



Announcement

The Headhunter shpk, a private Albanian corporation, has been awarded a USAID project for the tourism sector in Albania. The People First project combines outreach, skills training, and job placement services for young people in four sites around Albania.

The Headhunter shpk is launching this announcement in order to identify a consultant, team of consultants, or firm to carry out a final evaluation of the overall project. According to the standards expected by USAID, the candidate will

- To make an evaluation for the entire process of the project
- Conduct all data analysis, fieldwork, etc in order to produce a high quality narrative evaluation report by **15thth of December 2018.**

The Headhunter shpk (www.headhunter.al) is Albania's largest human resource company. It assists both individuals and employers in career guidance, recruitment services, staff leasing, temporary job placements, payroll management, market research, salary surveys, and trainings.

Time and Place

The consultancy may include a flexible approach of home-based and field work. The five project sites are Tirana, Shkodra, Durrës, Vlore, and Korca.

Qualifications

- Proven experience and expertise in evaluation and reporting skills
- Proven ability to write narrative reports
- Proven experience in the development of an evaluation final report for Projects.
- At least three years experience working with USAID and/or USG-funded projects
- Experience working in Albania and/or Central and South-Eastern Europe
- Experience with integration of gender and minority concerns
- Ability to work with a multi-cultural team
- Exceptional communications skills
- Exceptional command of English
- Preferable to have good command of Albanian language/or have in team Albanian speaking staff
- Experience working with private sector firms

How to Apply

Applicants should send the following no later than **November 04th, 2018** to Besart Kondi (b.kondi@theheadhunter.com) and Eranda Ymerali (e.ymerali@theheadhunter.com):

- A one to two page letter of interest outlining the applicant's skills, experience, and ability to carry out this assignment.
- The CV of the consultant, consultants, and/or employees of applicant.
- The applicant's proposed daily rate and fee for the above requirement. Please note that The Headhunter shpk will pay local taxes directly, and these should not be included in the proposed budget.
- A one page writing sample in English (any names of persons, NGOs, specific projects, etc should be deleted or blacked out)