

## Terms of Reference

### Lead Expert for WW Activities in SHUKOS

#### I. Background

The wastewater management sector in Kosovo is facing a series of critical such as gaps in legal and regulatory frameworks, insufficient technical expertise in wastewater collection and treatment systems, and deficiencies in project planning, implementation, and maintenance. These challenges hinder effective interdepartmental coordination and limit the capacity of municipal and technical staff to manage wastewater systems in line with evolving national and international standards.

Given the growing need to address these multifaceted issues, the SHUKOS is engaging a lead expert to provide specialized support. The lead expert's role will be to tailor the Wastewater Capacity Development (CD) Programme 1B "Introduction to Wastewater Systems for managers and engineers". that not only incorporates the key components outlined in the curriculum—such as legal aspects, technical training, project management, and cost and customer management—but also aligns with the local context and specific challenges of the association. By leveraging expert knowledge and structured training methodologies, the lead expert will empower management and technical teams to take an active role in planning, executing, and overseeing wastewater infrastructure projects, ultimately enhancing operational efficiency and ensuring sustainable service delivery.

Since WW investments and projects in preparatory and implementation phases are not well documented, the SHUKOS need additional support in updating and maintaining the WW database. For this purpose, the Association intends to engage the same lead expert to provide support.

This endeavour is supported by the project "**Regional Capacity Development Network (RCDN) for Water and Sanitation Services,**" which aims to increase the effectiveness of Associations of Public Utilities (APUCs) and Local Governments (LGAs) in the Western Balkans. The project is jointly financed by the Swiss State Secretariat for Economic Affairs (SECO) and the German Federal Ministry of Economic Cooperation and development (BMZ), and it is administratively embedded in the GIZ Project "Open Regional Fund for Southeast Europe - Modernisation of Municipal Services (ORF MMS)", commissioned by BMZ.

As a partner association within the RCDN framework, SHUKOS has signed a Grant Agreement, and this assignment falls within its scope. Through this collaboration, SHUKOS is committed to strengthening its role as a key facilitator of capacity development initiatives in the wastewater sector. By implementing targeted training programme and enhancing data management systems, the association aims to improve the technical and managerial competencies of municipal and utility staff.

#### II. Aim of the Assignment

The **objective** of this assignment is to **support SHUKOS to:**

1. Update and analyse data in the WW database (both operational WWTP and investments)
2. Deliver the Wastewater CD Programme 1B "Introduction to Wastewater Systems for managers and engineers" in Kosovo, in line with the RCDN Quality Standards (Qs) for Training Delivery.
3. Conduct post evaluation of the WW CD programme, summarizing key conclusions and next steps.

#### III. Tasks of the Lead expert

The assignment consists of **four working packages and deliverables:**

##### 1) Working package: Update and Analyse the WWTP Database:

1. Develop or revise a questionnaire to gather data from WWTP operators: basic data, challenges, staffing, CD needs, and financial considerations
2. Support data collection, including contacting operators, providing clarifications, and updating the database
3. Analyse the updated database and preparing a short report (up to 5 pages) on WWTP status, trends, challenges, and recommendations for improvements such (i.e. Initial identification of the target group and matching with trainers and CD topics)

**Deliverables of this set of tasks:**

- Finalized questionnaire covering WWTP operations, challenges, staffing, CD needs, and finances.
- Updated WWTP database ([Annex Existing Wastewater Database](#)),
- Finalised report including data analysis summary and concise 5-page report on WWTP status, trends, challenges, and recommendations, in particular with regards to the target group for WW CD Programme 1B.

**Set of deliverables 1 deadline until: 07.04.2025**

**2) Working package: Preparation of WW CD programme 1B**

1. Participate in the preparatory talks and consultations (orientation & coordination meetings) with SHUKOS and the other Co-trainers
2. Assist SHUKOS on the selection of training participants
3. Prepare and/or adjust the training curriculum
4. Review training agenda and detailed training design prepared by co-trainers responsible for each module.
5. Make final review of the contextualised existing materials and if needed suggest any changes and tailoring of the materials (contextualisation depending on the specific needs of the participants' groups, including legal and institutional changes), in electronic form in the local language

**Deliverables of this set of tasks:**

- Adjusted training curriculum ([Annex 1](#))
- Reviewed and Finalised agendas and detailed training designs ([Annexes 3 and 4](#))
- Reviewed the contextualised training materials, prepared by co-trainers responsible for each module, based on the identified needs in electronic form ([Annex 5](#))

**Set of deliverables 2 deadline until: 30.10.2025**

**3) Working package: Conduct and Reporting of 1B WW CD programme**

1. Conduct the trainings, together with the other co-trainers
2. Apply the training curriculum, agendas, designs and facilitation techniques which are in line with the RCDN Qs and requirements
3. Use the provided training manual as a basis for facilitation of the training

**Deliverables of this set of tasks are:**

- Prepared training report for each module jointly with responsible co-trainers ([Template A attached to this ToR](#)), Including all annexes in the report template ([Annexes 1-7](#))

**Set of deliverables 3 deadline until: 30.10.2025**

**4) Working Package: Post evaluation of the WW CD programme 1B**

1. Prepare a comprehensive post evaluation survey
2. Participate in debriefing events with the consultant and GIZ as part of the capacitation of the WW CD programme 1B

**Deliverables of this set of tasks are:**

- Finalised post evaluation report with concise conclusions and next steps (*Annex 8*) Prepared a brief summary of the key conclusions from the debriefing events

#### IV. **Set of deliverables 4 deadline until: 31.10. 2025** Terms and Payment

The engagement period is from **25.03.2025 - 31.10.2025**, under a work contract based on deliverables.

Overview of tentative estimation of effort and travel expenses:

Working package	Tentative number of days	Explanation
Update and Analyse the WWTP Database	2	SHUKOS maintains an existing wastewater (WW) database in Excel format. This database should be updated, followed by the preparation of a data analysis summary report.
Preparation of WW CD programme	2	The preparation of the WW Capacity Development (CD) programme should be carried out jointly with the co-trainers. The focus will be on the development of three modules and the contextualization of these modules at the national level, ensuring alignment with SHUKOS/RCDN quality standards.
Conduct and Reporting of WW CD programme	7	Conducting and reporting on the WW Capacity Development (CD) programme involves implementing activities in accordance with the work plan developed jointly with SHUKOS and RCDN. This should be done while adhering to quality standards for training delivery and reporting, in close cooperation with the co-trainers
Post evaluation of WW CD programme	1	After the completion of all modules, a post-evaluation survey will be distributed electronically to assess whether the programme has achieved its objectives.
Travel expenses	Number of days/nights	Explanation
Travel costs (private vehicle)	Up to 100km	Travel costs are reimbursed based on evidence, up to 0,25 EUR cent per km.

**Note:** All travel expenses must be pre-approved by SHUKOS

Payments will be made in quarterly instalments upon fulfilment of contractual obligations and submission of required deliverables.

#### V. **Lead expert' Profile**

##### **Education:**

- University Degree in an area relevant to the assignment (e.g. social sciences, public administration, business administration, Water Supply and Wastewater engineering and management, etc.).

##### **Professional experience:**

- 5 years of professional experience with LGUs and/or PUCs, demonstrating technical expertise in wastewater systems and treatment technologies, with knowledge of related operational challenges.
- Experience in CD at the local level, including delivery of trainings and/ or peer exchanges.
- IT skills: MS Office (Word, Excel, PowerPoint).

##### **Other requirements:**

- Participation in RCDN GToT and SToT for WW CD Programme 1B is mandatory

#### VI. Proposal

The Lead expert should submit their proposal, **by 23.03.2025**. The proposal must be submitted in Albanian **by e-mail, at [info@shukos.org](mailto:info@shukos.org)** and shall contain the following sections:

- CVs, including certificates of GToT and RCDN SToT completion
- Financial offer as lump sum cost per set of deliverables, using the table **chapter Terms and Payment**.

#### VII. Evaluation Criteria and Scoring

The applications will be evaluated based on the following criteria:

- 70% Lead expert' Profile: Experts' expertise and experience for fulfilling the tasks under this ToR
- 30% Financial Offer.

#### VIII. Reference Person

The reference person for this assignment is the Project and Program Manager of SHUKOS, Erdonita Humolli.

Email address: [erdonita.humolli@shukos.org](mailto:erdonita.humolli@shukos.org)

#### Templates and annexes:

- *Annex: Existing Wastewater Database*

#### Template A: Training Report including:

- *Annex 1: Training Curriculum*
- *Annex 2: Pre-assessment synthesis report*
- *Annex 3: Final agenda*
- *Annex 4: Final detailed design*
- *Annex 5: Final materials (PPT, handouts etc.)*
- *Annex 6: Summary of participants' evaluations in excel format*
- *Annex 7: Photo documentation from the training (participants/process and training findings)*

*Annex 8: [Web-based template for a post-evaluation survey](#)*