



Republika e Kosovës
Republika Kosova - Republic of Kosova
Qeveria - Vlada - Government
Ministria e Arsimit, e Shkencës dhe e Teknologjisë
Ministarstvo za Obrazovanje, Nauku i Tehnologiju - Ministry of Education, Science and Technology

REQUEST FOR EXPRESSIONS OF INTEREST

Ministry of Education, Science and Technology

Project Title: Education Systems Improvement Project (ESIP)

Project Number: P145009 Credit No: IDA 5760

Assignment Title: School Development Grant (SDG) Task Manager

Ref: ESIP-CS-3.6

The Education Systems Improvement Project (ESIP) is financed by a World Bank credit, equivalent to US\$11 million, and will be implemented by the Ministry of Education, Science and Technology, Government of the Republic of Kosovo.¹ The project aims to support the education sector reforms in Kosovo to: (i) improve the strategic and financial planning and monitoring capacity for decentralized education system; (ii) improve and strengthen teacher management and certification; (iii) provide support for the strengthening and improvement of Kosovo's student assessment and examination system; and (iv) strengthening Education Monitoring and Evaluation Capacity and Implementation and Communications Support.

The purpose of the ESIP's School Development Grants (SDGs) is to strengthen the capacity of primary and lower secondary schools (0-9), primarily in rural areas, to plan and manage resources, and promote citizen engagement through the participation of teachers, parents and communities in planning, implementing, and monitoring school activities.

Objective of the Assignment

The key objective of this assignment is to assist ESIP Project Coordination Unit (PCU) and MEST to implement the School Development Grants.

¹Please see link for more information: http://www-wds.worldbank.org/external/default/WDSPContentServer/WDSP/IB/2015/08/24/090224b083092e1c/1_0/Rendered/PDF/Kosovo000Educa0Improvement0Project0.pdf

Duties and Responsibilities

This position will support the work of the PCU/MEST to manage and supervise the implementation of the SDG in an efficient and timely manner, including:

Management and Coordination

- (i) Following the guidelines arising from the SDG Manual and other government rules relevant to the SDG sub-component implementation;
- (ii) Developing an action plan for timely delivery of the SDG sub-component;
- (iii) Leading and coordinating the implementation of the selection-based grants, including revision of list of participating schools, if needed, supervision and coordination of trainings, supporting the implementation of selection-based school projects;
- (iv) Leading and coordinating the implementation of the competitive-based grants, including a transparent announcement of the call for grants, coordinating trainings, coordinating the selection of top competitive-based project proposals for funding, supporting the implementation of competitive-based school projects;
- (v) Leading the drafting and developing of documentation and TORs necessary for an effective implementation of SDG sub-component, including TOR for a baseline, midline and endline survey to measure the effects of the SDGs in beneficiary schools; expanding or revising the SDG Manual, such as enriching procurement guidelines to reflect the implementation in practice, if needed, and developing a more detailed positive list of eligible activities, including examples of potential activities, programs, trainings, or interventions aimed at improving the quality of education that schools could choose to implement using their grant;
- (vi) Coordinating the work between MEST, SGAB, PCU, municipalities and the implementing firm;
- (vii) Ensuring effective financial and procurement management of the SDG sub-component.

Supervision and Monitoring

The SDG Task Manager will be responsible for the overall supervision and oversight of the SDG sub-component implementation. This includes:

- (viii) Supervising the implementation firm's work and ensuring quality of outputs and timeliness maintained;
- (ix) Monitoring the overall implementation of the SDG sub-component at the municipal and school levels;
- (x) Supervising the work of the SDG Assistant Task Manager and provide guidance and support as needed.

Other Duties

- (xi) Any other duty as assigned by the MEST's General Secretary and the PCU Coordinator.

Qualifications and Experience

MEST is looking for a candidate with the following qualifications:

Specific Qualifications and Experience

- Completion of a higher education degree (Master's level or higher) in the field of education or a related social science, preferably in education management;
- A good understanding of the education sector in Kosovo;
- At least 5 years of relevant work experience in the education sector at the central or local/regional levels;
- Project management experience, including experience overseeing activities related to procurement, financial management, and disbursement;
- Work experience with the World Bank Projects (is an advantage);
- Previous experience working with school development grants (is an advantage);

General Qualification

- An excellent command of spoken and written English and Albanian, including the capability to write reports in English and Albanian;
- Knowledge of other local languages (is an advantage);
- Substantial computer skills and knowledge, including good command of MS Office applications (Excel, Word, PowerPoint and Publisher), and emailing;
- Excellent communication, intrapersonal, and management skills; and
- A positive attitude to solving problems.

Duration of the Assignment

The Consultancy will cover 150 working days with the possibility of extension based on good performance and will take place between September 1, 2016 and August 31, 2017. The probationary period will last for 3 months.

The Ministry of Education, Science and Technology now invites eligible individual consultants to indicate their interest by submitting the CV and the Cover Letter. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants \[under IBRD Loans and IDA Credits & Grants\] by World Bank Borrowers](#) dated January 2011 revised on July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultant (IC) method set out in the above mentioned Consultant Guidelines.

Further information can be obtained at the address below during office hours ***i.e. 08:00 to 16:00 hours.***

A CV and a Cover Letter must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **10:00 on Monday 22nd July 2016.**

Project Coordination Unit – PCU

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