

## TOR for Short-term Consultant Kosovo Youth Empowerment

Reports to: Senior Business Development Manager

Anticipated Start Date: November 2023

Term of Consultancy: 10-15 Business Days

Apply by: ASAP

Base of Designation: Pristina, Kosovo

World Learning seeks a short-term consultant based in Pristina, Kosovo to provide logistical support to World Learning staff in preparation for an upcoming youth empowerment project. Kosovo nationals are highly preferred.

Please send CV and cover letter that includes relevant experience and your daily rate to [allison.strype@worldlearning.org](mailto:allison.strype@worldlearning.org) and [sarah.govan@worldlearning.org](mailto:sarah.govan@worldlearning.org).

### RESPONSIBILITIES

- Identify and suggest youth-led and youth-serving organizations for meetings with World Learning
- Identify and suggest relevant governmental, non-governmental, and private sector stakeholders for meetings with World Learning
- Identify key policies, research studies, or strategy plans that are both public, and/or in design that would be vital for World Learning to understand and take into consideration
- Identify key projects or competitors for review and/or engagement
- Identify and suggest potential individuals for interviews for project positions
- Schedule meetings between World Learning and stakeholders for upcoming scoping trip
- Assist in planning of scoping trip, including planning itinerary of meetings, identifying accommodations, and managing logistics of airport travel as well as travel to and from meetings
- Support logistics for meetings as needed
- Attend meetings as needed and provide informal translation through meeting notes
- Provide support for personnel recruitment and information gathering (including for cost and pricing) as needed
- Gather additional information if needed

### REQUIREMENTS

Required Experience/Education:

- Experience working in a similar capacity with international organizations a plus
- Experience with USAID projects is a plus
- Applicants must be authorized to work in the location where this position is offered;

Required Skills:

- Excellent organizational skills with high attention to detail

- Excellent oral and written communication skills
- Professional proficiency in written and spoken English

Required Behaviors/Competencies:

- Familiarity with youth-serving and youth-led organizations in Kosovo
- Understanding of youth issues in Kosovo

## THE WORLD LEARNING INC. FAMILY

For more than 90 years, World Learning Inc. is a thriving global organization made up of The Experiment in International Living, the nation's most experienced provider of international education through exchanges for high school students; School for International Training, offering accredited undergraduate study abroad programs through SIT Study Abroad and internationally focused master's degrees through SIT Graduate Institute; and World Learning, a global development and exchange nonprofit organization.

World Learning | [worldlearning.org](http://worldlearning.org)

World Learning has worked to create a more sustainable, peaceful, and just world. World Learning's education, development, and exchange programs help people find their voices, connect with their communities, strengthen the institutions that form the backbone of a democratic society, and build relationships across cultures. With World Learning's support, these emerging leaders tackle critical global issues like poverty, conflict, and inequality.

The Experiment in International Living | [experiment.org](http://experiment.org)

The Experiment in International Living is the nation's most experienced provider of international education through exchanges for high school students. For more than 90 years, The Experiment has empowered young people to step off the beaten path, experience the world as a classroom, immerse themselves fully in another culture, and build the knowledge and skills needed to confront critical global issues.

SIT | [sit.edu](http://sit.edu)

School for International Training (SIT) was founded in the early 1960s as a training center for the first Peace Corps volunteers. For nearly 60 years, SIT has prepared students to be effective changemakers and global citizens through experiential education focused on the world's most critical global issues. SIT Study Abroad offers accredited summer and semester undergraduate programs in Africa, Asia and the Pacific, Europe, Latin America, and the Middle East, as well as comparative programs on multiple continents. SIT Graduate Institute offers global and hybrid certificates, master's, and doctoral degrees.

An organizational commitment to diversity, equity, inclusion, and access.

*We are a globally diverse community of staff, faculty, board members, alumni, students, and participants who believe that inclusive and equitable practices are at the heart of a peaceful and just world. Each of us strives to honor diverse voices and lived experiences, examine our own biases and privileges, actively work to address inequities in our structures, and foster a community of open dialogue. We are committed to acting with accountability, transparency, reciprocity, authenticity, and empathy.*

*World Learning is an equal employment opportunity/affirmative action/veterans/ADA employer, committed to increasing the diversity of its workforce.*