

Kosovo: Kosovo Digital Economy (KODE) Project

TERMS OF REFERENCE

Digital Work and Empowerment Coordinator for KODE Project

(Ref. No. KODE/IC/3.1.4/2019)

BACKGROUND

The Government of Kosovo has secured support from the International Development Association (IDA) (hereinafter ‘the Bank’) for a Kosovo Digital Economy (KODE) Project in the amount of 20,7 million EUR. The KODE Project aims to improve access to better quality and high-speed broadband services in project areas and to online knowledge sources, services and labor markets among citizens, and public and academic institutions.

It is foreseen that **the Project will achieve its development objective through two main sets of activities:** (1) expanding access of Kosovars to high-speed and better quality digital infrastructure; and (2) support Kosovars to take advantage of regional and global Digital Economy (DE) opportunities, especially for income generation, usage of services, and learning, thus triggering the growth of a DE in Kosovo.

The Project is structured along three components: Digital Inclusion, Digital Work and Empowerment, and Project Implementation Support. Two substance components of the Project are outlined below.

Component 1: Digital Inclusion component will support digital inclusion through: (a) the expansion of digital connectivity through the co-financing of deployment of high-speed broadband connectivity in areas that have been identified as not connected or underserved, and (b) improving of the enabling environment for wireless broadband services, through the deployment of the National Spectrum Monitoring System (NSMS).

Component 2: Digital Work and Empowerment will support the Youth Online and Upward (YOU) Program and increased access to knowledge, information and online services through subcomponents:

1. Youth Online and Upward (YOU) Program

Provision of training for young people and their connection to online working opportunities. The activities will primarily cater to unemployed or underemployed young men and women with at least some knowledge of English and university education to increase their ability to compete in relevant segments of online work using computers and smartphones.

2. Increasing Access to Knowledge, Information, and Services

Provision of support to (i) set up a National Research and Education Network (NREN) to improve access of students, researchers and educators of Higher Educational Institutions (HEIs) in Kosovo to knowledge, research networks and (ii) connect NREN to the GEANT network.

Provision of support to increase use of online labor market information and services to improve information flows about work opportunities, through targeted awareness raising and information sharing activities in underserved or unconnected areas identified in Component 1 of the Project.

The present Terms of Reference concern the coordination of Component 2 of the Project.

The KODE will be implemented by the Ministry of Economic Development (MED) that will provide strategic direction and technical oversight to the entire Project. MED oversees the Information and Communications Technology (ICT) sector development and executes this mandate through the Department of Post, Telecommunication and Information Technology (the Department), which for the purposes of the Project will act as the lead implementing agency and will carry the primary responsibility for all Components of the Project.

OBJECTIVE OF THE ASSIGNMENT

The MED intends to hire a Digital Work and Empowerment Component Coordinator for the KODE Project Implementation Unit (PIU) who will be responsible for the coordination of day-to-day operations to ensure the preparation and implementation of the Component 2 of the Project, in line with the objectives outlined Financing Agreement signed between IDA (World Bank) and the Government of Kosovo and in compliance with the Project Operations Manual (POM). As part of these activities, the Digital Work and Empowerment Component Coordinator shall implement the Digital Work and Empowerment Component, which has the following sub-components: 1) Youth Online and Upward (YOU) Program, and 2) Increasing Access to Knowledge, Information, and Services. The coordination of this Component shall be done by the Digital Work and Empowerment Component Coordinator in a timely, effective, efficient, and results-oriented manner.

SCOPE OF WORK

The Digital Work and Empowerment Coordinator will be responsible for the coordination of all activities under Component 2 of the Project.

Duties and Responsibilities: Principal functions of the Digital Work and Empowerment Coordinator will include but are not limited to:

- Coordinate and manage all key activities related to the Component 2 of the Project, including coordination of the activities of the selected consultants, vendors, and service providers to ensure their timely and effective delivery, in accordance with the POM;
- Contribute to the development of the Project implementation plan, regularly monitor and report to the Project Director and Project and Component 1 Coordinator (“PCC”) on the progress and results against operating and financial objectives on Component 2;
- Design and oversee the sub-projects under Component 2; where needed, perform adjustments to the design based on the first sub-projects’ results and circumstances to ensure best possible outcomes;
- Support the procurement of goods, works and services, conducted in accordance with the procurement provisions applicable for the Project;
- Monitor the execution of contracts procuring goods, works and services under Component 2 for the Project;
- Contribute to the finalization and periodic update, as necessary, of the Procurement Plan (PP) and Project Procurement Strategy Document (PPSD) of the Project;
- Support the development and update of the POM, including when modifications or supplements to them are needed;
- Cooperate with respective M&E team, as identified by MED, and provide required inputs to M&E related work;
- Provide inputs to the Project Director on development of the reports to the Government of Kosovo and the Bank;
- Liaise with the Government agencies and private companies involved in the implementation of the Component 2 of the Project, as delegated by the Project Director and PCC;
- Support citizen engagement and communications activities around Component 2;
- Participate in meetings, seminars, conferences, and other events and programs organized by the Government of Kosovo, the Bank, other development partners and other organizations with respect to questions that are related to the Component 2 of the Project and the wider Bank-financed program and projects.

It is assumed that specific tasks to be undertaken by the Digital Work and Empowerment Coordinator will cover the activities specified in the Project Appraisal Document and PP.

REPORTING OBLIGATIONS

The Digital Work and Empowerment Component Coordinator will report to and work under the direction of the Project Director and Project Component 1 Coordinator (“PCC”). S/he will deliver monthly progress reports on her / his activity and any other ad hoc reporting requirements in coordination with the Project Director and PCC.

MED'S CONTRIBUTION

The MED will provide office space and equipment required for the Digital Work and Empowerment Component Coordinator to perform the tasks assigned.

QUALIFICATONS

- University/higher education in Telecommunications Engineering or related field.
- At least five (5) years of professional experience in related field, including project management;
- Good familiarity with the broadband connectivity issues in Kosovo;
- Experience in the design and implementation of digital skills training programs; experience in youth-oriented projects is a plus;
- Advance skills to communicate and draft various kinds of project documentation and reports;
- Strong organizational and managerial skills; advance networking skills;
- Working experience with international donor financed projects and Kosovo Public Institutions in similar positions is an advantage;
- Familiarity with the World Bank Guidelines / World Bank Regulations is an advantage;
- Computer proficiency (MS Office and other standard business IT tools and relevant IT equipment);
- Fluency in Albanian and English. Knowledge of the Serbian language is an advantage;
- Be able and willing to travel throughout Kosovo.

TERMS OF THE ASSIGNMENT

- The Digital Work and Empowerment Coordinator shall be engaged on a full-time basis for the duration of the Project;
- The remuneration will be paid monthly;
- The Digital Work and Empowerment Coordinator will be offered opportunities to develop professionally by attending relevant training events and courses over the duration of the contract;
- Evaluation of the 3 (three) months' probation period and further contract extension would be fully based on the Digital Work and Empowerment Coordinator's performance certified by the Project Director and agreed with the Bank.

START OF WORK AND DURATION OF THE CONTRACT

- It is required that the Consultant would assume its position immediately;
- The contract is for an initial period of 1 (one) year with a 3 (three) month probation period, at which time the performance of the consultant shall be evaluated.