

Terms of Reference for Local Expert

Project Name	Skills Development in Wastewater Sector in Kosovo
Title/Purpose	Short-term assignment of local expert for development of 2 documents (financial methodology & how to become a member)
Duration of Assignment	16 January 2023 – 30 January 2023
Contracting Authority	SHUKOS info@shukos.org

I. Introduction

The project “Skills Development in the Wastewater Sector of Kosovo” aims to contribute to the capacity development in Kosovo’s water and wastewater sector. To reach this goal VSA and SHUKOS act together and work on the organisational development of SHUKOS and its surroundings as well as on the direct capacitation of wastewater experts in Kosovo.

One of the activities aim at the extension of SHUKOS towards an association, which represents all stakeholders of the water and wastewater sector. For this purpose, the extension of SHUKOS with new members was already integrated in the strategic plan for the period 2021-2025. VSA should support this process on the one hand with the delivery of internal processes and regulations as model for the creation of SHUKOS’s standards. On the other hand, VSA experts should support the dialogue process between SHUKOS staff and board members, as the execution of the concerning strategic goals seemed to be blocked due to different opinions within the different organisational units.

Considering that SHUKOS has already received the approval of the board for membership expansion, it is necessary to prepare two written documents based on the experience gained from VSA.

Documents that will be developed by the engaged local expert are:

- Financial methodology
- How to become a member

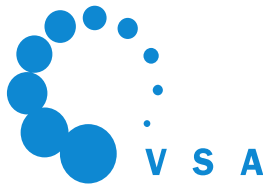
II. Scope of Work

The scope and focus of the assignment are the preparation **financial methodology** and a brochure **How to become a member of SHUKOS**.

Financial methodology:

- To prepare the methodology for calculating fees for new categories of membership;
- To prepare the plan for the number of new members during 2023;

How to become a member of SHUKOS:



- To prepare a 4-page leaflet with the design and logo of SHUKOS and the donor;
- The leaflet should be designed visually and with text;
- I will describe in 5 steps the process of how to become a member of SHUKOS;
- To describe the benefits of being a member for each membership category;
- To add into the SHUKOS website the possibility to become a member directly;
- Describe the payment methodology.

III. Administrative Information

The contracted party is expected to use their own equipment for the requested assignment. All possible expenses are included in the expert's honorary fee.

Signature of the Contract	By 16th of January 2023
Initial discussions and information with SHUKOS	16 – 18 January 2023
1st Draft of Concept of Financial Methodology	23 – 26 January 2023
1st Draft of Concept of Leaflet how to become a member	23 – 26 January 2023
Feedback from SHUKOS and partners of project	27 January 2023
Final version of the documents	30 January 2023

IV. Qualifications/Selection Criteria

The ideal candidate(s) will have:

- A proven experience in designing leaflets and related documents;
- The ability to create original designs for leaflets based on SHUKOS needs;
- Experience in working with NGOs; an active interest for feminism/gender equality is a plus
- The ability to produce high quality content on tight deadlines
- Excellent planning and organisational skills
- Excellent communication and a concern for transparency
- Knowledge of water and sanitation sector in Kosovo and previous work with SHUKOS is an asset

V. Application Process

In order to be considered for this assignment, the Applicant must send its proposal in electronic form not later than **13.01.2023**, 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 with subject: **Application for SHUKOS Local Expert**. The proposal has to be submitted in English language. All pages of the proposal should be consecutively numbered. The proposal should contain the following sections:

- Examples of similar previous work;
- Financial offer (number of days / fee per day)

List of Annexes:

Annex 1: Time sheet for local expert.