

# REQUEST FOR CVs

## (CONSULTANT SERVICES)

### **Assignment: “Feasibility Study for the Establishment of a Training Centre”**

The Central Bank of the Republic of Kosovo (hereinafter the CBK) has received financing from the World Bank toward the cost of the *Financial Sector Technical Assistance Project (FSTAP)*, and intends to apply part of the proceeds for consultant services. The services include hiring of an individual consultant to support the CBK in the feasibility study for establishing of a training center.

Scope of the consulting services and deliverables:

The Individual Consultant will assist the CBK in the following tasks:

#### **Phase I: Assessment**

In this phase, the consultant will conduct a short assessment of the challenges and opportunities of setting up a Training Centre in Kosovo. The consultant will be conducting a needs assessment by determining the training needs that exist within the CBK and other financial sector staff as well as exploring potential gaps between the current course offerings and uncovered needs. The process will map out the most relevant business models which can be successfully applied in Kosovo.

The research will cover the following components: General vision of the CBK in establishing a training centre, including main goals to be achieved, target group, governance and funding structure, scope of and balance of services to be offered, etc.;

- International best practices in establishing TC in other countries and main lessons learned;
- Findings on the current trainings in Kosovo conducted by other international donors (if any);
- Activities of other sector stakeholders in the area of training;
- Legal landscape for setting up of a training centre in Kosovo.

#### **Phase II: Roundtable**

In this phase, the consultant, with support from the CBK, will organise a roundtable where the results from the previous phase will be presented and discussed among the relevant stakeholders. The consultant will present an ideal alternative model for setting up a training centre in Kosovo identified through research, outlining their main advantages and challenges.

The roundtable aims to provide input into the identification of an optimal business model for the future trainings which will be signed off by the CBK.

### Phase III: Business Plan Development

Based on the model agreed upon by the CBK in the previous phase, the consultant will develop a detailed business plan for its establishment. The business plan should include:

- Mission and vision;
- Legal set up and organisational structure;
- Funding structure and sustainability plan;
- Products and services per target group and their delivery;
- Marketing strategy;
- Personnel and staffing plan;
- Implementation plan per phase;
- Monitoring and evaluation;
- Financial plan, etc.

As a result of the project, the CBK will have a comprehensive document describing the optimum business model for setting up a training centre in Kosovo with clear steps, recourses and timeline for its implementation. The implementation per se will be subject to a follow up project with additional support from the EFSE DF.

The contract will be awarded to the individual consultant based on the World Bank's Guidelines for Selection and Employment of Consultants by World Bank Borrowers (May 2004 edition, revised October 2006, and May 2010). The award will be based on "Selection of Individual Consultants", in the line with the selection criteria as defined below.

Selection criteria:

<b>1. Knowledge for the assignment</b>	<b>50 points</b>
<ul style="list-style-type: none"><li>• Experience of the candidate in drafting feasibility studies for training needs</li><li>• General experience of the candidate</li></ul>	30 points 20 points
<b>2. General qualification for the assignment</b>	<b>50 points</b>
<ul style="list-style-type: none"><li>• University/academic background of the candidate</li><li>• Professional experience of the candidate in Eastern European countries, including the Balkans</li></ul>	30 points 20 points
<b>Total (1) + (2)</b>	<b>100 points</b>

Interested consultants shall submit their applications (CVs, reference, etc.), on which basis the best candidate will be selected. The level of effort required for this assignment is around 20 working days. The contract will come in to effect with the signature of both parties.

CBK, the agency responsible for implementation of this project, now invites eligible candidates to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (CVs).

Interested candidates may obtain further information at the address below during the office hours: 08:00 to 16:00 hours (local time).

CVs must be delivered to the address below by **January 25**, 2016.

Address:

Str. "Garibaldi", 10000 Prishtina, Republic of Kosova

Tel: +381 (0) 38 222 055 292

Fax: +381 (0) 38 243 763

E-mail: [Prokurimi@bqk-kos.org](mailto:Prokurimi@bqk-kos.org)