

TERMS OF REFERENCES

Temporary support staff for the Hydro-meteorological Institute of Kosovo for the needs of the Pilot Monitoring Program

Program Title:	Integrated Water Resources Management in Kosovo (IWRM-K)
Posts Titles:	1. Junior Expert for Coordination of Biological Monitoring – 1 position 2. Field and laboratory support staff – 1 position
Duty Station(s):	Offices/Laboratory of the Hydro-Meteorological Institute of Kosovo, and field work as required
Type and duration of the contract(s):	Up to 85 days (12 months period)
Indicative start date:	01 August 2024

BACKGROUND

The “Integrated Water Resources Management in Kosovo” Program (IWRM-K and/or the Program) aims at building long-lasting water resource management capacities contributing to the needs of future sustainable development. The key partner for implementing the IWRM-K is the Ministry of Environment, Spatial Planning, and Infrastructure (MESPI), including the Kosovo Environmental Protection Agency (KEPA), and its specialized unit – Hydro-meteorological Institute Kosovo (HMIK) as MESPI’s constitutive parts.

As a Program partner, HMIK is receiving from the Program **technical support in improving water monitoring** activities across Kosovo’s main river basins. This includes trainings on **water quantity and water quality monitoring**, provision of equipment, preparation, and support to implementation of various capacity development plans. As part of the overall capacity development efforts, the Program has extended its partnership with KEPA/HMIK for the needs of implementation of a pre-designed **pilot water quality monitoring programme**¹. The outline of the pilot **monitoring programme design**, comprising surface- and groundwater quality monitoring, will be made available to the selected candidates.

The central **responsibility over the implementation of the monitoring programme rests within HMIK** as per the national regulations. To be able to cover all required monitoring parameters, their internal capacities need to be strengthened by **externally provided experts** as per the Letter of Agreement governing the implementation of the pilot monitoring programme.

These TORs describe the **scope of work of:**

1. Junior Expert for Coordination of the Biological Monitoring Activities
2. Field and Laboratory Support Staff

1. DUTIES AND RESPONSIBILITIES OF THE ‘JUNIOR EXPERT FOR COORDINATION OF THE BIOLOGICAL MONITORING ACTIVITIES’

Under the direct supervision of the Head of HMIK, the Coordinator of the Pilot Monitoring Programme, and an assigned IWRM-K Senior Adviser, the **Junior Expert for Coordination of the Biological Monitoring Activities** will support HMIK in the implementation of the Monitoring Program, by undertaking the following key tasks:

¹ The initial pilot monitoring programme was prepared as part of the contract between IWRM-K and Deltares for preparation of River Basin Management Plans (RBMPs). Later, in 2024 the Program has been reviewed and updated by an external expert and validated by responsible authorities.

- Based on the monitoring program design, and in close coordination with the respective HMIK staff, and with the assigned biological monitoring experts, coordinate preparing of a detailed activity plan for biological monitoring, including the plan for capacity building activities.
- Lead the overall coordination of the day-to-day activities of the biological part of the monitoring program, by coordinating the field work of the external experts and the HMIK, supporting creation of the work teams (university professors, external experts, responsible HMIK staff, trainees).
- Develop and maintain a simplified progress implementation monitoring/tracking system.
- As requested, participate in workshops, meetings, and presentations to present the work and results of the biological monitoring activities.
- Coordinate and take part in capacity building activities organized in the framework of biological monitoring.
- Coordinate reviewing and commenting of the final monitoring report (part of the biological monitoring). Collect input and other feedback from relevant institutions/experts.
- Undertake other tasks related to this position, as requested by the assigned supervisor.

2. DUTIES AND RESPONSIBILITIES OF 'EXPERT TO SUPPORT FIELD AND LABORATORY MONITORING TASKS'

Under the direct supervision of the Head of HMIK, the Coordinator of the Pilot Monitoring Programme, and an assigned IWRM-K Senior Adviser, 2. **Field and Laboratory Support Staff** will support HMIK in the implementation of the Monitoring Program, by undertaking the following key tasks:

- Support preparation of the working conditions, tools and equipment, for the field work (sampling) for determination of chemical parameters. This includes verification of functioning and calibration of the relevant equipment.
- Supports sampling, labelling of the water samples, and conserve the water samples in line with the standards as guided by the HMIK (related ISO standards).
- Support transportation of the water samples from the field to the laboratory following the existing hand-over procedures.
- Prepare standard solutions for creation of calibration curves, for related chemical parameters.
- Measure and record the results of the field parameters of the water quality.
- Support the laboratory testing of the chemical water quality parameters.
- Maintain the records for the activities carried out in accordance with ISO 17025.
- Register the monitoring results (laboratory testing result) in the databases/repositories as instructed by the coordinator and support the quality control process.
- Undertake other tasks related to this position, as requested by the assigned supervisor.

QUALIFICATION REQUIREMENTS RELEVANT TO ALL POSITIONS

To perform her/his tasks, all the suitable candidates shall possess the following competencies:

Mandatory Requirements

- Education:
 - For **the position under 1**: minimum bachelor's degree in chemistry, environmental engineering, environmental sciences and similar.
 - For **the position under 2** minimum high-school diploma in technical fields.
- Work experience:

- For **the position under 1**: minimum 2 years of relevant working experience in biological monitoring
- For **the position under 2**: minimum 1 year of relevant working experience from providing support to field and laboratory activities.

- Other
 - Excellent written and verbal communication skills in Albanian and English.
 - General computer literacy and solid knowledge of MS Windows and MS Office.
 - Excellent communication, interpersonal skills, and reporting skills.
 - Highly motivated to engage in peer-to-peer, on-the-job knowledge/skills building.
 - Ability to coordinate smoothly with multiple parties (including capacity building programs and local institutions), work under pressure, and under tight deadlines.

APPLICATION PROCEDURE RELEVANT TO ALL POSITIONS

Interested candidates need to submit their applications to skatconsultingkosovo@skat.ch by 24 July 2024. The application needs to comprise the following documents/information in the English language:

1. Cover letter (summarizing qualifications and relevance for the position vis-à-vis requirements)
2. Most updated professional CV, and
3. Contacts of at least two persons for reference checking purposes and/or written recommendations/reference letters, if available.

The Skat Consulting Branch in Kosovo Ltd. encourages all qualified applicants, irrespective of gender, nationality, culture, religion, and ethnic background to apply. All applications will be treated in confidence.

NOTE: Delayed and incomplete applications will not be accepted. Shortlisted candidates will be considered for further evaluation (e.g., through the interview, written test).