



## **ADVERTISEMENT**

### **REQUEST FOR APPLICATION FOR CONSULTANCY SERVICES**

**Title:** Transition and Sustainability Specialist, Community Development Fund (CDF)

**Location:** Pristina, Kosovo

**Issuance Date:** February 28, 2025

**Submission Closing Date & Time:** March 14, 2025 at 16:00 PM

#### **I. Background and Objective**

The Global Fund to fight AIDS, Tuberculosis and Malaria invests more than US\$5 billion a year to defeat HIV, TB and malaria and ensure a healthier, safer, more equitable future for all. Since 2011, the Community Development Fund (CDF) has been implementing Global Fund grants in the Republic of Kosovo to support health initiatives focusing on essential health prevention and care services for marginalized and vulnerable populations. During the period from 2025 to 2027, a funding gap exists, particularly for preventive health services targeting those most at risk. Moreover, after 2027, the Republic of Kosovo is transitioning from Global Fund support.

The CDF is seeking to engage a Transition and Sustainability Specialist to enhance program and financial transition efforts and ensure the continuity of HIV and TB services provided under a Global Fund grant.

#### **II. Scope of Work**

The main objectives of the Transition and Sustainability Specialist are to help the CDF strategically work in the following key directions:

- Enhance collaboration with the Ministry of Health to ensure a smooth programmatic and financial transition of HIV and TB services from the GF grant-funded to government funding through existing mechanisms.
- Engage with the donor community, national and international stakeholders, and the private sector, with a focus on developing partnerships, fundraising, and resource mobilization.
- Assess and develop a strategic roadmap for resource mobilization for services provided by NGOs.

## **Job Title: Transition and Sustainability Specialist**

### **Key Responsibilities**

#### **1. Overseeing and ensuring implementation of the Transition plan for the Global Fund-supported programs**

- Facilitate capacity-building programs for CSOs for resource mobilization based on needs assessment.
- Support CSOs in meeting governmental standards by developing project proposals for the MOH grant scheme and effectively managing government contracts.
- Collaborate with government agencies (Ministry of Health, Ministry of Finance, etc.) and CSOs (Ministry of Health, Ministry of Finance, Office of Good Governance and CiviKos Platform, etc.) to finalize and endorse the AI laying out criteria and procedures for contracting out CSOs for the provision of health-related services, including HIV and TB.

#### **2. SWOT Analysis and Strategy Development:**

- Conduct a detailed SWOT analysis of the Principal Recipient (PR) and Sub-recipients (SRs) to identify key areas of strength and potential gaps in securing funding.
- Develop a strategic roadmap based on the SWOT analysis to guide resource mobilization efforts, ensuring alignment with PR's and SRs missions and objectives.

#### **3. Fundraising and Resource Mobilization for community system strengthening in health, including for HIV and TB services.**

- Develop a diversified fundraising strategy using evidence collected through assessment of vulnerable populations' health needs, cost-efficiency of services, and sustainability of NGOs working with key and vulnerable populations.
- Implement a fundraising strategy focusing on securing funds from multiple sources, including local corporate partnerships, foundations, and international donors (e.g., EU funding, etc).
- Explore opportunities to engage local businesses for example, through Corporate Social Responsibility;
- Engage with local foundations (if applicable to Kosovo) and the Kosovar diaspora to explore opportunities for long-term funding partnerships.
- Seek to establish new relationships with national and international foundations, high-net-worth individuals (HNWIs), and philanthropic organizations.

#### **4. Partnership Management:**

- Identify and nurture relationships with government agencies, including the Ministry of Health, the Ministry of Finance, potential partners, and donors, including local corporations and international foundations.
- Coordinate with stakeholders to enhance the visibility and profile of Global Fund-supported programs in the community, nationally, and globally, with a focus on ensuring the sustainability of prevention services beyond CDF's direct involvement.

#### **5. Operational Support:**

- Support NGOs under GF funded program to prepare and present concept notes, proposals, and partnership agreements to potential donors.
- Coordinate with SR teams to facilitate smooth operations and ensure high-quality delivery of projects to donors.
- Develop and implement communication plans to maintain government and donor relationships, including regular updates and reporting on the impact of their contributions.

### **III. Deliverables**

- By the end of the first month, submit documented needs assessment for capacity-building programs for CSOs for resource mobilization;
- By the end of the first quarter, conduct the SWOT analysis of the PR and SRs to identify key areas of strength and potential gaps in securing funding;
- By the end of the first quarter, develop and submit an action plan and training program for capacity building for resource mobilization; the training program shall include the TORs for the local TA to be engaged to conduct trainings;
- On a monthly basis, submit evidence of the meetings held with government agencies and other relevant stakeholders; this shall include the meeting minutes and conclusions. Evidence to be submitted no later than the first week of the following month;
- By the end of first semester, develop a diversified fundraising strategy with an action plan focusing on securing funds from multiple sources, including local corporate partnerships, foundations, and international donors (e.g., EU funding, etc).;
- Implement a fundraising strategy and submit documented evidence of engagement with potential donors;

- Submit documented evidence of the support provided to CSOs in developing project proposals, including implementing projects for the government funded grant scheme. Evidence to be submitted no later than the first week of the following month;

#### **IV. Qualifications and Experience**

##### **Essential:**

- A university degree in international relations, public relations and marketing, public/business administration, or a related field.
- Minimum 3-5 years of experience in resource mobilization, fundraising, or working with international donors and private sector partnerships.
- Proven track record of securing funding in the context of development cooperation or private partnerships.
- Experience in analytics & research, needs assessment, conducting SWOT analyses and TOC.

##### **Desirable:**

- Experience working in or with developing countries and exposure to international development.
- Basic knowledge of Public Health concepts and community systems.

#### **IV. Competencies**

##### **Languages:**

- Excellent knowledge of Albanian and English is essential.

##### **Technical Competencies:**

- Excellent communication and presentation skills, including the ability to draft high-quality proposals and reports.
- Strong interpersonal and diplomatic skills to build and maintain relationships.
- Proven track record in collaborating effectively with government and the donor community on
- Analytical and problem-solving skills to develop strategies based on organizational needs and donor requirements.
- Ability to work independently and in multi-cultural teams.
- High proficiency in Microsoft Word, PowerPoint, and Excel.

## **V. Reporting Line**

The Transition and Sustainability Specialist will report directly to the Executive Director of the Community Development Fund and closely collaborate with GF-funded Program Managers at CDF.

## **VI. Period of Engagement**

The contract will be effective from 01 April 2025 to 31 December 2025, with the possibility of extension based on performance appraisal following the completion of probation period.

## **VII. Application Procedure**

Interested candidates are invited to submit their CV and three references along with a cover letter outlining their relevant experience and motivation for the role. Applications should be sent to [procurement.hiv.tb@kcdf.org](mailto:procurement.hiv.tb@kcdf.org) by **14 March 2025** at 16:00 PM.