**TERMS OF REFERENCE**

**Project Coordinator (Consultant)**

**Contract Identification No.: M4Y-3-CS-INDV**

**Municipalities for Youth in Kosovo Project**

1. **Background**

The Government of Kosovo (GoK) has received a grant in the amount of US$ 2.79 from the Japan Social Development Fund, administered by the World Bank, to support socioeconomic inclusion of marginalized youth in Kosovo. The grant is being implemented by a Project Management Unit (PMU) in the Ministry of Local Government (MLG). The Municipalities for Youth (M4Y) in Kosovo project aims to improve cooperation and trust between youth and local governments by enabling local governments to address youth socioeconomic needs through better-targeted youth initiatives and services. Building on the Municipal Performance Management System (MPMS) – a performance-based incentive grant system implemented by MLG to provide financing for municipal capital investments, the M4Y project will earmark funds to selected municipalities for youth-driven and youth-selected subprojects with the purpose of improving the delivery of youth-related small infrastructure and services at the community level.

The M4Y is predicated on a demand-driven approach to local youth programming. All initiatives prioritized for funding will be identified by youth through a participatory planning process that involves targeted beneficiaries, community stakeholders and local governments. **The objective of the M4Y is to improve the socioeconomic inclusion of at least 3,000 marginalized youth in vulnerable communities in Kosovo through youth-driven civic engagement and skills building activities.** The project will be implemented in minimum 10 municipalities across Kosovo and include municipalities from minorities. Within selected municipalities, the project will target about 50 vulnerable communities to benefit from the positive and productive engagement of local youth. The project will complement the IDA-funded Connecting Youth Project (CYP) with a proposed budget of US$20 million. The two projects will have geographical overlap in 10 municipalities (CYP will cover all 38 municipalities), coordinated outreach activities and M&E systems with aligned indicators.

The project is structured around 3 components, implemented over a period of 3 years:

**Component 1: Subgrants for Youth-Driven Community Development Initiatives** finances subprojects prioritized by youth to improve youth-friendly facilities and services. The component will finance two rounds of subgrants to establish youth-driven community development initiatives that support youth inclusion and livelihoods at the community level. Through these subgrants, the project will finance about 200 youth-driven initiatives. Through these community-level activities, minimum 5,000 youth will gain greater access to youth-related services or community infrastructure. This component will also finance an objective community needs and mapping assessment to identify target communities.

**Component 2: Youth Stakeholder Training** will support youth mobilization, skills development, training of 3000 youth, and coaching activities to support the engagement of young women and men in the subgrants described in Component 1. This will include: (i) community mobilization and outreach activities; (ii) soft skills training and project preparation/management training for youth in target communities; (iii) technical support for youth groups and CBOs; and (iv) follow-up support for youth throughout subproject implementation, including opportunities for work experience.

**Component 3: Project Management and Administration, Monitoring and Evaluation, and Knowledge Dissemination** will cover the costs of a PMU, establishment of operational support mechanisms (MIS and website), travel, telecommunications, printing and other office expenses, processes to respond to beneficiary feedback, as well as managerial oversight and external audits.

1. **Objective of assignment**

To oversee the effective organization and coordination of all Municipalities for Youth (M4Y)project activities such that the project meets its intended goals outlined in the Grant Agreement and Project Paper and follows the procedures outlined in the Project Operations Manual (POM).

The Project Coordinator is responsible for implementation of project activities in accordance with the agreed project documents, donor’ standards and procedures – with special attention to the World Bank anti-corruption guidelines – and in accordance with the Laws and Regulations of the Republic of Kosovo. The Coordinator supervises all M4Y staff and consultants and is responsible for managing their performance. The Coordinator manages day-to-day use of the M4Y budget in accordance with the approved annual budget and work plan. Successes, challenges, and deviations from approved project plans will be communicated to the World Bank by the Project Coordinator.

The Project Coordinator will be accountable for the delivery of the agreed project activities and the selection process (including successful candidate) must receive a no-objection from the World Bank prior to appointment. No reassignment or delegation of this position can be made without the agreement of the World Bank. This is a full-time position based at the Ministry of Local Government (MLG) Central Office in Pristina with frequent travel to the field.

1. **Duties and responsibilities**

The Project Coordinator will coordinate all project activities, oversee the work of the Project Management Unit (PMU) and report on project progress to the World Bank. The Project Coordinator is the primary day-to-day point of contact for the World Bank regarding management and is fully accountable for the delivery of the project. Principal functions of the Project and Digital Inclusion Coordinator will include but are not limited to:

* Project management: Develops a project Implementation Plan and ensures implementation is aligned with the project objective and timeline. Provides strategic and technical advice to Component Coordinators on cost-effective implementation of project activities. Identifies project implementation challenges and risks in a timely manner and suggest appropriate adjustments. Co-chairs & coordinates PMU progress meetings. Facilitates and oversees the establishment of subgrants evaluation committees with focus on transparency and equal opportunity.
* Fiduciary and budget management: The Project Coordinator manages annual budget planning, quarterly reconciliations, and execution. S/he supports the procurement of goods, works and services, conducted in accordance with the World Bank Procurement Regulations and the agreed project’s Procurement Plan. The Project Coordinator represents MLG on the tender panels for M4Y subgrant implementation and signs on behalf of MLG for financial documents submitted by contractors (firms and individuals), suppliers of goods and services for financial payments under the Project. The Coordinator is expected to sign withdrawal applications on behalf of MLG.
* Project monitoring and reporting: The Project Coordinator is responsible for monitoring project activities to ensure compliance with project agreements, donor requirements and legislation of the Republic of Kosovo. S/he will identify any issues arising in implementation that may require changes in operational provisions and/or legal documents and shall prepare a letter to the relevant donors/authorities seeking No Objection for these changes. The Project Coordinator also oversees regular monitoring of the project activities to track whether intended results (as outlined in the Results Framework of this POM) will be met. S/he alerts the M4Y Project Director and World Bank in the event targets will not be met and proposes solutions to improve results. S/he ensures that monitoring and evaluation is being conducted according to the requirements of the POM. S/he oversees the preparation of semi-annual reports, a mid-term, and end-term project report. This includes aggregating data and inputs from subproject implementation reports and Facilitating Partner NGO progress reports.
* Stakeholder management: The Project Coordinator is responsible for effective involvement of relevant stakeholders in the project implementation, including Facilitating Partner NGOs, selected municipalities, communities and beneficiaries. S/he ensures that an Implementation Agreement is signed between MLG and each participating municipality, outlining the roles and responsibilities of each party during project implementation. S/he will participate in municipal progress meetings, workshops and community visits.
* External representation and knowledge dissemination: As authorized by the M4Y Project Director, the Project Coordinator represents the project to relevant actors, including official bodies of the Republic of Kosovo, donor organizations, NGOs, and municipalities. S/he is responsible for the project’s communication and knowledge sharing activities, including by contributing content to the project website and social media, organizing the project’s launch event and annual Youth Forums. S/she will oversee the implementation of the project’s Japan visibility strategy in all verbal and written communication.
* Safeguards: The Project Coordinator oversees the M4Y Safeguards Consultant to ensure that all World Bank safeguards concerns under the Project are fully identified and addressed in line with the Bank’s safeguards procedures and policies. The Project Coordinator brings any safeguard issues to the attention of the World Bank through incident reporting, during Implementation Support Missions and in regular reporting.
* Documentation: The Project Coordinator oversees and manages the development and, if necessary, the update of all operational manuals, instructions, regulations and other similar documents governing the Project activities and its implementation. S/he performs administrative duties related to the project, including keeping records of implementation activities, such as draft minutes and reports, in a systemic manner that allows easy search-and-find.
1. **Reporting**

The Project Coordinator directly reports to the M4Y Project Director or a person, to whom these authorities delegated.

1. **Qualifications**

The applicant for this position should possess the following knowledge and work experience:

* Minimum Bachelor degree on Economics, Financial Management, Public Administration, Social Sciences, and preferably a Master’s degree;
* At least 5 years’ recent (last 5 years) Project Coordinator experience on projects funded by international donors, preferably with the World Bank;
* Experience managing similar projects with focus on youth development, community driven development or social inclusion;
* Recent (last 5 years) experience working directly with marginalized youth;
* At least 5 years’ experience engaging with local governments and NGOs;
* Solid knowledge of public financial management issues and practices;
* Fluency in Albanian and English (read, write and speak); knowledge of Serbian is preferred;
* Excellent computer skills and mastering of MS Word, MS Excel and MS Access;
* Track record of working with utmost integrity and accountability.
1. **Type and engagement period:**

The project coordinator is a full time position in MLG Central Office in Pristina with frequent travel to the field, whose engagement will last until 30 January 2023.