



TERMS OF REFERENCE (ToR)

Mentorship expert Negotiation and conclusion of commercial contracts

Contracting Authority: Kosovo Chamber of Commerce (KCC)

Project Duration: 2–3 months

Budget Ceiling: EUR 2,500 (VAT is excluded)

1. Background

The Kosovo Chamber of Commerce (KCC), in partnership with Caritas Switzerland, is implementing the project "Connecting Kosovo Businesses with Diaspora" under the HOME (Holistic Opportunities for Migrant and Diaspora Engagement) project.

As part of the project, selected local businesses will participate in a mentorship programme aimed at strengthening their capacities and improving their readiness to establish sustainable business cooperation with diaspora businesses and potential investors.

To support this activity, KCC intends to engage one Mentorship Expert to provide practical mentorship on Negotiation and conclusion of commercial contracts.

2. Overall objective

The objective of this assignment is to strengthen the knowledge and practical skills of selected businesses in negotiating commercial agreements and concluding commercial contracts, enabling them to build stronger and more sustainable business partnerships with businesses of Kosovo diaspora.

3. Roles and responsibilities

The selected expert will:

- Deliver mentorship sessions to selected businesses.
- Provide practical guidance on negotiation techniques and commercial contracts.
- Share practical examples and recommendations based on professional experience.
- Support businesses in improving their negotiation and communication skills.
- Answer participants' questions during the mentorship process.
- Submit a short final report upon completion of the assignment.

4. Expected Deliverables

The expert is expected to deliver:

1. Mentorship sessions for the selected businesses.
2. Practical recommendations related to the mentorship topic.
3. A brief final report summarising the activities carried out.

5. Duration of the assignment

The assignment will be carried out over **10 working days** within a period of two months, according to the schedule agreed with the Kosovo Chamber of Commerce.

6. Required qualifications

The selected expert should have:

1. A university degree in Business Administration, Economics or another relevant field.
2. At least three years of relevant professional experience in commercial negotiations, contract management or commercial law.
3. Experience in mentoring, training or advising businesses is considered an asset.
4. Experience in working with SMEs, entrepreneurship or private sector development will be considered an advantage.
5. Strong communication, presentation and facilitation skills.
6. Good command of Albanian. Knowledge of English will be considered an advantage.

7. Reporting

The expert will work closely with the Kosovo Chamber of Commerce project team and will report to the Project Manager.

8. Submission of Documents

Interested candidates are invited to submit:

- Updated Curriculum Vitae (CV) in English;

Applications should be submitted by **30.07.2026** to prokurimi@oek-kcc.org, with the subject "Mentorship Expert CV".

Only shortlisted candidates will be contacted.

9. Selection and Payment

The expert will be selected by the Kosovo Chamber of Commerce in accordance with the project's procurement procedures.

The selection will be based on:

1. Relevant education;
2. Professional experience in the subject area;
3. Experience in mentoring, training or business advisory services;
4. Suitability for the assignment based on the submitted CV.

The selected expert will be contracted by the Kosovo Chamber of Commerce. Payment will be made in accordance with the project budget and the signed service contract upon successful completion of the assignment.