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 AN EDUCATION SPECIALIST FOR THE PROJECT "EARLY CHILDHOOD EDUCATION AND CARE FOR KOSOVO'S HUMAN CAPITAL"

Project ID: P179656

Date: 06/10/2026

Procurement reference: XK-MES-565264-CS-INDV-EDU

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 an Education Specialist.

RESPONSIBILITIES OF THE EDUCATION SPECIALIST

The Education Specialist will be responsible for the implementation and management of substantive professional activities in the field of education under the Project, including ensuring compliance with applicable legislation and the World Bank's Environmental and Social Standards.

The Education Specialist will report to the Project Coordinator of the Early Childhood Education and Care for Kosovo's Human Capital Project.

The general functions of the Education Specialist will include:

* Providing professional and technical support for the implementation of project components related to education, with a particular focus on early childhood education;

* Coordinating with the Project Implementation Unit (PIU) within the Ministry of Education and Science (MoES), the Ministry of Health (MoH), local and municipal education institutions, as well as relevant departments, to ensure coordination and alignment of project interventions with the broader education sector framework;

The specific duties to be undertaken by the Education Specialist will include, but will not be limited to, providing practical assistance in the following areas:

* Supporting the development of policies, the legal framework, and curricula in the field of early childhood education, ensuring their alignment with national priorities, standards, and international best practices;

* Supporting the development, piloting, and evaluation of educational and pedagogical approaches, practices, and materials in early childhood education, with the aim of ensuring their quality, coherence, and compliance with national policies and relevant requirements prior to their scaling up within the education system;

* Developing research instruments, collecting and processing data, and conducting analyses and assessments in the field of early childhood education to support monitoring, reporting, and evidence-based decision-making;

* Preparation of specifications for pedagogical equipment and the design of the pedagogical aspects of the learning environment that foster child development;

* Designing, organizing, and facilitating workshops, trainings, consultations, and other forms of engagement with stakeholders in the field of early childhood education;

* Providing technical support to procurement processes, including the preparation and review of technical specifications, Terms of Reference, requirements, and other supporting documentation;

* Review technical specifications and programmatic requirements for ECEC centers financed under the project;

* Provide input on functionality, accessibility, inclusion, child safety, and pedagogical requirements during planning and implementation of infrastructure investments;

* Monitoring the implementation and quality of activities in the field of education and providing recommendations for improvement and corrective measures, as necessary;

* Participate in technical working groups, consultations, workshops, and project review meetings;

* Providing technical support to the PIU in the preparation of project reports, presentations, implementation updates, and other documents required by the Ministry, the World Bank, and other relevant stakeholders;

* Ensuring that activities in the field of education are implemented in accordance with applicable legislation, national policies and standards, project requirements, and relevant World Bank requirements;

QUALIFICATIONS

The Education Specialist should possess the following qualifications:

* A postgraduate degree (Master's or higher) in Education Sciences or relevant Social Sciences.A postgraduate qualification in the field of early childhood will be considered a particular advantage;

* A minimum of five (5) years of professional experience in the education sector, including experience in the development, implementation, or support of education policies, programmes, or projects. Previous experience in World Bank-financed projects or projects funded by other international development partners will be considered an advantage;

* In the absence of a postgraduate degree, candidates holding a university degree in relevant fields should have at least ten (10) years of relevant professional experience;

* Demonstrated experience in working with public education institutions or non-governmental organizations in the field of education, which proves a good knowledge of national legislation and policies related to education, child development and protection, social protection, health and safety, as well as the rights of children and communities;

* Demonstrated experience in the field of early childhood education and care;

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

ENGAGEMENT PERIOD

The Education Specialist will be engaged on a full-time basis. The contract is expected to commence in 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.

Payment will be based on the monthly rate specified in the contract. The Education Specialist 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;
* Copies of relevant certificates and diplomas;
* Contact details for two professional references.

The complete application package must be submitted no later than **21/10/2026**, at 16:00, to the following email address: ekfh.prokurimi@rks-gov.net in English language.

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.