**Kosovo: Kosovo Digital Economy (KODE) Project**

**TERMS OF REFERENCE**

**Project and Digital Inclusion Coordinator for KODE Project**

**(Ref. No. […])**

**BACKGROUND**

The Government of Kosovo has secured support from the International Development Association (IDA) (hereinafter ‘the Bank’) for a Kosovo Digital Economy (KODE) Project in the amount of 20, 7 million EUR. The KODE Project aims to improve access to better quality and high‐speed broadband services in project areas and to online knowledge sources, services and labor markets among citizens, and public and academic institutions.

It is foreseen that **the Project will achieve its development objective through two main sets of activities**: (1) expanding access of Kosovars to high‐speed and better quality digital infrastructure; and (2) support Kosovars to take advantage of regional and global Digital Economy (DE) opportunities, especially for income generation, usage of services, and learning, thus triggering the growth of a DE in Kosovo.

**The Project is structured along three components**: Digital Inclusion, Digital Work and Empowerment, and Project Implementation Support. Two substance components of the Project are outlined below.

**Component 1: Digital Inclusion** component will support digital inclusion through: (a) the expansion of digital connectivity through the co‐financing of deployment of high‐speed broadband connectivity in areas that have been identified as not connected or underserved, and (b) improving of the enabling environment for wireless broadband services, through the deployment of the National Spectrum Monitoring System (NSMS).

**Component 2: Digital Work and Empowerment** will support the Youth Online and Upward (YOU) Program and increased access to knowledge, information and online services.

**The present Terms of Reference concern the coordination of the overall Project, as well as of the Digital Inclusion Component 1 of the Project**.

The KODE will be implemented by the Ministry of Economic Development (MED) that will provide strategic direction and technical oversight to the entire Project. MED oversees the Information and Communications Technology (ICT) sector development and executes this mandate through the Department of Post, Telecommunication and Information Technology (the Department), which for the purposes of the Project will act as the lead implementing agency and will carry the primary responsibility for all Components of the Project.

**OBJECTIVES OF THE ASSIGNMENT**

The MED intends to hire a Project and Digital Inclusion Component Coordinator for the KODE Project Implementation Unit (PIU) who will be responsible for the coordination of day-to-day operations to ensure the preparation of the Project Operations Manual (POM) and implementation of the Project in line with the objectives outlined above and in compliance with the POM. As part of these activities, the Project and Digital Inclusion Component Coordinator shall implement the Digital Inclusion Component, which has the following sub-components: 1) Financing of Digital Connectivity, and 2) Improving the enabling environment for digital connectivity. The coordination of this Component as well as of the entire Project shall be done by the Digital Inclusion Component Coordinator in a timely, effective, efficient, and results-oriented manner.

**SCOPE OF WORK**

The Project and Digital Inclusion Coordinator will be responsible for the coordination of all key activities under this Project, with a particular focus on Component 1.

**Duties and Responsibilities:** Principal functions of the Project and Digital Inclusion Coordinator will include but are not limited to:

* Coordinate and manage all key activities related to the Project, including coordination of the activities of the selected consultants, vendors, and service providers, with a focus on Component 1, to ensure their timely and effective delivery, in accordance with the POM;
* Contribute to the development of the Project implementation plan, regularly monitor and report to the Project Director on the overall Project’s progress and results against operating and financial objectives, with a focus on Component 1;
* Support Project Director by providing comments, technical advice, assistance on, review of technology-related issues;
* Work with the Project Director on monitoring the Project’s indicators, particularly those related to Component 1;
* Provide strategic support and assistance in all administrative and financial areas as required and monitor cost effectiveness, implementing corrective actions as needed;
* Coordinate the recruitment and human resource management for the Project;
* Design and oversee the rural broadband sub-projects under Component 1; where needed, perform adjustments to the design based on the pilots’ results and circumstances to ensure best possible outcomes; Design and oversee implementations of the related technical assistance to the relevant institutions per Project’s design;
* Design and oversee the NSMS deployment and related technical assistance;
* Support the procurement of goods, works and services, conducted in accordance with the procurement provisions applicable for the Project;
* Monitor the execution of contracts procuring goods, works and services for the Project, with a focus on Component 1;
* Contribute to the finalization and periodic update, as necessary, of the Procurement Plan (PP) and Project Procurement Strategy Document (PPSD) of the Project;
* Coordinate the development and update of the POM, including when modifications or supplements to them are needed;
* Cooperate with respective M&E team, as identified by MED, and provide required inputs to M&E related work;
* Provide technical inputs to the Project Director on development of the reports to the Government of Kosovo and the Bank;
* Liaise with the Government agencies and private companies involved in the implementation of the Project and particularly of the Digital Inclusion component and coordinate joint activities;
* Serve as a technical liaison in interactions with the Bank and other development partners on matters pertaining to the Project’s overall implementation and that of its Digital Inclusion Component;
* Serve as the communication focal point between Project’s consultants and WB to ensure timely provision and exchange of project information related to cross-cutting activities under the project.
* Participate in meetings, seminars, conferences, and other events and programs of economic development organized by the Government of Kosovo, the Bank and other development partners with respect to questions that are related to the Bank financed program and projects.

It is assumed that specific tasks to be undertaken by the Project and Digital Inclusion Coordinator will cover the activities specified in the Project Appraisal Document and PP.

**REPORTING OBLIGATIONS**

The Project and Digital Inclusion Component Coordinator will work under the direct supervision of the Project Director within MED. She / He will deliver monthly progress reports on her / his activity.

**MED’S CONTRIBUTION**

The MED will provide office space and equipment required for the Project and Digital Inclusion Component Coordinator to perform the tasks assigned.

**QUALIFICATIONS**

* A Bachelor’s Degree in Telecommunications Engineering;
* Minimum 7 (seven) years of relevant professional work experience in the Telecommunications sector; work experience within the private sector with focus on Telecommunications is strongly preferred;
* Minimum 3 (three) years’ experience in public sector policy making in ICT and good understanding of the ICT policy environment in Kosovo; experience with policymaking processes in Kosovo is strongly preferred;
* Experience in the coordination of the projects financed by donors;
* Proven knowledge of telecommunications protocols and networks (WAN, LAN, TCP/IP, routing Protocols, Wireless Networks, Mobile Networks), wireless spectrum management and monitoring systems, cybersecurity technical and policy provisions. Experience in in the broadband infrastructure deployment projects in Kosovo is highly desirable;
* Practical knowledge of the World Bank Guidelines / World Bank Regulations;
* Strong organizational and managerial skills; advance networking skills;
* Advance skills to communicate and draft various kinds of project documentation and reports;
* Computer proficiency (MS Office and other standard business IT tools and relevant IT equipment). Knowledge of GIS and engineering software is an advantage.
* Fluent in Albanian and English;
* B Category Driver’s License.

**TERMS OF THE ASSIGNMENT**

* The Project and Digital Inclusion Coordinator shall be engaged on a full-time basis for the duration of the Project;
* The remuneration will be paid monthly;
* The Project and Digital Inclusion Coordinator will be offered opportunities to develop professionally by attending relevant training events and courses over the duration of the contract;
* Evaluation of the 3 (three) months’ probation period and further contract extension would be fully based on the Project and Digital Inclusion Coordinator’s performance certified by the Project Director and agreed with the Bank.

**START OF WORK AND DURATION OF THE CONTRACT**

* The work of the consultant will take place tentatively from January 2019.
* The contract is for an initial period of 1 (one) year with a 3 (three) month probation period, at which time the performance of the consultant shall be evaluated.