

Terms of Reference for Advocacy Expert Services:

Short-term Assignment of advocacy expert for development of a Position Paper

Project name:	Regional Capacity Development Network for Water and Sanitation Services (hereafter RCDN) “SHUKOS as CD service provider for PUCs and LGUs in Kosovo”
Title/Purpose:	Short-term Assignment of advocacy expert for development “Institutional Recognition of SHUKOS as the main Training Provider Institution in Water and Sanitation Sector of Kosovo”
Duration of Assignment:	Up to 5 days, on period 15.04.2022 – 05.05.2022
Contracting authority:	SHUKOS Nadire Vitija – Focal Point April, 2022

SHUKOS is looking for an advocacy expert who will work closely with its Staff, and other stakeholders to develop position papers in interest of SHUKOS

I. Background

Water and Wastewater Works Association of Kosovo (SHUKOS) is a non-for-profit organization established, by 7 Kosovo's Regional Water Supply and Sewerage Companies. The Association operates according to NGO law (No.04 / L-57) has its own bodies, the Assembly, and the Board of Directors, which consists of 7 Chief Executive Officers of 7 Regional Water Companies.

The Water and Wastewater Works Association of Kosovo has received financing for a Grant titled “SHUKOS as CD service provider for PUCs and LGUs in Kosovo ” in the frame of the project Regional Capacity Development Network (RCDN) for Water and Sanitation services in SEE commissioned from the German Federal Ministry of Economic Cooperation and Development (BMZ) and Swiss State Secretariat for Economic Affairs (SECO), and it is administratively embedded in the GIZ Project “Open Regional Fund for Southeast Europe - Modernization of Municipal Services (ORF MMS)”. The project “Regional Capacity Development Network (RCDN) for Water and Sanitation Services” connects local government units (LGUs), public water utilities (PUCs) and their associations from Southeast Europe (SEE) to work together on developing capacities in the water and sanitation service (WSS) sector.

In this regard, the overall objective of the project implemented by SHUKOS is to be a *Capacity Development Service Provider for PUCs and LGUs in Kosovo through the delivery of high-capacity development products developed in the region by engaged both, municipal decision makers and management of PUCs*. The specific objective of the Project are:

- To further increase the institutional capacities of SHUKOS;
- To further enhance the capacities of Management and Technical Staff of Water Utilities and Public Officials through delivery of CD Products;
- To improve the national legal, administrative, and institutional frameworks for CD;

Referred to the grant’s third objective, SHUKOS has developed it’s own Advocacy Strategy and a Joint Advocacy Strategy with Association of Kosovo Municipalities (AKM), with the purpose to coordinate efforts and guide the advocacy efforts for each association. As identified and planned in SHUKOS Advocacy Strategy as well as in SHUKOS Strategic Plan 2020 – 2025, SHUKOS intends to develop a Position Paper on the Institutional Recognition of SHUKOS as the main Training Provider in Water and Sanitation Sector of Kosovo.

In this context, SHUKOS is seeking to engage a qualified and experienced advocacy expert to develop one position paper including the detailed design as well as to promote the Position Paper during the Stakeholder Dialogue Workshop planned to be organized by SHUKOS later this year.

II. Scope of Work

Under overall supervision of the Training and Professional Development Department of SHUKOS and guidance of the Training Manager of SHUKOS, the Local Expert will undertake the following scope of work:

- Participate in a meeting organized by SHUKOS to discuss on the assignment, key deliverables and expected timeframe of the activities and deliverables;
- To get acquainted with the topic defined by SHUKOS and to give proposals for the way of developing the position paper;
- To make a research about role of the water and wastewater associations from region and identify suitable options / solutions
- Developing of Position Paper based on outline as follow:
 - Introduction
 - Problem History
 - Background of the problem
 - Status
 - Propose of Position Paper
 - A clear Statement
 - Conclusion and Recommendations
 - Communication / Advocacy Plan
- Follow the RCDN Template for Position Papers attached this ToRs as Annex 2.
- Presenting the position paper during the Stakeholder Dialogue Workshop organized by SHUKOS and assist SHUKOS on promoting it to relevant stakeholders.

III. Aim of the Assignment

Main objective

The main objective of the ToR is to engage a qualified and professional advocacy expert, to develop a detailed position paper on the topic:

- Institutional Recognition of SHUKOS as the main Training Provider in Water and Sanitation Sector of Kosovo

IV. Expected outputs, estimated consultancy days and proposed timeline:

The following table provides an overview about the expected main outputs, estimated level of efforts and tentative timeline of the tasks to be conducted by the expert:

Consultancy Tasks	Expected outputs / Deliverables	Estimation of consultancy days (up to)	Tentative timeline (until)
Specific Objective 1: Collection of relevant data			
Coordination meeting with SHUKOS	Presentation of existing documents within SHUKOS Minutes of Meeting (MoM)	0.5 day	15.04.2022
Desk Review	Collect relevant data and information; Review existing documents and research of the market in region	1 day	18.04.2022
Conduct a Regional Research	research about role of the water and wastewater associations from region and identification of options / solutions	1 day	20.04.2022
Total number of estimated days/per SO1		2.5 days	Total:
Specific Objective 2: Prepare a position paper following the proposed structure			
Prepare a Policy Paper	Draft Policy Paper	1 day	25.04.2022
	Final Policy Paper	1 day	02.05.2022
Total number of estimated days/per SO2		2 days	
Specific Objective 3: Support SHUKOS for the presentation of the position paper			
Support SHUKOS for the presentation of the position paper		0.5 day	Multi stakeholders Dialogue Workshop
Total number of estimated days/per SO3		0.5 day	
Total consultancy days		5 days	

Notes:

- The service provider is expected to provide details about working days for the above-described tasks in his/her proposal as well as to suggest a payment schedule
- The ownership of the Position Paper is with SHUKOS
- The results should be in Albanian and English working parallel in both languages
- The service provider`s obligation is to deliver the final version of the Policy / Position paper in English as well.

V. Tasks of the Contracting Authority

The Contracting Authority is SHUKOS. In order to ensure smooth implementation of the activities, and due to the above-described scope of work as well as the language barriers, the Contracting Authority shall ensure:

- Access to relevant legal documents related to these tasks.

- Support, on request, in communication and cooperation with all relevant national and international institutions.

VI. Duration of Assignment

Under this assignment, the expert will be contracted for the period from of 15 April 2022 to 05 May 2022. The Level of Effort required of the Expert, understood to be represented by the scope of work, is estimated to be up to 5 working-days. The contract between SHUKOS and the expert will be signed under the Laws of Kosovo.

VII. Qualifications/Selection Criteria

- Local Expert should be highly motivated and committed to the values of transparency and integrity as well as to have excellent knowledge and understanding of socio-economic and political context of the country.
- Expert will have to prove the required subject matter knowledge and advocacy expertise and cooperation skills in order to achieve high quality results (deliverables) within the expected time frame.
- Education Level: Master’s Degree or equivalent in economic, law, public administration.

Competences:

- More than 5 years of experience within NGO or Civil Society or Professional associations / Chambers in area of advocacy.
- More than 5 years of experience within the specific advocacy related fields: desk review, analysis of issue / problem, writing policy recommendations, development policy / position papers
- Experience in working with NGOs, prior working experience with SHUKOS is preferred
- Participatory working attitude, and in-depth analysis skills
- Excellent professional writing skills

Other competences:

- Language requirements: Fluency in English, and Albanian
- Professionalism: Reliability, confidence, promptness and high flexibility.

It has to be highlighted that the applicants are expected to precisely demonstrate above-mentioned Consultancy profile in their proposals.

Evaluation Criteria	Wight
Education	15%
Master’s Degree or equivalent in economic, law, public administration, or related social sciences.	
Experience	65%

<ul style="list-style-type: none"> • Relevant experience in development of position papers; • Experience in working with water sector and legal framework; • Experience in working with NGOs, prior working experience with SHUKOS is preferred. 	
Language Requirements	20%
Fluency in English with excellent written skills	

VIII. Application Process

In order to be considered for this assignment, the Local Expert must send his/her proposal in electronic form not later than **13 of April 2022**, at e-mail address info@shukos.org with copy (cc) to the Training and Professional Development Manager of SHUKOS Mrs. Nadire Vitija: nadire.vitija@shukos.org nadirevitija3@gmail.com with subject: **Application of Local Expert for development of Position Paper** The proposal has to be submitted in English. All pages of the proposal should be consecutively numbered. The proposal should contain the following sections:

- Letter of expression of Interest and Availability;
- Personal CV, indicating all past experience and similar assignments, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Consultant fee per day.

Note: Travel and other relevant cost of consultant will NOT be covered by SHUKOS and should be calculated as part of the fee.