

## TERMS OF REFERENCES

### Program Administrator: IWRM Policy and Governance Specialist

<b>Program Title:</b>	Integrated Water Resources Management in Kosovo (IWRM-K), Phase 2
<b>Post Title:</b>	Program Administrator: IWRM Policy and Governance Specialist (full-time)
<b>Duty Station:</b>	Skat, Program Facilitation Unit (PFU), Pristina, Kosovo
<b>Duration of contract:</b>	1-year initial contract with possibility of extension
<b>Indicative start date:</b>	01 September 2024

#### BACKGROUND / CONTEXT:

Following the successful completion of Phase 1 (2020-2024) of the Program and building upon the multitude of results and lessons learned, Phase 2 (2024-2029) is designed to take the water sustainability agenda to the next level seeking to transform Kosovo into a model for resilience and sustainability in managing water resources.

Over the coming five years, this Program will help address some of the root causes of Kosovo's severe challenges in relation to water. By building capacities to tackle these challenges, it will help ensure sufficient water for Kosovo's people, economy, and ecosystems.

The Program's Phase 2 will implement carefully designed and strategized interventions that will help gradually build the country's capacity to adopt IWRM as a viable response to the current and future challenges, by investing in:

#### **Plans and Measures:**

- Alignment of Kosovo's water policy, strategic, and planning framework with EU-based standards and approaches.
- Facilitating the implementation of the existing RBMPs through supporting a series of targeted measures to address sources of pollution from industry, agriculture, settlements, as well as through promoting Nature-based Solutions.

#### **Legislation, Institutions, and Knowledge:**

- Upgrading the water legislation and supporting institutional and organizational capacity development for water resource management among partner institutions at national and local/municipal levels.
- Facilitating budgetary increases to support IWRM through improved water financing models.
- Continue introducing top water science courses in national universities and creating on-the-job training opportunities for young professionals, experts, and researchers.
- Upgrading the current water monitoring and Water Information systems.

#### **Stakeholder participation, Civil Society Organizations, and Awareness Raising:**

- Further develop the newly introduced stakeholder participation mechanisms to ensure democratization of water resource management.
- Empowering stakeholders and CSOs to partner with the Government on water resources management through targeted training and grants.
- Conducting communication and awareness-raising activities at national and local levels to spur action and position water resource management as a top priority on the country's political agenda.

The Program is funded by the Swiss Agency for Development and Cooperation (SDC) and the Government of Kosovo (GoK). Its implementation is entrusted to a consortium comprising Skat Consulting, Switzerland, and the Environment Agency Austria (EAA). The day-to-day implementation is managed by the Pristina-based Program Facilitation Unit (PFU), which consists of a dedicated team of professionals with expertise in various technical water-related issues.

To enhance the capacity of the PFU, Skat Consulting is seeking to employ a junior to mid-career professional in the role of *Program Administrator: IWRM Policy and Governance Specialist*. The ideal candidate will complement the existing team's qualifications by providing expertise in the social, political/policy, stakeholder mobilization, and local governance aspects of water resources management. Additionally, the candidate should be knowledgeable in cross-cutting issues such as social inclusion and gender mainstreaming.

### **DUTIES AND RESPONSIBILITIES:**

Under the overall guidance of the Team Leader and the direct supervision of the respective Component Leaders/Senior Advisers, and in close collaboration with the Program's experts and partners/beneficiaries, the *Program Administrator: IWRM Policy and Governance Specialist* will assume implementation responsibilities for aspects of the Program's Phase 2 related to Socio-Economic, Political/Policy, Local Governance, and Stakeholder Participation issues. Specifically, the responsibilities include overseeing the following priority lines of intervention:

1. Harmonization of sectoral policies, strategies, and plans with IWRM priorities.
2. Local governance (local self-government) aspects of IWRM.
3. Stakeholder participation, civil society involvement in IWRM, and awareness raising.
4. Gender mainstreaming and social inclusion aspects of IWRM.
5. Other interventions as required.

The Program Administrator will assume the following specific duties and responsibilities related to the aforementioned lines of interventions:

- Review relevant Program documents and propose adjustments to approaches, processes, and practices within the scope of expertise.
- Develop concept papers and TORs for required inputs (e.g., expertise, grants), ensuring collaborative input from stakeholders is incorporated.
- Coordinate the procurement and recruitment of specialized expertise relevant to the job position, including preparing tender documents, coordinating evaluation committee work, drafting evaluation reports and preparing draft contracts.
- Manage contracts of assigned companies and individual consultants relevant to job position (e.g., ensure timely delivery of required services/documents, perform quality assurance, ensure complementarity/synergies with other Program processes).
- Lead integration of gender mainstreaming and social inclusion considerations across all Program interventions (e.g., integrating specific aspects in Program reports, ensuring comprehensive data collection, analysis, and reporting).
- Ensure effective operation of stakeholder groups (e.g., working groups, stakeholder participation mechanisms) by providing timely information, conceptualizing and organizing working sessions/events, minute-taking, and reporting as per agreed schedules.
- Oversee involvement of Civil Society Organizations in Program activities (e.g., facilitate information flow, implement capacity development initiatives, manage grants, engage in stakeholder participation mechanisms).
- Lead assessments of stakeholders' knowledge, attitudes, perceptions, and awareness on water-related issues, recommending appropriate communication and awareness-raising priorities (e.g., through design and implementation of sociological surveys).
- Coordinate with similar programs/projects/initiatives to ensure activities complement each other and to avoid duplication of efforts.

### QUALIFICATION REQUIREMENTS:

- Advanced degree (M.Sc./MA or higher) in social sciences, political science, local governance, local development, or a related field.
- Preferably over 8 years of experience as a professional, consultant, or researcher focusing on socio-political, socio-economic aspects, public policy, and/or social research in a development context in Kosovo.
- Knowledge of local governance/local self-government, and institutional development/public administration aspects in the context of Kosovo is advantageous.
- Familiarity with environmental/water management issues in Kosovo is beneficial.
- Understanding transversal issues such as gender mainstreaming and social inclusion is highly desirable.
- Proficiency in spoken and written Albanian and English; knowledge of Serbian is an advantage.
- Excellent moderation and facilitation skills.
- Proactive, energetic, and highly motivated personality.

### APPLICATION PROCEDURE:

Interested candidates should submit their application to [skatconsultingkosovo@skat.ch](mailto:skatconsultingkosovo@skat.ch) by **30 July 2024**. The application must include the following documents/information:

- Cover letter (summarizing qualifications and relevance for the position based on previous experience)
- Updated professional CV
- Contact details of at least three references for reference checking purposes and/or reference letters/recommendations from previous employers/clients.
- Sample professional reports preferably on topics relevant to the TOR.

Skat Consulting Ltd. encourages applications from all qualified individuals, regardless of gender, nationality, culture, religious and ethnic backgrounds. All applications will be handled confidentially.