



**Republika e Kosovës**  
**Republika Kosova – Republic of Kosovo**  
**Qeveria – Vlada – Government**

*Ministria e Arsimit dhe Shkencës*  
*Ministarstvo Obrazovanja i Nauke*  
*Ministry of Education and Science*

**TERMS OF REFERENCE FOR THE**  
**RECRUITMENT OF**  
**PROJECT COORDINATOR FOR THE EARLY CHILDHOOD EDUCATION AND**  
**CARE FOR KOSOVO'S HUMAN CAPITAL PROJECT**

**PROJECT ID:** (P179656)

**NAME OF THE LOAN:** EARLY CHILDHOOD EDUCATION AND CARE FOR  
KOSOVO'S HUMAN CAPITAL PROJECT

**DATE:** 23 March, 2026

**BACKGROUND**

The project *Early Childhood Education and care for Kosovo's Human Capital Project* is designed to advance key national priorities in early childhood education and care (ECEC), social inclusion, gender equality, and climate-conscious development.

Specifically, the Project reinforces Kosovo's efforts to expand equitable access to high quality ECEC, empower women and marginalized groups, strengthen institutional frameworks, and support climate-aligned development within the strategic priorities of both the Government and the World Bank.

Despite these efforts, access to ECEC services remains limited and uneven across the country. Enrollment rates for children under the age of five are low, and while participation in preprimary education (ages 5–6) has increased, service quality and duration remain concerns. Where services exist, they are characterized by variability in infrastructure standards, workforce capacity,

pedagogical practices, and quality assurance mechanisms. These challenges disproportionately affect children in rural areas and those from Roma, Ashkali, and Egyptian communities, reinforcing early learning gaps and long-term inequities. In response, the Government of Kosovo, with support from the World Bank, is implementing the Early Childhood Education and Care for Kosovo's Human Capital Project (P179656). The Project Development Objective (PDO) is to improve the quality and equitable access to early childhood education and care services in Kosovo. The project is structured around four mutually reinforcing components that address both supply and system level constraints in the ECEC sector.

**Component 1: Improving the Quality of ECEC Services** focuses on strengthening service standards, enhancing the ECEC workforce, improving pedagogical practices, and reinforcing quality assurance and monitoring systems. Achieving sustainable improvements under this component requires analytical support and technical assistance to inform evidence-based quality frameworks, workforce development strategies, and implementation tools.

**Component 2: Fostering Multi sectoral Integration in ECEC Service Delivery** addresses the fragmentation of ECD services across education, health, social protection, and child protection sectors. While Kosovo has made progress in developing sectoral policies, coordination mechanisms and implementation capacity remain weak. This component underscores the need for technical support to strengthen governance arrangements, clarify institutional roles, and operationalize integrated service delivery models at central and municipal levels.

**Component 3: Increasing Equitable Access to ECEC Services** aims to expand the availability of ECEC services, particularly in underserved municipalities and for vulnerable populations, through investments in infrastructure, service expansion, and targeted access measures. Analytical and advisory support is needed to guide prioritization, ensure equity focused targeting, and support municipalities in planning and implementing access expansion interventions aligned with demographic and fiscal realities.

**Component 4: Project Management and Monitoring and Evaluation** supports effective implementation, coordination, and results monitoring. Given capacity constraints in data systems, performance monitoring, and learning loops, targeted technical assistance is required to strengthen M&E frameworks, support the use of administrative and survey data, and ensure that implementation experience feeds back into policy and operational decision making.

The project is implemented by the Ministry of Education and Science (MES), which has overall responsibility for strategic oversight, policy direction, and coordination with relevant ministries, while a dedicated Project Implementation Unit (PIU) within MES is responsible for day-to-day project management, fiduciary functions, procurement, monitoring and evaluation, and coordination of technical assistance under the project components. Within this framework, the project is seeking to establish the envisioned Project Implementation Unit (PIU) to assist the Government of Kosovo and implementing institutions in advancing ECEC project under each project component, strengthening implementation readiness, and ensuring that project interventions translate into measurable improvements in service quality, equity, and human capital outcomes.

To support the overall implementation of the Project, the Ministry of Education and Science, in its role of the implementing agency, is seeking to recruit a Project Coordinator.

## **RESPONSIBILITIES OF THE PROJECT COORDINATOR**

Project Coordinator will be responsible for (i) the technical and operational management of the Project Implementation Unit (PIU) for the Early Childhood Education and care for Kosovo's Human Capital Project, and (ii) effectively managing, coordinating, and supervising the implementation of the project activities. The Project Coordinator reports to project Director, General Secretary and the Minister.

Project Coordinator will lead the implementation through overseeing and implementation of the daily project operations, reporting on MES, MoH, Steering Committee and the World Bank. He/she also ensures coordination and flow of information between and among those entities.

The principal functions of the Project Coordinator will include the following:

- Coordinate the day-to-day management of the implementation of the Project activities in accordance with the Project Implementation Documents (i.e., project operational manual, annual work plan and budget, implementation schedules, procurement plan, and costing tables) and World Bank rules and procedures, and in close coordination with the Departments of the MES and other relevant institutions or agencies involved in the implementation of the project;
- Supervise the work of the Procurement Specialist, Financial Management Specialist, Disbursement Specialist, M&E Specialist, Education Specialist, Social and Environmental Specialist, Health/ECEC Specialist, Chief Engineer, EMIS implementation Coordinator, Voucher Program Coordinator, and other Project Consultants supporting implementation of the Project to ensure project implementation occurs as planned to achieve the project results, and in compliance with Project Implementation Documents and World Bank rules and procedures, including with the preparation of financial reports and other required reporting as specified in the Financing Agreement and the Project Appraisal Document;
- Ensuring the PIU staff coordinate effectively with the relevant departments with the MES to support project implementation and meet the objectives.
- Support MES to comply with the requirements as set out in the Financing Agreement, including the preparation of the annual work plan and budget and reporting requirements, among others.
- Coordinate with different stakeholders to identify needs for projects' support and inform discussions with the Bank on projects' activities and procurement plan;
- Organize monthly scheduled meetings, and ad-hoc meetings as necessary, with relevant MES staff and affiliated institutes, prepare the minutes of the meetings with the next steps agreed, and follow-up on the next steps to ensure the implementation of activities are on track;

- Develop and update the annual implementation plans and schedule in collaboration with MES relevant departments, and other affiliated institutes involved in the implementation of the Project;
- Coordinate closely with all relevant Departments within the MES to ensure the implementation schedule and costing tables are in accordance with the MES requirements and annual budget;
- Oversee and ensure procurement processing is conducted in accordance with the World Bank Regulations and internal government clearance procedures;
- Facilitate the timely preparation and submission of financial statements, withdrawal applications, and audited financial statements;
- Collect necessary data from the relevant MES line departments and Project stakeholders to monitor Project results framework indicators and the performance indicators as defined in the Project Appraisal Document;
- Follow up on Project activities and monitor their implementation;
- Proactively address any issues or challenges during the Project implementation to the relevant MES staff or Departments and initiate action that will address the difficulties faced;
- Assist and guide the technical departments implementing the respective components in preparing terms of reference and technical specifications and supervise the preparation of the necessary procurement documents to procure required technical assistance, goods and services;
- Liaise with the PIU fiduciary staff and relevant MES departments to ensure timely implementation of Project activities;
- Prepare reports in accordance with the requirements on the Financial Agreement, Project Appraisal Document and Project Operational Manual, in coordination with other members of the PIU;
- Contribute to any other tasks related to the implementation of the Project when the demand arises from the Minister or Deputy Ministers of MES, technical departments and other affiliated institutions;
- Coordinate and assist in the organization of the World Bank supervisory Missions and keep the relevant Bank team informed on project progress.

## **ENGAGEMENT PERIOD**

Project Coordinator will be engaged on a full-time basis. The contract is expected to start in May 2026. The duration of the contract will be one year, with the possibility of extension based on satisfactory performance and project requirements.

The consultant will be paid on a monthly basis on a rate agreed before contract signature. All terms and conditions will be described in the consultant contract. The contract will be an Individual Consultant under the Standard World Bank Time-Based contract, in accordance with the Bank's Procurement Regulations.

## **QUALIFICATIONS**

### **General Qualifications**

- Postgraduate qualification in management, finance, law and education or relevant social sciences.
- Minimum of 10 years' experience in working with development projects, previous experience in managing World Bank projects will be considered as an asset.
- Proven experience coordinating PIU or similar functions and leading multi-disciplinary teams (procurement, FM, M&E, technical specialists), including work-planning, budgeting, implementation scheduling, and results monitoring
- Proficiency in English and Albanian is required (knowledge of Serbian is an advantage).
- Experience working with Government Institutions and Early Childhood Education and Care Institutions, broader knowledge of the education field is an advantage.
- Proven ability to develop and manage implementation plans, procurement packages, ToRs, and progress reports in coordination with ministry departments.
- Demonstrated track record in stakeholder coordination across government departments.
- Training/certification in project management will be considered as an asset.

NOTE: The successful candidate will be required to provide a Criminal Record Check before the final confirmation of employment. This position is subject to a satisfactory background check.

### **APPLICATION PROCEDURE**

All interested applicants must submit the following documents:

- CV
- Letter of interest
- Copies of relevant certificates and diplomas
- Contact details for two professional references.

The complete application file must be submitted no later than 31<sup>st</sup> of March at 16:00, to the following email address:

[apliko.mash@rks-gov.net](mailto:apliko.mash@rks-gov.net)

### **SELECTION PROCESS**

Experienced and qualified individuals will be selected under the provisions of the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers, July 2016, based on an open call.