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

PROJECT ID: P179656
Date: 06/10/2026
Procurement Reference: XK-MES-565261-CS-INDV-ES

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, environmental and social risk management, 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 Environment Specialist.

RESPONSIBILITIES OF THE ENVIRONMENT SPECIALIST

The Environmental Specialist will be responsible for the implementation and management of the environmental aspects of the project, including ensuring compliance with applicable legislation and laws, as well as compliance with the World Bank's Environmental and Social Standards.

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

The key functions and responsibilities of the Environmental Specialist will include:

* Identify, assess, and manage the environmental and social risks and impacts of Project activities, particularly activities related to the construction, rehabilitation, and renovation of early childhood education and care facilities, in accordance with World Bank Environmental and Social Standard and applicable national environmental legislation.

* Ensure that environmental measures are incorporated into the design, technical specifications, bidding documents, and contracts for construction and rehabilitation works, including requirements for the management of waste, dust, noise, water, hazardous materials, site safety, and site restoration upon completion of the works.

* Review and monitor the environmental and social instruments prepared for subprojects, including, as applicable, Environmental and Social Management Plans (ESMPs), environmental and social procedures/standards, and contractors' management plans, and ensure their inclusion in the relevant procurement and contract documentation.

* Monitor the implementation of environmental requirements by contractors and works supervisors, including compliance with the measures set out in the Environmental and Social Management Plans (ESMPs) and contractual documents, and require corrective measures where non-compliance is identified.

* Support the implementation, monitoring, and reporting of the Environmental and Social Commitment Plan (ESCP) and ensure timely reporting of environmental and social incidents and accidents in accordance with World Bank requirements.

* Ensure that Project activities apply the principles of resource efficiency and pollution prevention and management, including the efficient use of energy and water, management of construction materials and waste, reduction of dust and emissions, and minimization of soil and water pollution.

* Provide technical input for the integration of measures related to energy efficiency, rational water use, natural ventilation, natural lighting, and the use of sustainable and low-environmental-impact materials in the design and rehabilitation of ECEC facilities.

* Assess and monitor risks associated with hazardous waste and potentially hazardous materials, including their identification, storage, transportation, and disposal, in accordance with applicable legislation and relevant World Bank requirements.

* Contribute to the implementation of requirements related to health, safety, and community protection, particularly at sites where works are carried out in proximity to children, institutional staff, parents, and the community, in accordance with the World Bank Environmental, Health, and Safety (EHS) Guidelines.

* Verify that environmental and physical safety measures are appropriate for early childhood environments, including the separation of work areas from children, control of access to construction sites, signage, management of materials and equipment, and measures to prevent accidents.

* Participate in periodic field visits and environmental inspections of Project sites, documenting findings, non-compliances, corrective measures, and deadlines for addressing them.

* Review potential climate-related impacts and contribute to the integration of climate adaptation and resilience measures into infrastructure investments, taking into consideration, among other factors, extreme temperatures, heatwaves, flooding, water management, and the resilience of buildings.

* Develop and maintain a monitoring system for the Project's environmental performance, including indicators, records, inspection reports, incidents, non-compliances, and corrective measures, and ensure that relevant information is incorporated into the Project's periodic reports.

* Provide guidance and training, as needed, to PIU staff, municipalities, beneficiary institutions, contractors, and works supervisors on ESF requirements, environmental risk management, environmental protection, health and safety, and incident reporting.

PERIOD OF ENGAGEMENT

The Environmental Specialist 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, which will be assessed through a formal annual performance evaluation process. The first six months will be considered a probationary period.

The payment will be based on a monthly rate specified in the contract. The Specialist is expected to commence duties upon signing of the contract.

QUALIFICATIONS

The Environmental Specialist shall have the following qualifications:

* A postgraduate degree (MA) in Environmental Engineering, Environmental Sciences, Environmental Management, Natural Resource Management, Civil Engineering with a specialisation in environmental engineering/management, or another relevant field of environmental sciences or applied natural sciences;

* At least 3 (three) years of professional experience in institutions, international organisations, or civil society organisations in the field of environmental safeguards, environmental protection measures, and environmental risk management;

* In the absence of a postgraduate degree, candidates holding a university degree in the relevant fields must have at least 7 years of relevant professional experience;

* Demonstrated experience in the application of the World Bank Environmental and Social Standards (ESS), including the requirements of the Environmental and Social Framework (ESF), or similar international standards under development projects will be considered an advantage;

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

* Good knowledge of relevant local legislation.

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 e-mail address: ekfh.prokurimi@rks-gov.net

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

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

SELECTION PROCESS

Qualified and experienced 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 and using the Individual Consultant – Open National selection method.