

# ORGANIZATIONAL DEVELOPMENT SPECIALIST

## Terms of References

<b>Project Title:</b>	<i>Integrated Water Resources Management in Kosovo</i>
<b>Post Title:</b>	Organizational Development Specialist (short-term national expert)
<b>Duty Station:</b>	Program Facilitation Unit based in Pristina
<b>Duration of initial contract:</b>	Up to 30 days until April 2020 (possibility for extension)

### BACKGROUND / CONTEXT:

The recently launched *Integrated Water Resources Management in Kosovo* (IWRM-K) Program stands in its inception phase that is expected to extend until the end of April 2020, when the 4-years long implementation phase is planned to start. The Program is implemented by the consortium of Skat Consulting Ltd. (Switzerland) and the Environment Agency Austria, in partnership with KEK-CDC Consultants (Switzerland) as well as World University Services (Austria) and other experts providing complementary expertise required for the conceptualization and the implementation of IWRM-K.

The IWRM-K Program undertakes a wide range of national and local level interventions, including: **a)** support to developing institutional capacity of the key water sector stakeholders; **b)** preparation of planning and technical base that informs water resource management; **c)** support to knowledge and skills development of water professionals; and **d)** grants scheme to support priority measures aiming at improving water resources management in selected river basins. The Program is implemented in close cooperation with a wide range of stakeholders at national, regional (river basin) and local levels, including the Ministry of Environment and Spatial Planning with its main constituent agencies (e.g., Hydrometeorological Institute, Environment Protection Agency, River Basin District Authority), other ministries, water companies, municipalities, educational institutions, and CSOs/NGOs.

To be able to reach the full-size implementation phase, during the course of the ongoing inception phase, the Program will focus on the following key aspects: **a)** carrying out capacity development needs assessment in the water sector; **b)** formulating the Program Document that will guide future SDC funding; and **c)** mobilizing stakeholders for the upcoming implementation phase.

To ensure the Program activities relating to institutional strengthening and organizational development, Skat Consulting Ltd. now wishes to hire a short-term national **Organizational Development Specialist** with previous relevant experience from similar assignments in the context of Kosovo. Her/his main responsibility will be to provide support to the Program team based in Pristina and the international experts part of the consortium responsible for the respective program components.

### DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Program Team Leader, and the programmatic guidance provided by the institutional development experts coming from KEK-CDC Consultants, the *Organizational Development Specialist* will be responsible for carrying out the following key tasks:

1. Get acquainted with the Program concept, objectives and priorities particularly in relation to institutional strengthening and organizational development;

2. Study previous activities on organisational development / institutional strengthening in the water sector in Kosovo, by conducting review of relevant documentation backed by a series of interviews targeting key beneficiary institutions and Program partners;
3. Contribute to conceptual development of the relevant Program interventions (to be reflected in the Program Document);
4. Contribute to preparation of reports from institutional and organisational assessments, including stakeholder assessment and other relevant aspects;
5. Take lead role in the assessments of partner organisations in relation to current and required (future) capacity for introduction of a country-wide and river basin-scale IWRM (based on inputs from different Program experts);
6. Support learning needs assessment targeting key program stakeholders in relation to the objective of introducing IWRM (in close cooperation with World University Services as the partner responsible for education and skills development of Kosovo's water professionals);
7. Facilitate / co-facilitate workshops on organisation development and other issues carried out as part of the Program's inception phase;
8. Assist the Program, especially the Pristina-based program implementation team, on issues related to organisational development and institutional strengthening as required.

#### EXPECTED DELIVERABLES

The *Organisational Development Specialist* will be responsible for producing the following types of outputs (deliverables):

- Brief reports from different assessments as requested by the Program management and KEK-CDC consultants;
- Concept paper on proposed institutional strengthening/organizational development activities to be included in the Program Document;
- Working material for workshops and other events relating to institutional strengthening/ organizational development;
- Meeting minutes from interviews with stakeholders.

#### QUALIFICATION REQUIREMENTS:

- Minimum university degree (e.g., social or natural sciences, organizational development, management or related);
- At least 10 years of experience as a professional/consultant on issues related to management, HR development, moderation/facilitation and/or similar projects;
- At least 3 years of relevant experience in organisational development / institutional strengthening, organizational effectiveness, design and change management methodologies;
- Proficiency in spoken and written Albanian and English; knowledge of Serbian is an advantage;
- Excellent moderation/facilitation skills;
- A proactive, energetic, and highly motivated personality.

### TERMS AND CONDITIONS:

- *Language/Reporting*

All deliverables/outputs need to be prepared in English and/or Albanian as needed.

- *Timeline and duration of the assignment*

Maximum available time for development of the task is 30 days until the end of the inception phase (April 2020). NOTE: it is important that selected expert is able to start with the assignment immediately considering the urgency of her/his input.

- *Payment schedule*

The payment for the services will be carried out in instalments linked to submission and approval of the deliverables indicated above and the number of expert-days used for each assigned task / produced deliverable.

- *Travel requirements*

The expert is expected to carry out the majority of duties in the Pristina-based Program Facilitation Unit. S/he will be expected to attend Program events (mostly in Pristina) and meet multiple stakeholders for interviews majority of which will also be based in Pristina. All work-related travel has to be included in expert's fee regardless of whether the expert will come from Pristina or another part of Kosovo.

### APPLICATION PROCEDURE:

Interested candidates need to submit their application to [kosovo@skat.ch](mailto:kosovo@skat.ch) by **6 August 2019**. The application needs to comprise the following documents/information:

1. *Cover letter* (summarizing qualifications and relevance for the position based on previous experience, as well as earliest possible availability to start with the assignment);
2. *Most updated professional CV*;
3. *Contacts of at least three persons* for reference checking purposes.
4. *Financial proposal*. The financial proposal must be expressed in the form of an all-inclusive daily fee in EUR (this includes daily expert fee, cost of any work-related travel, communication, any other expenses related to this assignment as well as all taxes).