

## Terms of Reference for EU TACSO 3 Country Coordinator for Kosovo

**Position:** EU TACSO 3 Country Coordinator for Kosovo

**Duration of contract:** to end June 2024 with possibility of extension to June 2025

**Full time/part time:** indicatively 90 working days between January and June 2024 inclusive

**Reporting to:** EU TACSO 3 Team Leader and GDSI Project Director

### Objectives and purpose of the EU TACSO 3 project:

The overall objective of the Civil Society Facility (CSF) and Media Programme, of which the EU TACSO 3 project is a part, is to strengthen participatory democracies and the EU approximation process in the Western Balkans and Turkey (Albania, Bosnia and Herzegovina, Kosovo<sup>1</sup>, North Macedonia, Montenegro, Serbia, Turkey). The main goal of EU TACSO 3 is to strengthen the capacity of civil society organisations (CSOs) to actively take part in the democratic processes and to stimulate an enabling environment for civil society and pluralistic media development.

The specific purpose of EU TACSO 3 is to provide services to the target groups in 6 main areas:

1. CSOs organisational and operational capacity development
2. Enabling environment for civil society development
3. Communication and visibility of civil society
4. Development and Monitoring of the Civil Society and Media Guidelines
5. Effective relations between EU and CSOs
6. Events management (including the People to People programme)

The EU TACSO 3 project started in January 2019 and will last until December 31, 2022. The project is implemented by the consortium of GDSI Limited and LDK Consultants.

### General background of this assignment

EU TACSO 3 is a regional project, covering Albania, Bosnia and Herzegovina, Kosovo, Montenegro, North Macedonia, Serbia and Turkey. In each of these locations, the project has a part time representative who carries out project activities as required.

EU TACSO 3 supports the European Commission/DG NEAR in its work to support civil society in the Enlargement region. This includes supporting and monitoring the Civil Society Facility and developing and monitoring the DG NEAR Revised Guidelines on EU Support to Civil Society in the Enlargement region.

The Country Coordinator plays a critical role in ensuring that the EU TACSO 3 project monitors and responds to the situation in each location, and designs and delivers appropriate activities.

### Scope of Work

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<sup>1</sup>Kosovo (\*) - This designation is without prejudice to positions on status, and is in line with UNSCR 1244/1999 and the ICJ opinion on the Kosovo declaration of independence.

**Assignment:**

Under the supervision of the EU TACSO 3 Team Leader, the Country Coordinator (CC) for Kosovo is responsible for facilitation, organisation and implementation of project activities relevant to Kosovo. He/she will closely cooperate with the core EU TACSO 3 team of senior experts to coordinate the activities of EU TACSO 3 at national level with the National Civil Society Resource Centre (NRC), the EU Office in Kosovo (EUOK), and other stakeholders. The Country Coordinator also maintains close contact with the national authorities, including ministries, offices and departments responsible for coordination and funding of civil society.

**Key tasks include, but are not limited to:**

1. Undertaking research and analysis into the state of civil society as part of the Assessment against the DG NEAR Guidelines for EU Support to Civil Society, under the guidance of the Lead Expert. Research includes desk research, interviews and focus groups and data analysis. Drafting the specific Kosovo annex for the regional report.
2. Monitoring the situation with regard to civil society in Kosovo and preparing short monthly reports.
3. Coordinating project activities and sharing information with key stakeholders.
4. Participation in planning and design of project activities.
5. Providing six-monthly reports on project activities in the country and a summary of the situation with regard to civil society.
6. Designing, organising and facilitating the work of Non-Key Experts providing technical assistance to the authorities in Kosovo as part of the EU TACSO 3 project.
7. Providing regular inputs for the visibility of the EU TACSO 3 project: inputs for EU TACSO 3 web site; visibility and promotion at the national level; etc.
8. Support the EUOK in organising live and online consultation meetings with civil society and writing minutes, including high level meetings for consultation with civil society.
9. Providing expert inputs for P2P and capacity development activities in relation to the enabling environment, government-civil society relations and civil society organisations' capacities and accountability, based on country-level research and information.

**Time input requested:** Indicatively 90 working days between January 2024 – June 2024 with the possibility of extension to June 2025.

**Location:**

The CC will be based in Pristina, Kosovo. The CC will primarily work from home, but may also work from the EU National Resource Centre for Civil Society in Pristina.

**Key Outputs of Assignment:**

1. Written monthly brief reports to the EU TACSO 3 Team leader including: the overview of situation as it relates to civil society in Kosovo with recommendations for appropriate intervention;
2. Research reports and collected data in relation to the assessment against the EU Civil Society Guidelines, including drafting the country annex for the 2023 Assessment against the Guidelines.
3. Event reports and minutes.

4. Briefing notes for visiting colleagues and EU officials.
5. Contributions to the content of EU TACSO 3 web site and social media;
6. Inputs for the data-base of EU-funded projects in Kosovo.
7. Inputs for six-monthly project progress reporting.
8. Written inputs on the approach to needs assessment and design of capacity building, P2P and other EU TACSO 3 activities.
9. Organisation and expert inputs for specific local events, as needed;
10. Preparation of event reports, necessary documentation related to events, and inputs for promotion and communication purposes.

### ***Project Management***

The expert (CC) will report to the EU TACSO 3 Team Leader and GDSI Project Director.

### ***Required profile for the Expert:***

The expert should have the following educational background and professional experience:

#### *Qualification and skills:*

- University degree in social/political sciences, education, international policies, management, EU studies or equivalent;
- Excellent analytical, research, presentation, communication and relationship-building skills;
- Excellent English and fluency in at least one official language in Kosovo. Knowledge of both Albanian and Serbian is an asset. Strong communication skills, both written and oral.

#### *Essential general professional experience:*

- At least 10 years of general professional experience, of which at least 5 years of experience in carrying out similar tasks in relevant fields such as project management, research and policy development, capacity building to civil society etc.;
- At least 3 years of practical experience of research into civil society and/or related areas of public policy, ideally in relation to civil society, government dialogue and cooperation.

#### *Desirable specific professional experience:*

- At least 3 years of experience in working with CSOs in Kosovo;
- At least 3 years of experience in monitoring, evaluation and learning roles;
- Proven advanced knowledge of policy dialogue, including the institutional framework for civil society-government cooperation and funding in Kosovo (managing and/or participating in a minimum of two projects dealing with government – civil society cooperation);
- Knowledge of capacity building of CSOs and familiarity with grassroots and CSO networks in Kosovo (at least three years of experience in capacity building);
- Participation in a minimum of one project dealing with grassroots and networks;
- Familiarity with the concepts relevant to CSO organisational development such as enabling legal and financial environment for civil society, participatory policy making, advocacy, volunteering,

thematic networking, re-granting, project proposal writing and funding from public budget (participation of a minimum one project dealing with one or more of the listed subjects);

- Sensitivity to gender equality (participation at a minimum one project/initiative/training on gender equality) and social inclusion.

It is of key importance that the expert is independent, i.e. not directly involved or formally engaged with any CSO in Kosovo or the Western Balkans and Turkey region.. He/she should keep an impartial and neutral position throughout the duration of his/her engagement with the EU TACSO 3.

***Language requirements:***

The primary language of the assignment is English, and fluency in either Albanian or Serbian is essential. Knowledge of other local languages is an advantage.

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*Application procedure:*

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Interested candidates should submit:

- 1) their CV (in EU expert format) with the contact details of three referees, and
- 2) a cover letter describing how their experience meets the terms of reference,

By email to [gdsivacancies@gdsi.ie](mailto:gdsivacancies@gdsi.ie) by 10 January 2024 @12.00 CET with the subject: ***Application for EU TACSO 3 CC XK***. Successful applicants will be asked to complete a short written test, followed by an interview.