

General invitation for expressions of interest for hiring of individual consultants

Community Development Fund (CDF) is a nongovernmental organization dedicated to community development, aiming to create conditions for integration, equal access, and inclusion. It achieves this through expertise, innovative solutions, support for local initiatives, and capacity building in communities.

Based on the needs of the Global Fund-funded program as well as of other donor-funded programs managed and/or implemented by the CDF, the following areas of short-term expertise are required to support the implementation of planned activities.

In accordance with the CDF Operating Manual, and in order to support the implementation of the programs and projects implemented by the Community Development Fund, CDF invites qualified professionals and experts to express their interest in being part of the roster in the areas listed below:

The expertise is required in the following fields:

- **Public Health Expert**

The expert is required to have solid experience in one of the fields of interest: (a) Disease Prevention; (b) Epidemiology and Surveillance; (c) Diagnostics; (d) Treatment of HIV and TB; (c) Emergency Preparedness and Response using the One Health approach. The expert should also have experience in training and capacity building of public health workers, medical staff, and community health volunteers. A public health expert's responsibilities will include: data analysis, interpreting health data to track disease trends, utilizing surveillance systems to promptly detect weaknesses and threats, conducting investigations, and recommending measures. The Public Health Expert will collaborate with relevant parties to promote equity in health services and ensure that marginalized groups are prioritized. When required, the expert will conduct population health research and impact evaluations, translating findings into actionable recommendations for policymakers and practitioners. The expert will also contribute to publications, reports, and scientific literature that guide public health interventions and practices.

- **Health Policy and Strategic Planning Expert**

The expert will be required to conduct policy analysis to evaluate effectiveness, feasibility, and cost-benefit, and support the design of national health strategies and frameworks that align with national health priorities and global health objectives. The expert will also propose evidence-based policy reforms and ensure that policies comply with relevant legal, ethical, and regulatory frameworks. Use health economics, epidemiology, and social science research to inform policy. The expert will also provide technical expertise in developing clinical guidelines and protocols, disease management manuals based on the latest recommendations from the WHO, CDC and other relevant agencies and professional bodies. Collaborate with government agencies, NGOs, international organizations, and donor partners and facilitate partnerships between stakeholders.

- **HIV and TB Monitoring and Evaluation Expert**

The M&E Expert will develop an integrated, comprehensive, and sustainable Monitoring and Evaluation system for HIV and TB programs, monitoring program implementation and tracking program performance, verifying the reliability of reported data, and proposing concrete actions for improving program performance. Works closely with the team to ensure the timely and efficient implementation of interventions and activities, and proposes changes in the event of deviations based on evidence and the learning process; identifies and tracks potential and active risks to ensure they do not adversely impact the

program. Responsible for maintaining the program tools and documentation, history of information, integrated database (IDB), and primary records. Responsible for capacity building of implementing partners in M&E related issues.

- **Procurement and Supply Management of Health Products and Pharmaceuticals Expert**

PSM Expert will provide technical assistance to national TB and HIV Program entities and stakeholders to build capacity and develop an integrated, comprehensive, and sustainable procurement and supply management system for TB and HIV program-related health products, draft and finalize consolidated list of all health products and the annual supply plan based on consumption analysis, in-line with national regulations and guidelines on TB and HIV diagnostics, treatment and prevention, as well as the Global Fund PSM guidelines.

- **Transition and Sustainability Specialist**

The Transition and Sustainability Specialist is to help the CDF strategically work on enhancing collaboration with governmental institutions to ensure a smooth programmatic and financial transition of HIV and TB services from GF grant-funded to government funding through existing mechanisms; engaging with the donor community, national and international stakeholders, and the private sector, with a focus on developing partnerships, fundraising, and resource mobilization. The transition and sustainability expert will assess and develop a strategic roadmap for resource mobilization for services provided by NGOs.

- **Resource/Expenditure Tracking and Data Analysis Expert**

The Expert will conduct an HIV and TB expenditure tracking exercise to determine what has been disbursed or spent in Kosovo for HIV and TB programs from domestic government sources for the given calendar years, and in addition, calculate estimates for the upcoming period. The exercise aims to improve the understanding of the current levels of government domestic public HIV and TB spending, to ensure the assessment of Kosovo's co-financing compliance, enable better HIV and TB planning and budgeting, and optimal use of the financial resources. The expert will collect relevant data for budget execution/expenditures for the TB and HIV Programs for the required fiscal year and planned allocations for 2024; make data inputs into the resource tracking tool, based on developed SOPs and Abt methodology; Disseminate draft/interim products among relevant health officials and actors and collect feedback; Organize and facilitate consultation meetings with relevant stakeholders to validate the interim products/draft /final documents.

- **Resource Mobilization and Fundraising Expert**

The Expert will strengthen the organization's resource mobilization capacity by developing a robust fundraising strategy, identifying new funding opportunities, enhancing partnerships, and building internal capabilities. The expert will map potential national and international donors (bilateral, multilateral, foundations, private sector CSR, Philanthropy, crowdfunding, etc.); analyze donor priorities, funding windows, eligibility criteria, and funding trends in the relevant sectors and regions, and identify emerging or nontraditional donor sources. In addition, the expert will be responsible for organizing workshops with Sub Recipients and the PR, to present ideas and opportunities to fulfill the funding gap, catalyze the foundation of the diverse revenue stream income from other sources such as the Private sector CSR, diaspora engagement, and Philanthropy. The expert will design and validate a comprehensive Resource Mobilization Strategy including the Action Plan integrating and monitoring and accountability framework to track progress and guide adjustments during implementation.

- **Legal Expert**

The Legal expert and conduct a health-related policy and legal gap analysis (including of applicable primary and secondary legislation), and institutional framework, identify gaps and bottlenecks in the relevant legislative and policy framework, and come up with concise and implementable recommendations on further strengthening and improving the overarching legal framework for health in general, and for HIV and TB specifically. The expert is expected to identify loopholes, inconsistencies, and overlaps in the legislative framework that regulates the provision of health and social services, including prevention, diagnosis, treatment, care, and social care, in support of universal health coverage. In addition, upon the request of

CDF, the legal expert will provide advice on relevant legal and regulatory requirements associated with CDF programs.

General Remark: *Specific Terms of Reference will be developed for each required expertise prior to expert recruitment. The required expertise may involve individual technical expertise/assistance, group training, research, and mentorship sessions, among others.*

Application procedure

All interested candidates who wish to apply should submit CVs and references for previous experience. Consultants must have at least five (5) years of experience in each relevant field mentioned above. Excellent knowledge of Albanian, Serbian, and English is required, and you must be a citizen of the Republic of Kosovo.

The area of expertise shall establish a list of pre-qualified professionals. When selecting a consultant for a specific CDF project, a selection committee of at least three CDF staff shall review and compare at least three qualified candidates who are best suited for the particular task and select one of them.

CV and references can be submitted throughout the year to the following e-mail address at:
procurement.hiv.tb@kcdf.org

When applying, kindly indicate in the subject line **the area of expertise** for which you are applying.