

# **REQUEST FOR EXPRESSIONS OF INTEREST**

Ministry of Agriculture, Forestry and Rural Development in Kosovo

Project Title: Agriculture and Rural Development Project (KARDP)

IDA, Credit No 5005 XK

**Assignment Title: Payment Authorization Consultant (Three positions)**

**Reference No.:** KARP-CS-14.6; KARP-CS-14.7 and KARP-CS-14.8

The Government of Kosovo has concluded an agreement for IDA support to MAFRD in improving its capacity to delivery of grant program to help foster competitiveness and development in agricultural sector. The Consultant for Payment Authorization within the Agricultural Development Agency will ensure adequate implementation of the Rural Development measures through authorization of payments to the beneficiaries of the Rural Development Grant Program.

## ***Responsibilities of the Consultant for Payment Authorization***

The objective of this assignment is to assist the Agricultural Development Agency in the implementation of Rural Development measures through authorization of payments for the projects which fulfill criteria set under Eligible Investments of respective sub-measures of the Rural Development Grant Program of 2014. The consultant will be located within the Directorate for Payment Authorization for Rural Development Projects/ Agricultural Development Agency and will liaise with the Managing Authority, other MAFRD Departments and the PIU so to fulfill its Main Tasks and Duties in the following areas:

- Acceptance and registration of received requests for payment
- Administrative control of the requests for payment (check the documents submitted for payment and verify their suitability with the criteria set in the program)
- Preparation of the check list and order for the field control
- Evaluation of the submitted invoices and evaluation of investments' results (comparision among the prices in the submitted invoices and the Reference Price List of ADA)
- Preparation of Payment Folders
- Preparation of Payment Lists
- Cooperation with staff from other Departments of ADA, such as Approval, Control, Administration etc.
- Drafting Reports on the program.

## ***Duration of the Assignment***

The Consultant for Payment Authorization will be hired on 1 October 2014 for a period of 3 (three) months.

## ***Outputs***

The major output of the work will be satisfactory, professionally conducted evaluation and preparation of approval of the applications submitted by the applicants at the Agricultural Development Agency, under the Rural Development Grant Program 2014.

The Consultant for Payment Authorization will be a full time position within the Agricultural Development Agency. The remuneration will be paid on a monthly basis.

## ***Qualification criteria***

The Consultant for Payment Authorization has to meet the following requirements:

- University degree ( agriculture economics or agribusiness, economics or Relevant University degree;
- Minimum 3 years of professional experience in similar field of activity; the candidate must have proven his/her skills in agriculture and rural development;
- Familiarity with the Agriculture and Rural Development Program of the MAFRD.
- Ability to independently work on the tasks required
- Basic/good knowledge on the relevant legal framework of Kosovo and EU
- Basic/ good knowledge on the agriculture sector
- Albanian language proficiency essential, English skill an advantage.
- Computer operation proficiency.

Have a clean police record, dispose of all civil rights and no previous implication in embezzlement.

## ***Reporting***

The Consultant for Payment Authorization will work full-time within the Agricultural Development Agency premises. He/she will report to the Director of Payment Authorization Department and will submit monthly time-sheets to account for the actual days worked during the calendar month.

The Ministry of Agriculture, Forestry and Rural Development now invites eligible consulting firms ("Consultants") to indicate their interest in providing the Services.

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The evaluation criteria for short listing are:

Experience in evaluation of project/grant investment or similar assignments as per Terms of Reference	35 points
Consultants qualifications	30 points
References from previous assignments	20 points
Familiarity with planning and implementation of the Agriculture and Rural Development Program of the MAFRD	15 points

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers dated January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) method set out in the above mentioned Consultant Guidelines, and following the above mentioned evaluation criteria.

Further information can be obtained at the address below during office hours i.e. 08:00 to 16:00 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **15th September 2014**.

Agriculture and Rural Development Project (KARDP)  
Project Implementation Unit – PIU  
Mother Theresa Road Nr. 59 A/8 Nr. 10,  
10 000 Pristina, Kosovo  
Tel: +381 38 224 965  
E-mail: reita.koci@ardp-ks.org