

## TERMS OF REFERENCE

### FOR CALL FOR TRAINERS: INVESTMENT PROJECTS TRAINING AND WORKSHOP FOR MUNICIPAL OFFICIALS

#### "Municipal Action for Reintegration and Diaspora" - MARDI Project

**1. Background and Short Project Description:** Kosovo has a very large diaspora concentrated in most developed countries around the globe. Its diaspora keeps a strong relationship with the home country in various instances, from family ties to institutions go economic engagement. Today, the Kosovar diaspora represents a tremendous financial, economic, socio-political, and know-how potential that can be used in many ways to benefit the local population and Kosovo in general.

In March 2023, GERMIN signed a cooperation agreement with CARITAS Switzerland in Kosovo within the Municipal Action for Reintegration and Diaspora - MARDI project framework. GERMIN is implementing “Diaspora’s know-how and financial capital are utilized for the economic development of Kosovar municipalities” component within the MARDI project, which will be implemented over three years throughout Kosovo. The project includes two other components: Capacity Building for Municipalities and Supporting the Needs of Migrants and their Integration in the country.

The diaspora component of the project aims to use the Diaspora’s know-how and financial capital to instigate and drive economic change and development in Kosovar municipalities. The expected results of the project include promoting Kosovar businesses abroad with a specific focus on the diaspora community, generating Diaspora investments through attractive competitive investment projects, and facilitating the dialogue between the Diaspora community and Kosovo institutions.

**2. Nature of the Consultancy:** GERMIN intends to conduct a two-day training and a three-day workshop with municipal officials of seven municipalities: Rahovec, Vushtrri, Istog, Prizren, Gjilan, Kamenica, and Ferizaj. The training and the workshop aims to prepare them to generate diaspora investments through attractive competitive investment projects. Training will be theoretically oriented to strengthen the capacities to conceptualize and draft investment projects for municipal officials, while the workshop will be conducted to support municipal officials in developing concrete project proposals for investment projects. The main topics of the training and workshops and possible project examples must be explicitly connected to local governance and the mandate of municipalities in Kosovo. GERMIN seeks to contract a service provider/s to deliver the two-day training and the three-day workshop with municipal officials utilizing curricula that has been developed for the activity. Under the overall supervision of the Project Manager, the successful service provider will have to implement the below-mentioned tasks and deliverables.

### **3. Tasks to be performed under this service contract:**

- Conduct the two-day training and the three-day workshop with the municipal officials of the respective municipalities;
- Develop training materials such as presentations, handouts, case studies, and exercises that support the training curriculum;
- Provide mentoring and coaching to the municipal officials to support them in developing investment projects that are attractive and competitive to diaspora investors. This could involve providing feedback on project proposals, reviewing project budgets, and helping officials to develop effective communication strategies for engaging with potential investors;
- Monitor and evaluate the effectiveness of the training program through participant feedback, post-training evaluations, and tracking the progress of the municipal officials in developing investment projects;

- Provide follow-up support to the municipal officials after the training. This could involve answering questions, and providing additional resources;
- The contractor is expected to propose an adequate methodology to engage workshop participants and implement the training.

**4. Milestones, deliverables, and implementation timeframe:**

| <b>Milestones – Training and Workshop</b>  |  |                     |
|--|--|---------------------|
| <b>Activity</b>  | <b>Deliverables</b>  | <b>Working days</b> |
| Pre-post test for the training and workshop<br><br>Implementation plan for the training and workshop | <ul style="list-style-type: none"> <li>● Pre and post-test questionnaires that assess participants' knowledge, skills, and attitudes related to the training topic, and an implementation plan according to the developed curricula for the activity.</li> </ul>   | 1                   |
| Two-day training (theoretically oriented)  | <ul style="list-style-type: none"> <li>● Customized training materials, including presentations, handouts, and other relevant resources, that align with the training curriculum and cater to the specific needs of the participants;</li> <li>● Specific techniques to adequately connect to and involve their respective diaspora to potential investors;</li> </ul> | 2                   |

|  |  |          |
|--|--|----------|
| <p>Three-day workshop<br/>(compiling<br/>investments<br/>project-proposal)</p> | <ul style="list-style-type: none"> <li>● Customized workshop material, including presentations, handouts, and other relevant resources;</li> <li>● 7 compiled investments project-proposals;</li> </ul>                    | <p>3</p> |
| <p>Follow-up support to the municipal officials after activity</p>             | <ul style="list-style-type: none"> <li>● Provide follow-up support to the municipal officials to assess their progress in implementing the training concepts and addressing any challenges they may be facing.;</li> </ul> | <p>4</p> |

**5. Methodology/Requirement:**

During the service delivery, the contracted company or individual shall:

- Work closely with the contractee team;
- Hold regular meetings (online/in-person) with the contractee team;
- Meet the agreed deadlines and quality standards.

**6. Criteria that the company or individual should fulfill:**

- At least five years of relevant experience and a solid portfolio of its work;
- Eligible to work in Kosovo (must be a registered business in Kosovo);
- Has the expertise, human resources, and technical capacities required to fulfil the assignments outlined in this ToR.

## Application and required documents:

All applications should be submitted to [info@germin.org](mailto:info@germin.org) with the subject: **RFO\_Training and Workshop for Municipal Staff** of the individual/company. The latest date for submitting the applications is **10 April 2022**.

**The following documents should be submitted for the application to be eligible and further considered:**

- CV of the trainer/s;
- Professional portfolio;
- Implementation plan of the activity;
- Financial offer in accordance with the total working days requested (section 4 of this ToR) and tasks);
- Proof of eligibility to work in Kosovo (business registration certificate for companies, Fiscal number for individuals);
- At least two references from previous employers/contracting companies;
- Certification that there is no obligation from the Tax Administration of Kosovo.

Duration: The service delivery will occur during April-May 2023.

For more information, please contact us at [info@germin.org](mailto:info@germin.org).