

TERMS OF REFERENCE (ToR)

Job Title:	Senior Expert
Programme Title:	Programme of Integrated Assistance for the Development of Albanian SMEs
Employer	Ministry of Economic Development, Tourism, Trade and Entrepreneurship of Albania (MEDTTE)
Duration of Assignment:	6 months, with possibility of extension
Starting Date:	Immediately
Duty Station:	Tirana, Albania
Type of Appointment:	Individual Service Agreement
Deadline for Application:	Monday 25 July, 2016 - 17.00 CET

1. BACKGROUND:

The Program of Integrated Assistance for Small and Medium Enterprises Development in Albania (IASME), which is the second phase of the “Italian-Albanian SMEs’ Development Programme (PRODAPS), aims at supporting the development of Albanian Small and Medium Enterprises (SMEs), by facilitating their access to the local credit system and promoting activities related to Corporate Social Responsibility. IASME is entirely financed by the Italian Agency for Development Cooperation (AICS) through a 15 million euros soft loan and is implemented by the Ministry of Economic Development, Tourism, Trade and Entrepreneurship (MEDTTE) of Albania. The Programme is managed by a Credit Line Steering Committee (CLSC) assisted by a Programme Management Unit (PMU) that has been established within the Ministry of Economic Development, Tourism, Trade and Entrepreneurship. The PMU is responsible to ensure the program’s day-to-day operations and also acts as technical secretariat of the CLSC.

The Programme aims to contribute to economic growth in Albania, with a view to the gradual integration with the EU, supporting the development of local entrepreneurship and widespread while promoting the adoption of standards of environmental sustainability and the general improvement of the working conditions.

In particular, the initiative aims to improve the relationship of trust between Albanian SMEs and the local banking system, while giving access to credit as a functional tool to facilitate the widespread growth of entrepreneurship, the creation of new businesses and to encourage innovation process and product. The initiative also aims to support the adoption of practices related to corporate social responsibility, understood as a productive structure that generates an improvement in its territory in terms of employment, environmental and social issues in general, while encouraging the functional aggregations between SMEs, for sustainable economic and social spread.

To facilitate this process, the MEDTTE is looking for an experienced and motivated individual to be appointed as short term Senior Expert up to 6 (six months) per year to assist the PMU/MEDTTE in preparation of the inception phase and drafting of the inception report, through a participatory process, and for providing technical advice and expertise for program activities, including monitoring and evaluation with regard to set-up of a monitoring and evaluation system and qualitative and quantitative reporting.

He/She will work closely with PMU Director and PMU staff with the objective of providing direct in-house technical support to the Programme Management Unit (PMU), the Ministry of Economic Development, Tourism, Trade and Entrepreneurship (MEDTTE), the Program's Credit Line Steering Committee (CLSC) and other government counterparts. Specifically his/her tasks include but are not limited to:

2. DUTIES AND RESPONSIBILITIES:

Under the direct supervision and guidance of the Credit Line Steering Committee (CLSC), and in close collaboration with PMU Director, the Senior Expert will be responsible for programme coordination, management and monitoring. He will undertake the following tasks:

In collaboration with the PMU Director, elaborate the inception report, as defined in the Proposal for an Inception Phase (See attachment);

Provide technical assistance for implementation of program activities, including those related to monitoring and evaluation, as defined in the work plan to be elaborated during the inception phase;

Support the planning, coordination and provision of technical assistance to implementing partners and beneficiaries. In particular:

Elaborate a detailed program implementation work plan in cooperation with the relevant stakeholders during the inception phase;

Elaborate and provide guidance for the set-up of a program monitoring system that records and provides up-to-date information on the implementation of the program activities and the fulfillment of performance indicators, in order to support the PMU/ MEDTTE, in its day-to-day work and to provide feedback required for the mid-term and final evaluation of the program;

Develop and strengthen monitoring and evaluation procedures;

Recommend further improvement of the logical frame work including: (i) providing technical advice for the revision of performance indicators; (ii) ensuring that realistic intermediate and end-of-programme targets are defined; (iii) identifying sources of data, collection methods and resources needed and related cost;

Provide feedback to the PMU Director on program strategies and activities;

Provide strategic advice on the overall program implementation strategy to Credit Line Steering Committee (CLSC)

Provide inputs, information and statistics for semiannually reports to PMU and CLSC;

Provide assistance in preparation of the inception phase and the drafting of the inception report. Review the program documents, outputs and activities and, in discussion with the PMU Staff, key program partners, to identify the potential gaps/areas that need to be re-examined in the inception phase.

Prepare recommendations on strengthening institutional and technical capacities of the Program, know-how recommendations and implementation of Work Plan based on international best practices.

Assist PMU/ MEDTTE to carry out risk assessment and prepare risk mitigation plan, ensuring that risk mitigation actions are incorporated in the program work plan.

Perform other duties as required by CLSC.

3. REMUNERATION

The remuneration will be based on the candidate's experience and qualification.

4. LOGISTICS AND TIMING

4.1 Location and Working Language

The operational base will be at MEDTTE - Programme Management Unit (PMU) office in Tirana.

The working language is English language. All final deliverables and reports will be in English.

4.2 Duration and Timing

Contract duration will initially be Six (6) months renewable based on satisfactory performance. Expert will be expected to start working immediately after the completion of the selection process.

5. REQUIREMENTS

The assignment will be carried out by a Senior Expert.

5.2 Eligibility requirements

The expert will be expected to meet the following requirements:

- i) University - Master's degree or equivalent (Laurea Magistrale or Laurea Vecchio Ordinamento) in Economics, Finance, Business Administration, Management, Engineering, International Development,

- International Affairs or other related disciplines. Other master degrees will be considered if accompanied by working experience relevant to the position;
- ii) Fluency in English (written and spoken to level C1 of the Common European Framework of reference for languages);
 - iii) Italian native speaker;
 - iv) Italian citizenship;
 - v) Minimum 10 years of post-graduate professional experience in the areas relevant to the assignment (private sector development, SME development and/or entrepreneurship development, etc.) acquired in public or private institutions;
 - vi) Excellent communication, report writing, presentation, research and analytical skills;
 - vii) Advanced skills and experience in project management;
 - viii) Demonstrated experience in designing M&E systems for Private Sector or related sectors;
 - ix) Full computer literacy;
 - x) Excellent inter-personal and communication skills;
 - xi) Enjoyment of civil and political rights;
 - xii) Not have a criminal record and not the recipient of orders that concern the application of preventive measures, civil decisions and measures administrative entered in the judicial record;
 - xiii) Not be subjected to criminal or accounting procedures;
 - xiv) Not be incurred in the removal, storage, revocation or dismissal from employment in the public service.
 - xv) Being no older than 65 at the expiry date of this vacancy announcement;
 - xvi) Good mental and physical health for serving at destination.

5.3 Preferential requirements

- Post-graduate qualifications (Master/PhD) pertaining to the field of interest (e.g. Economics, Business Administration, International Development studies etc.);
- More than 10 years' experience of post-graduate professional experience in the areas relevant to the assignment.
- Experience in implementing technical assistance projects and programs of the Italian Development Cooperation.
- At least 5 years' experience in monitoring and evaluation, particularly in the context of private sector development, SME development and/or entrepreneurship development projects.
- Minimum 5 years' with the design/programming, planning/implementation/monitoring and evaluation in development co-operation programmes in the area of private sector development, business development services and access to finance for Micro, Small and Medium Enterprises (MSMEs) in developing countries.
- Relevant publications consistent with the sector of interest;
- Any other qualifications and skills pertaining the sector of intervention;
- Previous experience in the country and / or regional area (Western Balkans);

- Previous experience in the management and coordination of projects and programs of the Italian Development Cooperation (IDC) with priority to soft loan-financed programs;
- Knowledge of the European Union funded programmes and familiarity with IPA development assistance;
- Working knowledge of written and spoken ALBANIAN.

6. SUBMISSION OF APPLICATIONS

Qualified and interested candidates are hereby requested to apply. Applications shall be submitted by e-mail to utl.albania@esteri.it a copy to info@prodaps.al not later than **17:00 CET, Monday 25 July 2016**.

The application should contain the following:

- Curriculum vitae in Europass CV format¹, including clear statements on candidate's language skills education and professional experience, as well as the contact details (valid email and telephone number) of the Candidate and at least three (3) professional references;
- Cover/ Motivation letter² ;
- Copy of passport/ ID card.

The application missing any of the above mentioned documents will not be considered. Please insert "IASME – Senior Expert" in the subject line of the email. Only shortlisted candidates will be contacted for an interview.

7. DISCLAIMER

By responding to this vacancy announcement, applicants authorize the use and elaboration of personal data and information, including sensitive ones, by the IDC and MEDTTE staff in charge of collection and storage of applications, as well as their use and treatment during the selection process.

8. EQUAL OPPORTUNITIES

The Ministry of Economic Development, Tourism, Trade and Entrepreneurship (MEDTTE) of Albania adopts the principles of equal opportunities and accepts applications without any sort of discrimination based on gender, race, ethnicity, social origin, genetic features, language, religion, political orientation, membership to a minority, property, birth, disability, age or sexual orientation.

¹ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

² The motivation letter shall be no longer than 2 pages and concisely illustrate the candidate's interests and value added with respect to the advertised position.