



## CALL FOR APPLICATIONS

Position Title : **Consultant**

Duty Station : **Pristina, Kosovo<sup>1</sup>**

Classification : **Consultant, Grade Other**

Type of Appointment : **Consultant**

Estimated Start Date : **As soon as possible**

Closing Date : **10 March 2023**

*Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.*

### **Context:**

#### **Nature of the consultancy**

Develop and conduct a rapid assessment with previously EU-CSP (Community Stabilisation Programme) supported beneficiaries with the objective in identifying 50 potential beneficiaries to receive a COVID19 relief assistance.

#### **Project Context and Scope:**

The EU-CSP IV programme aims at stimulating and developing small businesses in non-majority communities across 38 municipalities of Kosovo, that face general difficulties arising from the nature of Kosovo's economy and a lack of economic opportunities. The situation of the community members, frequently residing in disadvantaged and isolated communities, leaves them particularly vulnerable.

The EU-CSP IV support mechanism presents an opportunity to continue stimulating economic and development activities among these communities, providing sustainable livelihoods to those residing and returning.

The COVID-19 pandemic and the lockdown imposed by the authorities has had a major impact on socio-economic life in Kosovo and have further exacerbated the already fragile situation. Small businesses face many obstacles to remain profitable during the pandemic situation. The COVID-19 pandemic has deepened pre-existing inequalities in Kosovo and further exposed vulnerabilities in social, political and economic systems. As the pandemic takes a toll on economies, the most vulnerable groups tend to be

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<sup>1</sup> All references to Kosovo should be understood for IOM to be in the context of [United Nations Security Council resolution 1244](#) (1999).

disproportionately affected and are at higher risk of falling further into poverty, especially in times when social and economic safety nets are stretched to their limits.

In response to the COVID-19 pandemic situation in Kosovo, this action will contribute to mitigating the social and economic impact of the COVID-19 pandemic on the most affected and vulnerable EU-CSP programme previously supported businesses following the coronavirus crisis by addressing basic and pressing needs in business equipment and tools.

### **Objectives:**

The rapid assessment will assess 200 CSP previously supported beneficiaries, out of which will recommend a list of 50 beneficiaries who have been particularly impacted by COVID19, to be recipients of socio-economic assistance provided by CSP.

The assessment will target small family businesses that the EU-CSP programme has supported over the last 10 years. These businesses are often the only source of income for the families and therefore need special attention. The post-crisis revitalization support will allow them to continue their functioning and provide for their families.

**Organizational Department / Unit to which the Consultant is contributing:** Community Stabilisation Programme EU CSP IV.

### **Category B Consultants: Tangible and measurable outputs of the work assignment**

- The assignment will start on **15 March 2023** and will have to be completed (and approved by IOM) by **10 April 2023**.
- Provide the first draft the assessment design (including methodology, research questions, data collection methods, data analysis plan, timeline, data analysis and data protection considerations and risk assessment plan) and research tools (in [English](#)) to IOM by **24 March 2023**.
- Final assessment design approved by IOM by **15 March 2023**. Assessment must comply with data protection standards in place in the context of research and should be aligned with IOM Data Protection Principles<sup>2</sup>.
- Finalize all the assessment visits based on the provided list by **25 March 2023**.
- Present the preliminary findings, conclusions, and recommendations of the assessment to the project team for revision **25 March 2023**
- Draft a report and present a list of 50 potential beneficiaries by **24 March 2023**.
- Finalize the complete report, including, findings, conclusions and recommendations, together with the list and the list of potential beneficiaries, by **10 April 2023**. The final draft should be in accordance with the *IOM Style Manual*<sup>3</sup>, *IOM Spelling List*<sup>4</sup>, *IOM Guidelines on Research Report*

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<sup>2</sup>IOM. 2009. IOM data protection principles. Available at <https://intranetportal/Pages/ControlNo.aspx?controlNo=IN/00138>

<sup>3</sup> IOM. 2019. IOM house style manual, Available at:

[https://dmsportal/PublishedDocuments/Instructions/IOM%20House%20Style%20Manual\\_29Jan2020.pdf#search=IOM%20House%20Style%20Manual](https://dmsportal/PublishedDocuments/Instructions/IOM%20House%20Style%20Manual_29Jan2020.pdf#search=IOM%20House%20Style%20Manual)

<sup>4</sup> IOM. 2021. IOM spelling list. Available at: [https://dmsportal/\\_layouts/15/WopiFrame2.aspx?sourcedoc={A4CC4F56-0898-46BC-9FBF-0F87B97006BD}&file=IOM%20Spelling%20List.pdf&action=default&DefaultItemOpen=1](https://dmsportal/_layouts/15/WopiFrame2.aspx?sourcedoc={A4CC4F56-0898-46BC-9FBF-0F87B97006BD}&file=IOM%20Spelling%20List.pdf&action=default&DefaultItemOpen=1)

Writing<sup>5</sup>, IOM Publications Layout Manual<sup>6</sup>, Essential elements of house style for research submissions<sup>7</sup>, IOM Glossary<sup>8</sup>, as well as in line with IOM Data Protection Principle which will be provided on the signing of the contract.<sup>9</sup>

- Finalize the list of 50 potential beneficiaries, in cooperation with project staff, by **10 April 2023**
- Hand over all the documents relevant to the assessment, including the results of the individual assessments, consent forms, notes, etc.

### **Performance indicators for the evaluation of results**

- a) Research design submitted to and approved by IOM;
- b) Preliminary findings submitted to and approved by IOM;
- c) Final Draft submitted to and approved by IOM;

### **Education, Experience and/or skills required.**

#### **Education**

- Bachelors degree in Economy, Sociology, Migration Studies, Development Studies or other relevant social sciences.

#### **Experience**

- At least 3 years of experience in conducting assessment and research with individual and small businesses.
- Demonstrated experience conducting assessments and research with non-majority communities.
- Research work in relation to socio-economic impact of COVID19 pandemic will be considered an advantage

#### **Skills**

- Demonstrated skills in data collection, research and report writing
- Experience in statistical analysis tools
- Ability to conduct interviews in both Serbian and Albanian languages, be it in person or via interpreter.
- Experience writing technical requirements documents, translating/planning specifications to technical briefs for data capture/analysis, and compiling diverse datasets;
- Proficient in Microsoft Office applications e.g. Word, Excel, PowerPoint, E-mail, Outlook;
- Excellent communication and interpersonal skills including ability to work under time pressure and meet deadlines.
- Ability to manage multiple responsibilities at once, effectively perform multiple tasks and prioritize the tasks.
- Attention to detail, ability to organize paperwork in a methodical way;

#### **Languages**

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<sup>5</sup> IOM. 2013. IOM guidelines on research report writing. Available at: [https://dmsportal/PublishedDocuments/Manuals/Guidelines%20on%20Research%20Report%20Writing\\_19Dec2013.pdf#search=IOM%20Guidelines%20on%20Research%20Report%20Writing](https://dmsportal/PublishedDocuments/Manuals/Guidelines%20on%20Research%20Report%20Writing_19Dec2013.pdf#search=IOM%20Guidelines%20on%20Research%20Report%20Writing)

<sup>6</sup> IOM. 2021. IOM publications layout manual. Available at: <https://dmsportal/PublishedDocuments/Brochures%20and%20Info%20Sheets/IOM%20Publications%20Layout%20Manual.pdf#search=iom%20publications%20layout%20manual>

<sup>7</sup> IOM. Essential elements of house style for research submissions. Available at: [https://www.iom.int/sites/g/files/tmzbdl486/files/our\\_work/ICP/MPR/mrs\\_essential\\_house\\_style\\_elements.pdf](https://www.iom.int/sites/g/files/tmzbdl486/files/our_work/ICP/MPR/mrs_essential_house_style_elements.pdf)

<sup>8</sup> IOM. 2019. Glossary on migration. Available at: [https://publications.iom.int/system/files/pdf/iml\\_34\\_glossary.pdf](https://publications.iom.int/system/files/pdf/iml_34_glossary.pdf)

- Fluency in English (oral and written), Albanian and Serbian. The ability to conduct interviews in Albanian and Serbian, be it in person or via interpreter is required.

### **Travel required**

This task requires traveling within Kosovo<sup>1</sup>.

### **Competencies**

#### Values

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

#### Core Competencies – behavioural indicators

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results:** produces and delivers quality results in a service-oriented and timely manner; is action-oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge:** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

### ***Other***

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

This post is subject to local recruitment. Only persons holding a valid residence and work permit for Kosovo will be eligible for consideration.

### ***How to apply:***

**This application is open to individuals. Applications should contain the following:**

- Expression of interest (no more than one page)
- CV

- A technical proposal (no more than four pages).
- All-inclusive daily fee requested (in EUR)
- 2 reference contacts

Interested candidates are invited to submit their applications package to [iompristinaapplications@iom.int](mailto:iompristinaapplications@iom.int) by 10 March 2023 midnight at the latest, referring to **CON 2023/XK022401** in the subject line.

In order for an application to be considered valid, IOM only accepts applications duly completed.

**Only shortlisted candidates will be contacted.**

***Posting period:***

From 24.02.2023 to 10.03.2023

***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.