach

- Develop and implement comprehensive community outreach strategies to promote the project's objectives and activities.
- Coordinate and conduct community meetings, workshops, and dialogues to disseminate information and gather feedback.

### Stakeholder Collaboration

- Foster relationships with Municipality officers, community leaders, local organizations, and other stakeholders to ensure their active involvement and support for the project.
- Act as a liaison between the project team and the municipalities, community, ensuring clear and open lines of communication.

### Feedback Mechanism

- Design and manage feedback mechanisms to collect community opinions, concerns, and suggestions regarding project interventions.
- Analyze feedback to inform project adjustments and ensure interventions are culturally appropriate and community centric.
- Identify areas to be addressed by Partner CSOs.

### Capacity Building

- Organize and facilitate training sessions and workshops for community members on land and property rights, registration processes, and other relevant topics.
- Empower community members, especially marginalized groups, to actively participate in project activities and decision-making processes.

### Conflict Resolution

- Address and mediate any community concerns or conflicts arising from project interventions.
- Work collaboratively with community leaders and stakeholders to find amicable solutions.
- Reporting
- Prepare regular reports detailing community engagement activities, challenges, outcomes, and community feedback.
- Provide insights and recommendations to the Project Director and team based on community interactions and feedback.

### Advocacy

- Champion the rights and needs of the community within the project framework, ensuring that interventions are designed with a community-first approach.
- Advocate for the inclusion of traditionally marginalized groups in project activities and decision-making.

### QUALIFICATIONS AND EXPERIENCE

- A Bachelor's or Master's degree in Social Work, Community Development, Sociology, or a related field.
- At least 5 years of experience in community engagement or community development, preferably in international development projects in Kosovo.
- Familiarity with the socio-cultural dynamics of Kosovo, especially concerning land and property rights.
- Strong interpersonal, mediation, and negotiation skills.
- Excellent communication skills in both English and Serbian .
- Albanian language skills would be an asset, preferred for the Prishtina-based position.

- Demonstrated ability to work collaboratively with diverse community groups and stakeholders.
- Resident of Kosovo.

#### TERMS AND CONDITIONS

- These are part-time positions.
- Remuneration will be competitive and commensurate with qualifications and experience.

Submit your application, comprising your CV and Cover Letter, to **jobs@advocacy-center.org** by **4:00 PM on December 15, 2023**. Ensure the subject line reads '**Job Title – NAME SURNAME**' (e.g., 'Community Engagement Officer – Name and Surname').

We embrace diversity and provide equal employment opportunities regardless of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, or other legally protected characteristics.

***Join us in contributing to sustainable development through impactful community initiatives!***