

Job Reference Number

EM/NT/EG/EPA/KOSOVO

Job Type

International Development Assistance/Emerging Markets

Schedule

Fixed term

Job Location

UK/Europe; Kosovo

Job Summary

Cardno Emerging Markets USA, Ltd. (Cardno) is currently seeking a Short-Term **Quality Standards Expert** (STTA) for the USAID-funded EMPOWER Private Sector activity in Kosovo. It is anticipated that the assignment will require up to 20 days of consultant's engagement.

Job Description

Cardno is currently seeking a Short-Term **Quality Standards Expert** (hereinafter referred to as "Expert") for the USAID-funded EMPOWER Private Sector activity in Kosovo. EMPOWER is designed to increase competitiveness in growth-ready sectors and facilitate inclusive private sector job creation.

Position Objective

The overall goal of this assignment is to help a number of private sector companies in north Kosovo to improve their competitiveness by adopting and applying quality standards. The assignment's objective is to provide a clear picture of the potential, opportunities, and required actions through expert advice on readiness of SME companies from north Kosovo to introduce quality standards needed for increasing their competitiveness and their further expansion in domestic and international markets.

The firm structure in Kosovo remains largely rudimentary: most companies are family-owned, while according to the World Bank Business Enabling and Enterprise Performance (BEEPS) report in 2013, more than 40% of Kosovo firms reported being registered as sole proprietorships. However, in a number of sectors, especially in the agriculture sector, north Kosovo companies, in many cases through family-based business structures, have grown considerably in recent years by acquiring advanced technology which helped them to increase quality and quantity of their products and get potential to expand their market opportunities. However, these companies are faced with risks related to proper quality standard implementation which could slow down further development of such companies.

The **objectives** of this assignment are twofold:

- To raise awareness among private companies from northern Kosovo on the importance of quality standards for their further development

- To identify private sector companies in north Kosovo and their readiness to improve competitiveness and market opportunities by adopting and applying quality standards in their companies

EMPOWER seeks to engage an outside expert that will provide research and technical advice to such companies, including advice on specific quality standards the selected companies could require. The engagement is envisaged to start in January until late of February for a total of 20 days.

Job Description

A. Specific Tasks

Working closely with EMPOWER and north Kosovo SME sector, the tasks of the Expert under this Scope of Work are:

1. Conduct a **gap analysis**. The gap analysis will assess, among others, what types of quality standards are most needed to enable north Kosovo private sector companies to take advantage of new market opportunities. The Expert will visit at least 10 companies. More than one visit at a company may be required. The Expert will also propose a methodology to EMPOWER to conduct the gap analysis and proceed with assessment based on approval of the methodology by the project.
2. Based on the gap analysis, **shortlist** at least 5 companies, along with a justified proposal on which types of quality standards and requirements such companies require. The shortlisting of companies should be done by having in mind both the need and relevance of quality standards for improving competitiveness. But, even more importantly, the shortlisting should also be based on the readiness of participating companies to undertake the required investment in attaining quality standards, including provision of company cost-share.
3. Once companies are selected and prospective quality standards identified, the Expert shall **advise** the companies in selecting the most suitable service providers.
4. **Liase** with potential donors to support on the preparation process for the Quality Standards and Certification.

B. Deliverables, Outputs and Outcomes

Outputs, deliverables, timing, and estimated required days for this position are as follows:

Deliverable	Tentatively due by	Planned days
1. Conduct a gap analysis of North Kosovo private sector readiness for QS introduction.	21 February, 2019	19
2. Select at least 5 North Kosovo companies ready for QS introduction and advise on the quality standards preparation process.		
3. Final Report	22 February, 2019	1
TOTAL planned days		20

The Expert will report to EMPOWER Senior Advisor for Northern Kosovo and Technical Advisor, holding weekly meetings if necessary and provide brief written weekly reports to EMPOWER on the progress versus this Scope of Work.

Position Requirements:

The application is open to qualified local candidates.

The following are the key minimum qualifications of the Quality Standards Expert:

1. Advanced relevant university degree
2. At least 5 years of proven and substantive professional experience in quality standards is mandatory
3. Relevant professional experience in private sector development related to the nature of the assignment, including North Kosovo, is an asset
4. Proven experience in conducting assessment of company needs is required
5. Demonstrated capacities, including communication skills, to transfer knowledge to private sector enterprises
6. Fluent in both Serbian and Albanian languages

Special Instructions:

To apply, please send CV to: jobs@empowerkosovo.org

The application deadline is close of business on January 20, 2018.

No telephone calls, please. Only finalists will be contacted.

Cardno offers an excellent compensation and benefits package. Cardno is an Equal Opportunity Employer.

Cardno is a professional infrastructure and environmental services company, with specialist expertise in the development and improvement of physical and social infrastructure for communities around the world. **Cardno's** team includes leading professionals who plan, design, manage and deliver sustainable projects and community programs. **Cardno** is an international company listed on the Australian Securities Exchange [ASX:CDD].

Background:

EMPOWER Private Sector is a five-year project that began in July 2014 to support sustainable economic growth, employment expansion, and increased household incomes in Kosovo. EMPOWER Private Sector is implemented by Cardno under contract to USAID in partnership with SIDA. EMPOWER Private Sector is designed to stimulate large-scale job creation which occurs in individual firms as they expand their businesses. EMPOWER Private Sector's primary focus is to help individual firms identify and exploit sales growth opportunities. This is achieved by initially, connecting firms to markets and buyers, and then, as necessary, improving their product design and quality, increasing their productivity, upgrading their management and workforce skills, and lastly expanding their access to finance.