

Kosovo Youth Development Project

Project Implementation Unit – PIU

Ministry of Culture, Youth and Sports / Department of Youth

Government of Kosovo

REQUEST FOR EXPRESSIONS OF INTEREST

**Kosovo**

**Kosovo Youth Development Project 2**

Grant No.:TF098547

**Assignment**: individual consultant to conduct a Project Cycle Management Training for the Department of Youth officials

**Reference No (as per Procurement Plan):** **17.3**

The Ministry of Culture, Youth and Sports (MCYS)/Department of Youth has received financing from the World Bank toward the cost of the Second Kosovo Youth Development Project, being implemented by the Project Implementation Unit, and intends to apply part of the proceeds for consulting services.

* Assessment of capacities of DOY in relation to project management as well development
of tailor made program for DOY officials that will enable them to develop and implement
large scale projects for addressing the needs of youth Kosovo wide.
* Training of DOY officials in Project Cycle Management with special focus on EU funded projects. This training should address the specific needs of DOY including elements of project management cycle such as: situation analyses, stakeholders analysis, logical framework approach, project management, fundraising, financial management and monitoring and evaluation, in line with the concepts that are used in the World Bank and European agencies

**Specific tasks for the consultant will be as follows:**

* Consult with the Project Coordinator and PIU for a general orientation, and to obtain additional background materials for familiarization;
* Conduct preliminary appraisal of capacities of DOY; confer with key informants related to DoY ability in development and management of projects for youth;
* Familiarization with the past and existing projects that were implemented by DOY in partnership with their partners such as the World Bank as well as other stakeholders;
* Conduct training using workshop methodologies (the training should focus on practical exercises and group work) for approximately 14 DoY participants; whereas PIU is responsible to make logistical arrangements that are necessary for carrying out the training.

**The selected consultant is expected to deliver the following:**

* Rapid appraisal of DoY in relation to project management outlined in a short inception report in English;
* Program of training developed taking into account the needs of DoY officials as well as existing experience and knowledge in the department;
* Materials and handouts that should include enough detail to enable a sustainable learning process. In this package should be included relevant reference documents in relation to project management according to EU and WB standards;
* Training workshops delivered to the DoY officials with a methodology that suits the needs of participants as well as learning capabilities;
* Final training report summarizing the results of the above mentioned deliverables
* At the end of the training, at least three draft project proposals should be available.

## Duration of Assignment

The approximate duration of assignment will be 12 working days at around 1 month duration. The schedule and plan of assignment will be developed in close consultation and coordination with PIU.

The KYDP 2 Project Implementation Unit – PIU now invites the interested consultants (“Consultants”) to indicate their interest in providing the Services.

**Qualification requirements and evaluation criteria:**

* Background education (or experience in) management, development or related fields;
* A minimum of five years experience in the area of project management in general;
* Professional knowledge in development of training programs for government officials;
* Formal teaching skills and practical hands-on ability to communicate project management concepts and tools, to local participants at various skill/knowledge levels;
* Excellent verbal and written communication skills (at work site, with project staff, and with beneficiaries);
* Excellent English report writing and communication skills and also competence in local languages.

## Selection method

"An individual consultant will be selected in accordance with the procedures set out in the “Guidelines: Selection and Employment of Consultants by World Bank Borrowers” published by IDA in May 2010, Section V. Selection of Individual Consultants."

Evaluation criteria will be as follows:

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| --- | --- |
| Experience in managing consultancy projects on Project Cycle Management | 40 points  |
| Experience in writing project proposal with international donors | 30 points |
| Education level of the candidate (i.e. university, master of PhD degree).  | 20 points |
| References from previous assignments  | 10 points |

## Procedures for application

Interested applicants should email their CVs and references with similar services, by close of business **21.05.2012.** The emails should send to arton.citaku@rks-gov.net and addressed to:

**The Ministry of Culture, Youth and Sports/Department of Youth**

**Project Implementation Unit – PIU**

**Mother Theresa Square #35; Office #25;**

**10000, Prishtina, Republic of Kosova**

**Attn:** Arton Çitaku – Procurement and Administration Specialist

**Tel:** +381 (0)38 200 220 081;

Further information can be obtained at the above address during office hours: **08:00 to 16:00**.