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 ENGAGEMENT OF A CIVIL ENGINEER FOR THE PROJECT "EARLY CHILDHOOD EDUCATION AND CARE FOR KOSOVO'S HUMAN CAPITAL"

Project ID: P179656

Date: 06/10/2026

Procurement reference: XK-MES-565269-CS-INDV-CE

BACKGROUND

The "Early Childhood Education and Care for Kosovo's Human Capital" Project has been designed to advance key national priorities in the areas of early childhood education and care (ECEC), social inclusion, gender equality, and climate-responsive sustainable development.

Specifically, it strengthens Kosovo's efforts to expand equitable access to quality ECEC services, empower women and marginalized groups, strengthen institutional frameworks, and support development aligned with climate priorities, in accordance with the strategic priorities of the Kosovo Government and the World Bank.

The Project is structured around four mutually reinforcing components that address both supply-side and system-level constraints in the ECEC sector.

Component 1: Improving the Quality of ECEC Services focuses on strengthening service standards, advancing the ECEC workforce, improving pedagogical practices, and strengthening quality assurance and monitoring systems.

Component 2: Promoting Multi-Sectoral Integration in ECEC Service Delivery addresses the fragmentation of early childhood development services across the education, health, social protection, and child protection sectors.

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.

Component 4: Project Management, Monitoring and Evaluation supports effective implementation, coordination, and monitoring of results.

The dedicated Project Implementation Unit (PIU) within the Ministry of Education and Science (MoES) is responsible for the day-to-day management of the Project, fiduciary functions, procurement, monitoring and evaluation, as well as coordination of technical assistance under the Project components.

With the aim of achieving national objectives in Early Childhood Education and Care, the Ministry of Education and Science, as the lead and implementing institution, intends to engage a Civil Engineer.

RESPONSIBILITIES OF THE CIVIL ENGINEER

The Civil Engineer will be responsible for managing, coordinating, monitoring, and supporting the implementation of the Project's infrastructure components, including ensuring the Project's compliance with applicable legislation, building design norms and standards for preschool facilities, the technical requirements and standards applicable to the Project, as well as the World Bank's Environmental and Social Standards.

The Civil Engineer will report to the Project Coordinator of the Early Childhood Education and Care for Kosovo's Human Capital Project and will work closely with the Division for the Development of Standards and Norms for Educational Facilities, the Division for Private Pre-University Education, and other relevant units within the Ministry of Education and Science.

The key functions of the Civil Engineer will include:

* Providing professional support and technical coordination in the design, construction, and renovation of educational facilities, ensuring quality and compliance with applicable standards;

* Coordinating with relevant institutions (ministries, central-level agencies, relevant municipal directorates, and other technical infrastructure institutions) to secure the conditions, consents, approvals, and permits necessary for the Project's technical documentation;

* Managing and supervising design and construction contracts, as well as ensuring quality control of their implementation;

In general, the specific duties to be undertaken by the Civil Engineer will include, but will not be limited to, providing practical assistance in the following areas:

* Providing support in the preparation of design briefs, functional programs, and technical requirements and specifications for the Project's technical documentation, in coordination with the Division for Planning and Standards of Educational Facilities within the MoES;

* Providing support in the preparation of technical specifications and documentation for the contracting of design, supervision, and construction works, in coordination with the Division for Planning and Standards of Educational Facilities and the Procurement Unit within the MoES;

* Ensuring the compliance of the proposed architectural and engineering solutions with the national requirements and having elements aspiring to the EU standards in relation to green, energy-efficient, natural lighting and ventilation solutions.

* Working closely with the Education Specialist and the Division for Early Childhood Education to ensure alignment of pedagogy and architecture as part of new designs and renovations, following the recommendations of the Project Appraisal Document (PAD), and taking into account modern, central space design architecture for preschools.

* Assessing, identifying, and coordinating the need for geodetic surveys, geotechnical investigations, assessments of existing structures, analyses and surveys of existing conditions, and other necessary assessments;

* Coordinating the verification of the capacity and conditions of technical infrastructure, in coordination with the responsible units and authorities, for connection to the electricity, water supply, sewerage, telecommunications, and other relevant service networks, and ensuring that these requirements are reflected in the design and implementation planning;

* Coordinating the verification of the property, urban planning, and technical documentation required for the commencement of design and/or construction works, in coordination with the responsible units and authorities;

* Assessing conceptual and/or detailed design projects, in accordance with the defined stages, by evaluating their compliance with the design brief, technical requirements and specifications, applicable technical standards, and procurement documentation, in coordination with the Division for Planning and Standards of Educational Facilities within the MoES;

* Monitoring the physical and financial progress of works, identifying delays and potential risks, proposing corrective measures, conducting technical reviews of requests for variations, additional works, extensions of deadlines, and other contractual matters, preparing recommendations in accordance with the contract and applicable procedures, and preparing periodic progress reports;

* Evaluating reports on completed works based on construction logs and relevant documentation, in accordance with the applicable administrative procedures of the MoES;

* Providing technical coordination of procedures for the completion of works, testing of systems, final inspections, rectification of defects, technical acceptance, and handover of facilities for use, in accordance with the applicable administrative procedures of the MoES;

* Coordinating with staff of the Ministry of Education and Science, the Ministry of Health, relevant offices, and the Project Implementation Unit (PIU).

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QUALIFICATIONS

The Civil Engineer should possess the following qualifications:

* Graduate Civil/Construction Engineer (five-year university programme), specializing in Structural Engineering, or a holder of a Master's degree in Civil/Construction Engineering, specializing in Structural Engineering, and holding a valid Category A professional licence in the relevant field, according to the legislation;

* A minimum of seven (7) years of professional experience, of which at least three (3) years of demonstrated professional experience in the management of construction projects;

* Demonstrated experience in the assessment, coordination, and/or supervision of the design, construction, and/or development of social physical infrastructure. Experience with educational facility construction projects will be considered a particular advantage;

* Good knowledge of applicable legislation in the field of construction, norms and standards for preschool facility spaces, and procedures related to the design, construction, and development of public infrastructure, including energy-efficiency and sustainable construction requirements. Knowledge of and/or experience with the World Bank's Environmental and Social Standards (ESS) will be considered a particular advantage;

* Excellent knowledge of the Albanian and English languages. Knowledge of the Serbian language will be considered an advantage.

ENGAGEMENT PERIOD

The Civil Engineer will be engaged on a full-time basis. The contract is expected to commence in November 2026 and continue until June 2029. The duration of the contract will be subject to satisfactory performance, as assessed through the formal annual performance review. The first six months will be considered a probationary period. The position is based in Pristina and requires regular visits to project sites throughout the territory of Kosovo.

Payment will be based on the monthly rate specified in the contract. The Civil Engineer is expected to commence the assignment upon signing of the contract.

APPLICATION PROCEDURE

To apply, interested candidates must submit the following documents:

* Curriculum Vitae (CV) and supporting evidence such as employment certificates, contracts, reference letters, or other relevant documents confirming the duration, position, and nature of the experience.
* Letter of Interest;

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* Copy of the university diploma;
* Copy of the valid professional licence;
* Contact details for two professional references.

The complete application package in English language must be submitted no later than **21.10.2026,** at 16:00, to the following email address: ekfh.prokurimi@rks-gov.net

The successful candidate will be required to provide a criminal record certificate prior to the final confirmation of employment. This position is subject to satisfactory background verification.

The applicant is responsible for the accuracy of all information and documents submitted. If, at any stage of the process, it is found that the information provided is inaccurate, incomplete, or false, the applicant will be eliminated from the selection process.

SELECTION PROCESS

Experienced and qualified individuals will be selected in accordance with the provisions of the World Bank's Procurement Regulations for IPF Borrowers, July 2016, based on an open call for applications and using the **Individual Consultant – Open National Selection method.**