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# TERMS OF REFERENCES

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

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| **Program Title:** | Integrated Water Resources Management in Kosovo (IWRM-K) |
| **Posts Titles:** | 1. Coordinator of the Pilot Monitoring Program – 1 position  2. Laboratory specialist for analytical chemistry – 2 positions  3. Laboratory specialist for SPF UV-VIS and IC & AAS – 2 positions  4. Laboratory technician – 1 position |
| **Duty Station(s):** | Offices/Laboratory of the Hydro-Meteorological Institute of Kosovo, and if applicable field work at the sampling sites |
| **Type and duration of the contract(s):** | Full-time, 13 Months contracts |
| **Indicative start date:** | 01 March 2023 |

**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. It aims at helping to replace the current fragmented approach with a more comprehensive and highly participatory approach of managing water resources at the river basin scale, aligned with the principles of Integrated Water Resources Management (IWRM) and the EU Water Framework Directive.

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]](#footnote-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 pilot 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**. This applies to the monitoring of **chemical and physical parameters**, for which six experts (temporary support staff) will be provided to HMIK as per the Letter of Agreement governing the implementation of the pilot monitoring programme.

These TORs describe the **scope of work of six (6) water quality monitoring (laboratory) experts** who will be responsible for monitoring of the chemical and physical parameters in surface and ground waters, namely:

1. Coordinator of the Pilot Monitoring Program – 1 position
2. Laboratory specialist for analytical chemistry – 2 positions
3. Laboratory specialist for SPF UV-VIS and IC & AAS – 2 positions
4. Laboratory technician – 1 position
5. **DUTIES AND RESPONSIBILITIES OF THE ‘COORDINATOR OF PILOT MONITORING PROGRAM’**

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

* + Based on the Monitoring Program, and in close coordination with the respective HMIK staff, prepares the detailed activity plan for monitoring. The plan needs to be harmonized with the plan of activities of HMIK.
  + Leads the overall coordination of the day-to-day activities of the pilot monitoring program, including coordination of activities of monitoring teams and experts, field work (sampling visits), laboratory work, logistics, and overall coordination with other HMIK teams.
  + Provides the necessary guidance to the team and makes sure that each of the individual team members is sufficiently instructed, has appropriately understood the task, the expected quality of work and the expected deadlines.
  + Coordinates the outsourced monitoring activities, by regular coordination with the contracted external experts, and/or laboratories. This includes supporting the procurement processes, monitoring of the implementation of the outsourced part of the program, and checks, control and integrate the monitoring results coming from different teams/experts/laboratories.
  + Develops databases/repositories that will allow monitoring data storage, extraction, data processing and data reporting. This need to be done on close cooperation with data management expert of the HMIK, and the IWRM-K
  + Develops and maintains a simplified progress implementation monitoring/tracking system.
  + As requested, participates in workshops, meetings, presentations to present the work and results of the monitoring activities, and to transfer practical newly gained knowledge among existing and new peers/colleagues.
  + Prepares quarterly reports (after each monitoring season) containing the activities carried out, monitoring results, challenges, and recommendations for the next steps. The monitoring results for each parameter, and each monitoring station should be presented.
  + Prepares the final monitoring report that will encompass presentation of the results from all monitoring parameters in all monitoring stations. The format of the report will be agreed with the HMIK. Any potential comments from experts will be addressed.
  + Other tasks related to this position, as requested by the assigned supervisor.

1. **DUTIES AND RESPONSIBILITIES OF ‘LABORATORY SPECIALIST FOR ANALYTICAL CHEMISTRY**

Under the direct supervision of the Head of HMIK, and an assigned IWRM-K Senior Adviser, and under the coordination of theCoordinator of the Pilot Monitoring Program, ***the Laboratory Specialist for Chemical Parameters*** ***will*** support HMIK in the implementation of the Pilot Monitoring Program, by undertaking the following key tasks:

* + Provides inputs to the plan for implementation of the Pilot Monitoring Program.
  + Prepares the working conditions, tools and equipment, and the water samples for determination of chemical parameters, using ICP-MS and GC-MS equipment. Conserve the water samples in line with the standards as guided by the HMIK (related ISO standards)
  + Prepares standard solutions for creation of calibration curves, for related chemical parameters.
  + Develops related methods in the ICP-MS and or GC-MS, as required, based on the ISO 28540 standard.
  + Reads, processes, validates and registers the results from the ICP-MS and or GC-MS as relevant.
  + Maintains the records for the activities carried out in accordance with the ISO 17025
  + As requested, coordinates, and cooperates with other Pilot Monitoring Program team members and other IHMK experts, to harmonize the processes, the databases, the results and the reporting.
  + Registers the monitoring results (laboratory testing result) in the databases/repositories as instructed by the coordinator, and support process for quality check quality control procedures.
  + If requested, participates in workshops, meetings, presentations to present the work and results of the monitoring activities.
  + Provides inputs to the quarterly reports (after each monitoring season) and to the final monitoring report containing monitoring results for each monitoring station, for the chemical parameters.
  + Other tasks related to this position, as requested by the assigned supervisor.

1. **DUTIES AND RESPONSIBILITIES OF THE ‘LABORATORY SPECIALIST FOR SPF UV-VIS and IC & AAS’**

Under the direct supervision of the Head of HMIK, and an assigned IWRM-K Senior Adviser, and under the coordination of theCoordinator of Pilot Monitoring Program, ***the Laboratory Specialist for SPF UV-VIS and IC & AAS*** ***will*** support HMIK in the implementation of the Pilot Monitoring Program, by undertaking the following key tasks:

* + Works mostly with the Spectrophotometry ultraviolet and visual (SPF UV-VIS) and Ion Chromatography IC and SAA equipment for determination of ions and cations of several parameters in water samples.
  + As guided by the coordinator, provides inputs to the plan for implementation of the Pilot Monitoring Program.
  + Prepares the working conditions, tools and equipment, and the water samples for determination of chemical, using SPF UV-VIS and IC & SAA equipment.
  + Prepares standard solutions for creation of calibration curves, for related parameters.
  + Develops related methods based on the ISO standard.
  + Reads, process, validate and register the results from the SPF UV-VIS and IC & SAA equipment as relevant.
  + Maintains the records for the activities carried out in accordance with the ISO 17025
  + As requested, coordinates, and cooperates with other Pilot Monitoring Program team members and other IHMK experts, to harmonize the processes, the databases, the results and the reporting.
  + Registers the monitoring results (laboratory testing result) in the databases/repositories as instructed by the coordinator, and support process for quality check quality control procedures.
  + If requested, participates in workshops, meetings, presentations to present the work and results of the monitoring activities.
  + Provides inputs to the quarterly reports (after each monitoring season) and to the final monitoring report containing monitoring results for each monitoring station, for the chemical parameters.
  + Other tasks related to this position, as requested by the assigned supervisor.

1. **DUTIES AND RESPONSIBILITIES OF THE ‘LABORATORY TECHNICIAN**

Under the direct supervision of the Head of HMIK, and an assigned IWRM-K Senior Adviser, and under the coordination of theCoordinator of Pilot Monitoring Program, ***the Laboratory technician will*** support HMIK in the implementation of the Pilot Monitoring Program, by undertaking the following key tasks:

* + Supports setting on of the working conditions, tools and equipment, to start conducting the testing.
  + Cleans the laboratory chemical tools, tools used for field work, and other sensitive parts of the equipment, using the special equipment with ultrasonic bath.
  + Supports the professional staff to prepare the sample for determination in Spectrophotometry, spectroscopy of atomic absorption, GC, IC, ICP-MS, etc.
  + Supports preparation of the standard solutions for volumetric determinations and other needs.
  + Performs the quality control of the analytical electronic weigher and volumetric tools.
  + Supports conservation of the samples.
  + Performs 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 positions shall possess the following competencies:

*Mandatory Requirements*

* Education:
  + For **the** **positions under 1, and 2**: minimum master’s degree in chemistry, environmental engineering, environmental sciences and similar.
  + For **the position under 3**, minimum bachelor’s degree in chemistry, environmental engineering, environmental sciences and similar.
  + For **the position under 3**, minimum bachelor’s degree in chemistry, environmental engineering, environmental sciences and similar.
  + For **the position under 4**, minimum secondary education/high school (gymnasium) in natural sciences, laboratory technician and similar
* Relevant work experience
  + For the position under 1: Minimum 10 years’ experience in performing assignments in areas relevant to the position.
  + For positions 2,3,4: Minimum 2 years’ experience in performing assignments in areas relevant to the position.
* Other
  + Excellent written and verbal communication skills in Albanian and English.
  + General computer literacy and solid knowledge of MS Windows and MS Office.

*Other expected skills & attitudes*

* Excellent communication, interpersonal skills, and reporting skills;
* Highly motivated to engage in a 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 [kosovo@skat.ch](mailto:kosovo@skat.ch) by 19 February 2022. 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.

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

Please specify the position for which you are applying on the Cover Letter and on the subject line of the email.

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

1. The pilot monitoring programme was prepared as part of the contract between IWRM-K and Deltares for preparation of River Basin Management Plans (RBMPs). [↑](#footnote-ref-1)