

# Western Balkans Six Chamber Investment Forum

## Project Expert

### Terms of Reference

#### 1. Background

Having a vital interest to improve the business environment in the region, the Chambers of Commerce from the Western Balkans Six (“WB6”) countries have joined efforts to create the regional ‘WB6 Chamber Investment Forum’ (“WB6 CIF”). CIF, which was launched in 2015, was designed to improve bilateral and multilateral dialogue among the Chambers of Commerce, and to strengthen the collaboration between the private sector and the respective governments in the region, in support of solutions to address regional challenges and to create a more level playing field for investors across the region. As noted in the Agreement on Establishment of CIF, the purpose of the CIF is to promote:

“more efficient involvement of the business community in this Region in the process of implementation of infrastructure projects that are either underway or that have been planned, as well as in other important projects for economic prosperity of the Western Balkans with an emphasis on the development of competitiveness of economies in the Region through related businesses, cooperation and coordinated activities.”

The CIF, which grew directly out of the ‘Berlin Process’ for the Western Balkans region, is structured as a multilateral forum with a rotating presidency. In addition, the regional Chambers have many bilateral MoUs which help to reinforce cross-border cooperation and collaboration among the Chambers. This collaboration among the business community across the WB6 countries is a central part of the restoration of a common market in the region, as enshrined in the Mostar Declaration earlier this year, and thus integral to the EU approximation process of the WB6 countries.

Although it grew out of the Berlin process, CIF is very much a locally-owned platform for cooperation and collaboration between the Chambers of Commerce of the region. The WB6 CIF Managing Board, which includes the heads of each of the six Chambers of Commerce, has now established a permanent Secretariat which will manage the operations of the WB6 CIF. The WB6 CIF Secretariat is headquartered in Trieste, Italy, and incorporated as a non-profit Civil Association under Italian law.

#### 2. Governance Structure of the WB6 CIF

The WB CIF has six founding members:

- Union of Chambers of Commerce and Industry of Albania
- Foreign Trade Chamber of Bosnia and Herzegovina
- Chamber of Economy of Montenegro
- Kosovo Chamber of Commerce
- Economic Chamber of Macedonia
- Chamber of Commerce and Industry of Serbia

There are four governing bodies of the WB6 CIF. The **General Assembly** is composed of the six founding members, and meets at least once annually to define the general guidelines for actions; approve the WB6 CIF's Financial Statements and agree on an Annual Action Plan, and to appoint the members of the Audit Committee and determine their remuneration. The WB6 **Managing Board** is composed of the Presidents of the CIF members or their appointed representatives, and is responsible for the following core work areas:

- Approving the Annual Work Plan
- Approving any changes in the Annual Business Plan
- Appointment of the Secretary General and the Deputy Secretary General
- Establishment and termination of employment of an employee and, if necessary, the dismissal of the Secretary General and Deputy Secretary General
- Approving and monitoring the CIF's budget

The Managing Board is led by the President of the Managing Board and underpinned by the Secretary General.

### **3. Role of the Project Expert**

The Project Expert is appointed by the Secretary General. The role and responsibilities of the Project Expert are as follows:

- Expert support to the WB6 CIF in designing and implementing the multi-stakeholder projects related to the regional economic development.
- Monitor calls for project proposals in the framework of relevant EU programmes and other sources of funding, targeting business community in the region, and work with the six participating Chambers, international donors and development partners to identify and design the content of relevant grant and investment projects in the WB6 region.
- Support the development and launch of the “WB6 Investment Platform”, including identifying relevant sources of information for the Platform, and liaising with national Chambers and governments, as well as identified municipalities, to collect the relevant informational materials for the Platform.
- Support the work of the Secretary General and the Deputy Secretary General, particularly with regard to the preparation of relevant materials for the Managing Board and General Assembly and other CIF bodies (standing working groups, ad-hoc task forces, etc.) related to the CIF's project work.
- Coordinate relevant policy and activity briefs, planning and managing preparation of joint meetings, thematic events and other joint activities related to the CIF's project portfolio.
- Ensure visibility of the CIF activities.

### **4. Reporting Requirements**

- The Project Expert shall report to the Secretary General and, in his/her absence, to the Deputy Secretary General as required.

## **5. Qualifications, Skills and Experience**

The Project Expert shall have:

- An established track record of managing complex, multi-stakeholder projects, ideally in the WB6 region, and the ability to deliver impactful and effective projects.
- Experience relevant to the functioning of the business community in the Western Balkans region
- Knowledge of the functioning of the chambers system and its activities
- Demonstrated communication and presentations skills, and experience working with senior policymakers
- Impeccable ethical standards
- A Bachelor's degree or higher in business, economics, finance, management, natural science, political science or law
- Fluency in oral and written English and local languages (Italian an advantage)

## **6. Remuneration**

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.

The contract is subject to receipt of donor funding.