

Terms of Reference for Consultancy Services:

Short-term Assignment of consultancy to Update the existing Action Plan and Strategic Plan of SHUKOS 2020 - 2025

Project name:	Regional Capacity Development Network for Water and Sanitation Services (hereafter RCDN) <i>“Enhancing SHUKOS’ Capacity as Primary CD Service Provider and Advocate PUCs in Water and Sanitation Sector of Kosovo”</i>
Title/Purpose:	Short-term Assignment of consultancy services for updating the existing Action Plan and Strategic plan of SHUKOS 2020 – 2025
Duration of Assignment:	Up to 7 days, one month
Contracting authority:	SHUKOS Abdullah Derguti– Executive Director
	December 2023

SHUKOS is looking for a consultant who will work closely with its Staff, members and other stakeholders to facilitate the process of updating the existing Action Plan and Strategic Plan 2020 - 2025.

Estimated Duration:

26 December 2023 – 26 Janar 2024

Estimated level of effort: up to 7 days

1. Introduction

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 (RWCs). 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 RWCs plus one representative of Ministry of Economic Development and one representative of Ministry of Environment and Spatial Planning. SHUKOS is a coordinator between the Water Companies and Governmental Institutions, cooperates with the National and International Associations, Local and International Donors and it is a member of the IAWD / IWA and is also partner association of the Regional Capacity Development Network (RCDN).

The Water and Wastewater Works Association of Kosovo has received financing for a Grant titled „Enhancing SHUKOS Capacity as Primary CD Service Provider and Advocate PUCs in Water and Sanitation Sector of 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 South East Europe (SEE) to work together on developing capacities in the water and sanitation service (WSS) sector.

As a partner association in frame of the RCDN Project, SHUKOS in its Annual Work Plan has foreseen to Update the existing Action Plan and Strategic Plan of SHUKOS 2020 – 2025. Under the first RCDN grant, SHUKOS developed for the first time its Strategic Plan for the period 2020 - 2025, within which the Action Plan has been drawn up to support the realization of the activities foreseen in the Strategic Plan. As a whole, this Action Plan has been 70% completed so far, but there are some activities which, despite the

efforts of SHUKOS, have not been completed yet. Based on this SHUKOS has planned to re-evaluate the Action Plan and Strategic Plan to update it with other supporting activities that would help the Implementation of the Action Plan until 2025, at least up to 90%.

In relation to this activity, SHUKOS will engage an expert to review and update the existing Action Plan and Strategic Plan of SHUKOS 2020 - 2025 but will also organize an internal meeting with its members to analyse the current situation and to identify next activities.

2. Scope of Work

The scope and focus of this consultancy assignment are to provide technical, strategic and facilitation support in the process of updating the existing Action Plan and the Strategic Plan for the Water and Wastewater Works Association of Kosovo (SHUKOS) for the period **2020-2025**. Under overall supervision of the Project Manager SHUKOS and guidance of the Training Manager of SHUKOS, the Consultant will implement the following tasks:

- Assess and analyse SHUKOS's external environment in order to identify the current situation and the needs for the next two years implementation the existing Strategic Plan
- Review and analyse in details the existing document's:
 - Strategic Plan of SHUKOS 2020 – 2025
 - Action Plan
 - Business Plan of SHUKOS 2021 -2025
 - Check and Monitoring List for implementation on Strategic Plan of SHUKOS
- Prepare and facilitate the meeting of 9 January 2024 / 2 hours online meeting with VSA experts. The main goal of the meeting is to build a constructive dialogue for the improvement of the existing Action Plan, which will continue for the development of the new Strategic Plan of SHUKOS.
- Prepare synthesis report of the existing situation and review implemented activities vs identify activities that not implemented (based on evidence), including:
 - Identify the main obstacles of the implementation of Strategic Plan 2020 -2025
 - Identify the main actions to undertake for successful implementation
 - Define strategic priorities, measures and activities
 - Re-conduct organization staff task analyses
 - Analyse in details the plan for monitoring and evaluation of the strategic plan

- Prepare draft of the updated Action Plan and if needed Strategic Plan 2020 – 2025, including main activities, responsibilities, time frame and budget.
- Collect comments/ remarks from SHUKOS
- Finalise SHUKOS’s updated Action Plan and present it in front of the governance body of SHUKOS.

3. Deliverables of the Assignment

The expected end product of this assignment will be an updated version of the existing Action Plan and if needed Strategic Plan of SHUKOS 2020-2025 that include:

- Synthesised report (based on evidence)
- Updated Action plan and if needed Strategic plan 2020-2025
- Presented SHUKOS Strategic Plan (2020-2025) in front of the governance body of SHUKOS.

4. Duration of the Assignment and Deliverables

The above deliverable must be completed within 7 working days over a duration of 1 month from the start date with the following time-line (based on one consultant or consultancy company): Starting on 26 December 2023 and ending no later than 26 January 2024.

Timeline	Activity	Deliverable
26 December 2023	Selection of Consultant / Initial meeting	Signed Contract
27 December 2023	Desk analysis of relevant documents	Research process
05 January 2024	Research results prepared on a Progress Report for Implementation of Strategic Plan of SHUKOS	Synthesis Report
09 January 2024	Meeting with SHUKOS staff, Project advisory experts (RCDN+ and VSA) and Board Member if necessary	Agenda and Minutes of the meeting
12 January 2024	Preparation of the draft version of the Action Plan and Strategic plan	Updated Action plan and if needed Strategic plan (2020 -2025)
18 January 2024	Comments provided by SHUKOS on the draft version of the Action Plan	e-mail with comments

26 January 2024	Preparation of the final / updated version of Action Plan and the Strategic Plan of SHUKOS 2020-2025	Final version of the Action plan and if needed Strategic plan (2020 - 2025)
March 2024 TBD	Presenting of the updated Action Plan Strategic Plan of SHUKOS 2020-2025 in front of the governance body of SHUKOS (Board)	Prepared Agenda for the Board meeting and Minutes of the Board meeting

Note: All deliverables should be in Albanian & English.

5. Qualifications/Selection Criteria

- Minimum Master’s degree in social science, administration, management or relevant area;
- Minimum 10 years of experience in design and implementation of development projects;
- Minimum 5 years of experience with capacity development (focus on organisational development);
- Highly motivated and committed to the values of transparency and integrity;
- Excellent knowledge and understanding of socio-economic and political context of the country;
- Excellent written and spoken skills in Albanian and English;
- Excellent research, analytical and reporting skills;
- Excellent communication and presentation skills, both oral and written;
- Experience in water and sanitation services sector.
- Experience in networking at national and regional (SEE) level.

The Consultant will have knowledge of and proven expertise in:

- Participatory approaches in conducting assessments and facilitating strategic planning processes;
- Preparation of strategic plans for professional associations;
- Water and Sanitation Services Sector in Kosovo and the function of SHUKOS in this sector.

Priority will have people or consulting companies that were previously engaged by SHUKOS to develop strategic documents.

6. Application Process

In order to be considered for this assignment, the Consultant must send his/her proposal in electronic form not later than 22 December 2023, at e-mail address info@shukos.org with copy (cc) to the Project Manager of SHUKOS Mrs. Erdonita Humolli: erdonita.humolli@shukos.org with subject: **Application for Consultant for Update the Action Plan of the Strategic Plan of SHUKOS 2020 - 2025.**

The proposal has to be submitted in English. All pages of the proposal should be consecutively numbered. The proposal should contain the following sections:

- Methodology and work plan on how to realise the assignment (explanation of working steps to carry of the above-mentioned sets of activities),
- Provision of candidate's CV and including a list of similar jobs/assignments,
- Consultant's fee for seven working days (gross amount).

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