

**TERM OF REFERENCES**  
**Grants Manager/Advancing Kosovo Together-Local Solution AKT-LS)**

**Project Summary:**

Advancing Kosovo Together Local Solution (AKT-LS) is a three-year program that aims to increase constructive inter-ethnic cooperation and interaction, primarily between the Kosovo Albanian majority and Kosovo Serb non-majority population, which is vital to the security and stability of the Balkans.

The program works in partnership with municipalities and other Government partners to support the engagement of targeted communities, by meeting the following objectives:

- Improve autonomous, horizontal communication between: (a) Kosovo Albanian and non-majority communities; and (b) the GoK and non-majority communities;
- Improve economic opportunities in target municipalities;

Increase the efficiency and capacity of target municipal administrations to respond to the needs of all their citizens;

**SCOPE OF WORK**

Key contribution of Grant Manager will come in terms of: developing and finalizing rules and guidelines for grant making, and facilitate the coordination of work around the administration and prudent management of grants. With the support of designated M&E staffs and contracting and procurement, overseeing grantee implementation of projects will also be a core responsibility of the Grant Manager. Given the portion of the AKT- LS budget committed to direct grant support, the Grant Manager will play a crucial role of proper functioning of project components and grant schemes envisaged to be implemented within each component. The Grant Manager will monitor the selection and award process of all sub-grants for the AKT- LS program.

He ensures compliance with corporate procurement policies and all federal acquisition regulations. Makes template RFPs, subcontracts, and other compliance documents to project-specific requirements. Manages and maintains accounting and finance records for cash grants, in-kind grants, and direct reimbursement requirements.

**Reports to:**

The Grant Manager shall report directly to the Chief of Party- CoP

**Main duties and responsibilities:**

1. Manage the technical and managerial activities of the grants component of ATK-LS Program under the supervision of COP;
2. Applicant Assessment - Participate in the conducting of institutional assessments and diagnostic analysis of potential grantees. In particular, participate in examining financial, accounting, and administrative procedures for control of funds and expenditures, including appropriate reporting and authorities;
3. Needs Assessment - As a result of the formal assessments and diagnostic analyses, participate and assist in assessing the training, technical assistance, and commodity needs of potential grantees, and in particular, establish controls for expenditures and reporting on use of funds related to these needs;
4. Grantee Monitoring - Closely liaise with and provide all necessary assistance to other advisors and the chief of party on issues related to the development, refinement, production, data management, and monitoring of an administrative system to track the activities and performance;
5. Compliance with Grants Regulations - Ensure full compliance with USAID regulations related to fair

and open competition in the award of grants and manage the issuance of solicitations for proposals for grants;

6. Assist in evaluating applications for grant funding, including preparation of written reports on the process of evaluation and results of selection;
7. Compliance with Agreements - Monitor compliance of all agreements governing the award of grants and prepare reports to the chief of party and USAID;
8. Assist to develop project work plans;
9. Maintain coordination with other donors involved in economic development grants programs in Kosovo;
10. As per project needs, also design and implement capacity development activities with project beneficiary targets in the fields of expertise;
11. Manuals, procedure descriptions and other activity-related outputs to be determined on individual basis for all capacity development activities to be engaged;
12. Participate as a member of the Grant Program Selection Committee;
13. Prepare Grant Agreements.

### Deliverables, Outputs, and Outcomes

Outputs and deliverables for this position are:

1. Updated grant program and action plans to identify and support large scale project objectives.
2. Quarterly, annual, and other ad hoc reports for Component 2 as required by CoP.
3. Achievement of the committed project Grant Threshold.

### **Mandatory Required Qualifications:**

The following are the key minimum capabilities required for the proper execution of the above scope of work:

- 3+ years of experience in USAID Grants management
- Strong analytical and communications skills;
- Ability to work independently and as part of a team in a dynamic, high pressure environment;
- Unquestionable honesty, integrity and ethical conduct in all matters;
- A positive, friendly, professional, can-do attitude and appearance in serving as a representative of the project;
- A forward-thinking and pro-active approach to working; ability to work with minimal supervision;
- Maturity in all interactions with colleagues within the office, as well as contacts outside the office;
- Ability to bring assignments or projects to a successful conclusion;
- Strong conceptual and communications skills in verbal presentations and writing, in both local language and English;
- Facility with information management software adequate for presentation, reporting, and information templates and databases.