

Call for expression of interest – consultancy services

Title: ORGANISATIONAL AND PROGRAMMATIC REVIEW OF THE BALKANS POLICY RESEARCH GROUP

Location: Prishtina, Kosovo

The Balkan Policy Research Group (BPRG) is seeking the services of a consultant for reviewing the organisational and programmatic aspect of the organisation.

BACKGROUND:

Balkans Policy Research Group (BPRG) – Balkans Group is an independent, nonpartisan think tank dedicated to contributing to state-building and societal harmony in Kosovo, and to facilitating state reconciliation in Kosovo and peace in the Western Balkans. Through evidence-based research, analysis, advocacy, policy dialogue and expertise, its ultimate aim is to bring the region closer to the EU. Balkans BPRG strategic orientations address key challenges of Kosovo's state-building process, which proves to be a monumental task for the Kosovo society. BPRG is committed to supporting the goals of better functioning of institutions, democratic consolidation, integration of minorities, resolution of neighbourly disputes, and advancing the EU agenda.

For more information on our work and partners, see www.balkansgroup.org.

PURPOSE AND OBJECTIVE:

Assess the effectiveness and efficiency of BPRG's current organisational structure and its programmes in achieving its goals based on the external (social and political situation and needs) and internal (staffing, budget, number of projects) context, and recommend doable actions for changes or adjustments in both aspects organisational and programmatic to ensure optimal accomplishing of its mission.

RESPONSIBILITIES:

- Review the organizational capacities of the Balkans Policy Research Group,
- Analyse and identify the needs for change or improvement;
- Review Balkans Policy Research Group's existing programs and projects,
- Analyse needs and propose future actions, while structuring them within the BPRGs strategy;
- Compile the report with the findings and recommendations;
- Present the report to the BPRG staff.

DURATION AND TIMEFRAME:

The assignment must be completed by November 30, 2018 and it is expected to be completed within 12 working days.

QUALIFICATIONS:

- Master Degree in one of the following fields: international relations, social sciences, development studies and interdisciplinary studies, or other related studies;
- Excellent understanding of the political and social context and civil society organisations in Kosovo;
- Thorough understanding and experience of conducting assessments;
- Proven experience in producing quality organisational and programme analysis, and reports;
- Ability to deliver a high quality product in a timely manner;
- Excellent command of English language;
- Ability to produce visual presentation of data including tables and graphs;
- Ability to produce well-written reports, demonstrating excellent analytical and communication skills in English language.

HOW TO APPLY:

Interested candidates should send the following documents to office@balkansgroup.org “Consultancy Services” in the subject line.

- Curriculum Vitae,
- Motivation letter specifying the previous relevant experience,
- A proposal with the methodology and detailed plan for the review,
- Financial offer.

Applications are received until **September 30, 2018**.