

Enabling Income Generation for the Poor (EnInGeP)

Financed by Austrian Development Agency

Implemented by CARE International in the Balkans and ECIKS

Annex 1: Terms of References: Project Officer - Finance Procurement and Administrative Tasks

1. Project Background

The private sector in Kosovo suffers from inability to create new jobs, lack of access to finance and BDS, low FDI inflows and gender norms which can prevent women and girls from reaching their full potential. Given the unequal distribution of economic opportunities, through facilitation and upscaling of market support functions, the project “Enabling Income Generation for the Poor” will address critical market constraints, igniting growth, narrowing disparities, and increasing the economic assets of the most vulnerable. This project distills lessons from ACCESS¹, to achieve an overall objective: contribute to a sustainable, resilient, and inclusive private sector development enabling inclusive job creation and income generation for the poor and vulnerable.

The interventions proposed will achieve the following outcomes:

- Development and modernization of the support system for MSME and future entrepreneurs in a gender-sensitive and socially inclusive manner by cooperating with and incentivizing relevant stakeholders (public, private and civil society) facilitated.
- Access to finance for innovative and entrepreneurial ideas in a gender-sensitive and socially inclusive manner (focus on inclusion and economic empowerment of vulnerable women and men) improved.
- Access to acceleration and digitalization services with a special focus on MSME led by vulnerable women and men facilitated.

The expected outputs are:

- Support service of KIESA for market development improved.
- Consultancy services of BCC standardized and regulated.
- Women’s participation in the ICT sector increased through supporting Digi Women Cluster.
- Kosovo’s Fund for Innovation and Technological Development (KFITD) established.
- MSMEs enabled to digitalize through targeted and upscaled Business Digitalization Services.
- Financial literacy of vulnerable population improved through the “Biznesi Im” Platform.
- MSMEs enabled to access digital services through the “Biznesi Im” Platform.
- Business Digitalization Services improved through certification of consultants from marginalized populations.

¹ „Market Access and Business Digitalization Services for Kosovo Companies – ACCESS“ is a private sector development project, predecessor to EnInGeP, funded by ADA, co-funded by GoK, and implemented by ECIKS (2019-2022).

The target groups of the proposed project are vulnerable young and marginalized women and men interested in entrepreneurial activities. The main beneficiaries consist of MIET, KIESA, BCC, DECK and vulnerable MSMEs. By introducing systemic change through the application of IMSD, we aim at creating/maintaining 300 jobs, and generating benefits that would accrue to more than 10,000 enterprises.

About ECIKS

ECIKS is a cutting-edge consultancy firm with exceptional local and international expertise in helping private and public organisations unlock their potentials to achieve objectives and increase performance. ECIKS delivers value to institutions and firms in Vienna, Berlin, Zurich, Bern, Tirana, Prishtina for over 20 years through an agile and dedicated team of professionals specializing in management consulting, business strategy, digitalization, foreign direct investment, private sector development, investment promotion, research and analysis, and human resources.

ABOUT CARE International

CARE's work in the Balkans started in 1993, when it provided humanitarian support to people affected by war. In the late 90-ties, CARE shifted its focus in the region from humanitarian post-war assistance and rehabilitation to socio-economic development, engaging in interventions directed at conflict prevention and peace-building, sustainable livelihoods, gender equality and the prevention of gender-based violence. CARE International in the Balkans places the quality of its program at the centre of its mission and has developed a regional strategy that encompasses two main program directions: Gender Equality and Social and Economic Inclusion.

2. Objective

The purpose of this role is to support the project team in managing the financial and procurement activities of the project, ensuring compliance with organizational policies and procedures of ECIKS and CARE, donor regulations, and government laws and regulations.

3. Main Activities and Deliverables

Main Activities

- Administer and coordinate all financial transactions of the project.
- Ensure proper process documentation of all financial transaction as per donor & organizational compliance.
- Ensure that the financial transactions, accounting, and annual financial statements are in accordance with donor's requirements and with the laws and regulations in force.
- Prepare project financial reports for stakeholders and serve as a liaison to the auditors.
- Record financial project data into systems, monitoring and analyzing project data.
- Manage the procurement process, including preparation of procurement plans, bid documents, evaluation reports, and contracts
- Review the procurement requirements and compile a reference library for use in the procurement process; review these guidelines and update them on an annual basis.
- Draft and issue calls for proposals and applications, invitations to bid, determining procurement mechanisms that will ensure fair and open competition.
- Ensure that procurement is conducted in a transparent and fair manner, and that value for money is obtained
- Ensure minimum segregation of duties, signatory and approvals' levels authorisations

- Create templates and files to document procurement processes.
- Provide support to intervention managers in implementing project activities if needed.
- Provide support to local and international experts working in the project implementation, including translation services.
- Manage project documentation and contracts, raise issues and implement changes to contracts.
- Maintain records regarding various aspects involved in the project, including but not limited to keeping a track of the team-hours, expenses, minutes of meetings held etc.
- Other duties may be assigned.

Main Deliverables

Financial Process Documentation:

- Comprehensive process documentation of all financial transactions in compliance with donor and organizational requirements.
- Documented procedures for financial reporting, budgeting, and accounting as per project guidelines.
- Updated and standardized financial documentation templates for easy reference and use.

Financial Compliance and Reporting:

- Annual financial statements prepared in accordance with donor requirements and applicable laws and regulations.
- Project financial reports generated and distributed to stakeholders as per agreed-upon timelines.

Procurement Management:

- Procurement plans developed, including bid documents, evaluation reports, and contracts.
- Reference library compiled and updated annually, containing guidelines and procedures for procurement processes.
- Calls for proposals, invitations to bid, and other procurement-related communications drafted and issued.
- Transparent and fair procurement processes ensuring value for money documented and reported.

Project Support:

- Project documentation and contracts effectively managed, with issues raised and contract changes implemented.
- Records maintained for team hours, expenses, meeting minutes, and other relevant aspects of the project.

4. Timetable

The duration of the assignment is from 1 October 2024 till 30 September 2025 (with possibility of extension until June 2026). During this period the Project Officer is expected to respond to any potential request from the project, related to all activities mentioned under point three (3) of the ToR.

5. Qualification requirements

- Bachelor's Degree in Business Administration, Finance, or Management.
- 3 years of working experience in similar projects with private sector background.

- Solid knowledge and understanding of procurement processes and policy.
- Solid knowledge of financial and accounting procedures
- Proficient in all programs necessary to perform the everyday duties of this position. Proficiency in MS Office Products is required.
- Excellent knowledge of Albanian and English language is required.

6. Management

- The employee will perform her/his duties under the supervision of the Project Team Leader.