

## Terms of Reference for Advocacy Expert

<b>Project Name</b>	Skills Development in Wastewater Sector in Kosovo
<b>Title/Purpose</b>	Short-term assignment of advocacy expert for development of position paper / policy recommendation
<b>Duration of Assignment</b>	Up to 8 working days (25 July 2023 – 20 August 2023)
<b>Contracting Authority</b>	SHUKOS <a href="mailto:info@shukos.org">info@shukos.org</a>

### 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.

Since the strengthening of SHUKOS is one of the main goals of this project, one of the activities is aimed for developing a position paper to support SHUKOS in becoming a competent center for providing wastewater trainings in the future. In the framework of this activity, SHUKOS has carried out other supporting activities:

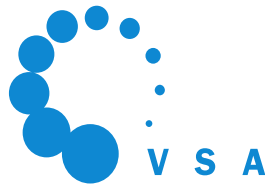
- Exchange and adaptation of VSA documents based on the needs of SHUKOS
- Study Visit in Switzerland
- Establishing the team of trainers for waste water
- Peer Exchange for Waste Water Treatment Plants between local experts from Kosovo and waste water experts of VSA.

In this context, SHUKOS is seeking to engage a qualified and experienced advocacy expert to develop one position paper / policy recommendation based on the experience gained from the VSA visit in Switzerland to make SHUKOS the only competent centre for providing training in the water and wastewater sector in Kosovo.

### II. Scope of Work

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

- Participate in 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 of position paper;
- To make a research of the education system in Kosovo and identification of options / solutions how



SHUKOS can become an important link in the training of new generations in the water sector

- Prepare the draft of position paper with the contents as below:
  - a. Introduce possible objections and / or oponents of position paper;
  - b. Written in a way that catches the reader's attention;
  - c. Each paragraph **should** present an idea or main concept that clarifies a portion of the **position statement** and is supported by evidence or facts;
  - d. Summarize argument and restate the position on the topic.
- Participate in meeting to discuss on the first draft of the Position Paper and adjustments needed.
- Developing of Position Paper with the criteria as follow:
  - e. Introduction
  - f. Problem History
    - i. Background of the problem
    - ii. Status
  - g. Propose of Position Paper
  - h. A clear Statement
  - i. Conclusion and Recommendations
  - j. Communication / Advocacy Plan
- Presenting the position paper during SHUKOS Board Meeting.

### III. Aim of the Assignment

#### Main objective

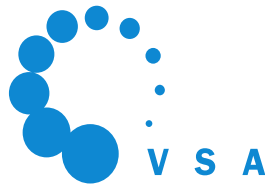
The main objective of the ToR is to engage a qualified and professional advocacy expert, to develop a detailed position paper which will contain the statement of SHUKOS for the legal framework and follow-up procedures regarding certification based, on VSA practices shared with SHUKOS.

### IV. 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.

<b>Signature of the Contract</b>	By 24th of July 2023
<b>Initial discussions and information with SHUKOS</b>	25 – 27 July 2023
<b>1st Draft of Position Paper / Policy recommendation</b>	01 – 04 August 2023
<b>Feedback from SHUKOS</b>	07 -11 August 2023
<b>Final version of the documents</b>	20 August 2023



Presenting the position paper/policy recommendation on the SHUKOS Board Meeting	September 2023
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## V. 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.

*Knowledge of water and sanitation sector in Kosovo and previous work with SHUKOS is an asset*

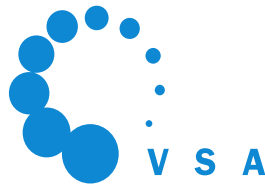
## VI. Application Process

In order to be considered for this assignment, the Applicant must send its proposal in electronic form not later than **21.07.2023**, at e-mail address [info@shukos.org](mailto:info@shukos.org) with copy (cc) to the Training and Professional Development Manager of SHUKOS Mrs. Nadire Vitija: [nadire.vitija@shukos.org](mailto:nadire.vitija@shukos.org) with subject: **Application for SHUKOS Advocacy 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.



### Time Sheet for Consultancy Services

<b>Project Title</b>	<b>Skills Development in the Wastewater Sector of Kosovo</b>
<b>Contract Nr.</b>	<b><u>947003405/05</u>, dated 25/07/2023.</b>
<b>Contractor:</b>	<b>SHUKOS</b>
<b>Title:</b>	<b>Consultant for development of Position Paper/Policy recommendation</b>
<b>Experts Name:</b>	

**Period** 07-08 2023  
(month) (Year)

Date/day	Activity no.	Working Day <= 22/Month)	Per Diem	Location	Short Description of Activities
01					
02					
03					
04					
05					
06					
07					
08					
<b>Total</b>		<b>00,0</b>			

<b>Total working days</b>	<b>00,0</b>
<b>Total Per Diems</b>	<b>0,0</b>

**Expert** \_\_\_\_\_  
(signature, date)

**Reference person<sup>1</sup>** \_\_\_\_\_  
(signature, date)

<sup>1</sup> The reference person is mentioned in your contract and is the Focal Point of the Association, in general.