

TERMS OF REFERENCE

Country: Kosovo

Project ID: P173819

World Bank Loan/Credit Name: Kosovo Emergency COVID-19

Ref. No.: XK-MOH-295346-CS-INDV

Assignment name: Project Coordinator

Background

At the request of the Government for support to respond to COVID-19 emergency, the Kosovo Emergency COVID-19 Project (P173819) was approved in May 20, 2020, with an Additional Financing (AF) approved in June 2021. Both the Kosovo Emergency COVID-19 and AF project objective is to prevent, detect, and respond to the threat posed by COVID-19 and strengthen national systems for public health preparedness in Kosovo.

The following are the components of the project:

Component 1: Health Care delivery and health system strengthening: This component supports activities to prevent new cases of COVID-19, limit local transmission through contact-tracing and containment strategies, and to treat established cases, including the most severe. Component 1 finances equipment and supplies for hospital network in Kosovo including mechanical ventilators, cardiac defibrillators, mobile x-rays, oxygen concentrators, and other equipment essential to the provision of critical care to patients with severe acute respiratory infection. The component also finances the rehabilitation of UCCK's Infectious Disease Clinic's wards (within the existing physical footprints) to enable the isolation and treatment of COVID-19 patients, installation of the oxygen system in selected regional hospitals, rehabilitation of the morgue clinic in Prishtina, and rehabilitation of the radiology ward in Ferizaj. This component also supports mobilization of healthcare support staff. With Additional Financing (AF), expected to become effective in September, this component will continue to support procurement of essential supplies and equipment, essential drugs, training of medical care providers, as well as vaccine procurement and deployment activities (such as communications, information systems, post-adverse vaccine events, waste management etc.)

Component 2: Supporting households to comply with public health containment measures: This component has supported the Government to fund the Social Assistance Scheme (SAS) to (i) ensure that existing social assistance payments are delivered on time, given the emerging fiscal constraints the country faces; (ii) finance an increase in the value of the benefits provided to SAS beneficiaries to assist them in meeting their basic needs in the face of rising health care costs and loss of other income sources; and (iii) expand the coverage of the SAS to additional households, which have lost their sources of income as result of the pandemic and which do not receive support from other government programs. GoK has supported the beneficiaries of all social and pension schemes to aid these categories in coping with the COVID-19 pandemic.

Component 3: Project monitoring, communication, and community engagement: This component supports project implementation in overall administration of the project as well as regular monitoring and reporting of implementation.

Objective of assignment

To oversee the effective organization and coordination of all Kosovo Emergency COVID-19 Project and Additional Financing (AF) activities such that the project meets its intended goals outlined in the Financial Agreement and Project Paper and follows the procedures outlined in the Project Operations Manual (POM).

The Project Coordinator is responsible for implementation of project activities in accordance with the agreed project documents, standards and procedures – with special attention to the World Bank anti-corruption guidelines – and in accordance with the Laws and Regulations of the Republic of Kosovo. The Project Coordinator manages day-to-day use of the project budget in accordance with the approved annual budget and work plan. Successes, challenges, and deviations from approved project plans will be communicated to the World Bank by the Project Coordinator.

Duties and Responsibilities

The Project Coordinator (PC) will report on at least a weekly basis to the General Secretary of the MoH, Minister of Health and his/her designee and the World Bank team on progress with projects implementation. Under the supervision and guidance of the General Secretary, the PC will be responsible for the following tasks:

- Coordinate the day-to-day management of the preparation activities pertaining to MoH responsibilities, including but not limited to support the preparation and updates of the Project Operations (i.e., implementation schedules, procurement plan, and costing tables), and supporting the General Secretary in supervision of preparation and coordination within MOH and other stakeholders.
- Coordinate with different stakeholders to identify needs for projects' support to inform discussions with the Bank on projects' activities and procurement plan. The stakeholders include but are not limited to the MOH and its key departments, the Institute of Public Health, Health Insurance fund, the MOLSW, and municipalities.
- Coordinate the day-to-day management of the implementation of the Project activities in accordance with the Project Operational Manual and World Bank rules and procedures, and in close coordination with the Departments of the MoH, Municipal Health and Social Welfare Directorates, Health Insurance Fund, Ministry of Finance, health facilities, and municipalities involved in implementation of the project.
- Supervise the work of the Financial Management Officer/Specialist, Procurement Specialist, Monitoring and Evaluation Specialist, Environmental and Social Safeguards Specialist and other Project Coordination Unit staff supporting implementation of the Project, to ensure compliance with Project Documents and World Bank rules and procedures including the preparation of financial reports and other required reporting, as specified in the Financing Agreement and the Project Appraisal Documents of Kosovo Emergency COVID19 Project and Additional Financing (AF).
- Organize monthly scheduled meetings and ad hoc meetings as necessary, with relevant MoH staff and affiliated institutions and donor representatives, prepare the minutes of the meetings with the next steps agreed, and follow-up on the next steps to ensure the implementation of activities are on track.
- Update the annual implementation schedule in collaboration with MoH departments, municipalities and other affiliated institutes involved in the implementation of the

Project; coordinate closely with Budget and Finance Division to ensure the implementation schedule and costing tables are in accordance with the MoH and annual health budget.

- Collect necessary data from the relevant departments of MoH and municipalities to monitor Project results indicators and the health system performance indicators as defined in the Project Appraisal Documents of Kosovo Emergency COVID19 Project and Additional Financing (AF).
- Assist and guide the technical departments implementing the respective components in preparing terms of reference and technical specifications and prepare necessary procurement documents to procure required technical assistance, goods and services.
- Prepare the progress monitoring report by October each year (unless otherwise agreed) by coordinating inputs from staff working in each priority area of the Projects and other relevant players. Prepare quarterly reports and other reporting as agreed with the World Bank team.
- Liaise with the PCU fiduciary staff and relevant MOH departments to ensure timely implementation of Project activities
- Contribute to any other tasks related to the implementation of the Projects when the demand arises from the Minister or Deputy Ministers of Health, General Secretary, and technical departments and other affiliated institutions.

Qualifications

- Bachelor degree on Economics, social sciences, management, public health, public policy, medicine, development, health economics, or related social fields. Master's Degree is an advantage.
- At least 3-5 years of work experience. Experience in the health sector at the central or local/regional levels is strongly desired;
- At least 1 year of experience in project management;
- Proven reporting skills (samples of the reports may be requested);
- Excellent command of spoken and written Albanian and English languages;
- Excellent communication and team working skills;
- Basic computer skills and knowledge of MS Office applications;
- Experience and/or knowledge with World Bank funded projects and/or other projects financed by international donors is an advantage;
- Experience and/or knowledge in monitoring and evaluation is an advantage.
- Experience and/or knowledge in procurement and financial management is an advantage.
- Experience and/or knowledge of the public sector is an advantage;

Duration and Payment

The Project Coordinator will work on a full-time basis and contract is expected to start soon as possible (i.e. July 2022) until the end of the project completion on June 30, 2023. The consultant will be in probation period of three (3) months (from commencement of contract) and duration of contract will be subject to satisfactory performance agreed during a formal scheduled evaluation at the end probation period.

The consultant will be paid on a monthly basis on a rate agreed before contract signature. All terms and conditions will be described in the consultant contract. The contract will be the Standard World Bank Time-Based contract.

Reporting Obligations

The Project Coordinator will report to the General Secretary of MoH, Minister and his/her designee and the World Bank team on progress with projects implementation.

Client's Contribution

The Project Coordinator for the Projects will be based and work in the MoH premises in Prishtina. The MoH will provide office space and equipment required.

Selection process

Experienced and qualified individuals will be selected according to the World Bank's Procurement Regulations for IPF Borrowers' (the Regulations), issued in July 2016, and revised November 2017 and August 2018, based on Limited Competitive Selection of Individual Consultants.

Evaluation Criteria

The overall consultant qualification (40 %);
Relevant work experience (60 %).