

Terms of Reference for Co-trainers for the Delivery of 1B Wastewater Programme “Introduction to Wastewater Systems for managers and engineers”

I. Background

The wastewater management sector in Kosovo faces a series of critical challenges, including 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 compliance with evolving national and international standards.

To address these pressing issues, SHUKOS is engaging a team of co-trainers who, under the guidance of the lead expert, will contribute to the contextualisation and delivery of the Wastewater Capacity Development (CD) Programme 1B “Introduction to Wastewater Systems for managers and engineers”. This programme will incorporate key curriculum components—such as legal frameworks, technical training, project management, and cost and customer management—while ensuring alignment with the local context and the specific needs of the wastewater sector. The co-trainers will play a supportive yet essential role in knowledge transfer, facilitating interactive learning experiences, and reinforcing technical and managerial competencies among municipal and utility staff. Through structured training methodologies and expert collaboration, the co-trainers will help strengthen the sector’s ability to plan, execute, and oversee wastewater infrastructure projects, ultimately improving operational efficiency and ensuring sustainable service delivery.

This initiative is supported by the Regional Capacity Development Network (RCDN) for Water and Sanitation Services, which aims to enhance the effectiveness of Associations of Public Utilities (APUCs) and Local Governments (LGAs) across the Western Balkans. The project is jointly financed by the Swiss State Secretariat for Economic Affairs (SECO) and the German Federal Ministry for Economic Cooperation and Development (BMZ) and 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 in the wastewater sector. By implementing targeted training programme, the association aims to develop the technical and managerial capacities of municipal and utility staff, thereby contributing to long-term improvements in wastewater service provision and sector governance.

II. Aim of the Assignment

The objective of this assignment is to engage co-trainers from the SHUKOS/RCDN Pool of Trainers (PoT) who will 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.

The targeted audience for the training will be up to 15 participants, including management and technical staff of PUCs and municipalities who are in the project implementation phase or the design phase of WWTP.

Preparation, tailored design and facilitation of the training will be based on the following documents, which will be provided to the selected trainers:

1. RCDN Qs for training delivery, which will serve as a framework to the training preparation and facilitation. **Note: SHUKOS/RCDN trainers are introduced to and trained on how to use the RCDN Qs in context of the RCDN Generic Training of Trainers (GTOT),**

2. Training materials, which will include all relevant materials on the selected topic, including the training manual for conducting the training. Note: SHUKOS/RCDN trainers are introduced to and trained on how to use the RCDN Qs in the context of the Wastewater Programme during the RCDN Specific Training of Trainers (SToT).

The respective documents will be provided to the co-trainers after signature of the contract.

III. Responsibilities and Tasks of the Co-Trainers

SHUKOS within the WW CD Programme 1B “Introduction to Wastewater Systems for managers and engineers” will organise the delivery of 3 modules within a period of 6 months:

- Module 1: Regulation and Financing
- Module 2: Technology
- Module 3.1: Project related WWCT Infrastructure (Training)
- Module 3.2: Costs and Customers (Peer Exchange)

SHUKOS intends to engage three co-trainers, which will work closely together and with the Lead Expert of WW Programme in Kosovo to ensure synergy and the best possible training outcomes. The Tasks of the Lead Expert are defined in a separate ToR.

Each co-trainer will be responsible based on the roles divided per module:

1) Responsibilities of co-trainers referring to Module 1: Regulation and Financing

Co-Trainer:	Co-Trainer #1	Co-Trainer #2	Co-Trainer #3
Tasks:	<ol style="list-style-type: none"> 1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKOS 2. Assume overall responsibility for Moderation of Module 1 3. Prepare and perform the pre-assessment of the participants' 4. Conduct the training together with the selected Lead Expert and other Co-Trainers 	<ol style="list-style-type: none"> 1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKOS 2. Update Agenda and prepare detailed training design 3. Prepare Evaluation sheet Responsible for training evaluation 4. Conduct the training together with the selected Lead Expert and other Co-Trainers 	<ol style="list-style-type: none"> 1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKOS 2. Assume overall responsibility for contextualisation of materials (ppts, handouts, exercises) 4. Conduct the training together with the selected Lead Expert and other Co-Trainers
Deliverables:	<ul style="list-style-type: none"> ▪ Completed pre-assessment synthesis report (Annex 2) ▪ Documented Photos (Annex 7) ▪ Provided inputs on the training report and corresponding annexes (Template A) 	<ul style="list-style-type: none"> ▪ Prepared agenda and detailed training design (Annexes 3 and 4), ▪ Prepare the Summary of Evaluation Form (Annex 6) ▪ Provided inputs on the training report and corresponding annexes (Template A) 	<ul style="list-style-type: none"> ▪ Updated and/or modified training materials, based on the identified needs in electronic form (Annex 5) ▪ Provided inputs on the training report and corresponding annexes (Template A)

2) Responsibilities of co-trainers referring to Module 2: Technology

Co-Trainer:	Co-Trainer #1	Co-Trainer #2	Co-Trainer #3
Tasks:	<ol style="list-style-type: none"> 1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKOS 2. Assume overall responsibility for contextualisation of materials (ppts, handouts, exercises) 3. Conduct the training together with the selected Lead Expert and other Co-Trainers 	<ol style="list-style-type: none"> 1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKOS 2. Assume overall responsibility for Moderation of Module 2 3. Prepare and perform the pre-assessment of the participants' 4. Conduct the training together with the selected Lead Expert and other Co-Trainers 	<ol style="list-style-type: none"> 1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKOS 2. Update Agenda and prepare detailed training design 3. Prepare Evaluation sheet Responsible for training evaluation 4. Conduct the training together with the selected Lead Expert and other Co-Trainers
Deliverables:	<ul style="list-style-type: none"> ▪ Updated and/or modified training materials, based on the identified needs in electronic form (Annex 5) ▪ Provided inputs on the training report and corresponding annexes (Template A) 	<ul style="list-style-type: none"> ▪ Completed pre-assessment synthesis report (Annex 2) ▪ Documented Photos (Annex 7) ▪ Provided inputs on the training report and corresponding annexes (Template A) 	<ul style="list-style-type: none"> ▪ Prepared agenda and detailed training design (Annexes 3 and 4), ▪ Prepare the Summary of Evaluation Form (Annex 6) ▪ Provided inputs on the training report and corresponding annexes (Template A)

3) Responsibilities of co-trainers referring to Module 3: Project related WWCT (Training and Peer exchange)

Co-Trainer:	Co-Trainer #1	Co-Trainer #2	Co-Trainer #3
Tasks:	<ol style="list-style-type: none"> 1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKOS 2. Update Agenda and prepare detailed training design 3. Prepare Evaluation sheet Responsible for training evaluation 4. Conduct the training together with the selected Lead Expert and other Co-Trainers 	<ol style="list-style-type: none"> 1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKOS 2. Assume overall responsibility for contextualisation of materials (ppts, handouts, exercises) 3. Prepare a Best Practice of WWTP Gjakova 4. Conduct the training together with the selected Lead Expert and other Co-Trainers 	<ol style="list-style-type: none"> 1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKOS 2. Assume overall responsibility for Moderation of Module 3 3. Prepare and perform the pre-assessment of the participants' 4. Prepare and or adjust the action plan template 5. Conduct the training together with the selected Lead Expert and other Co-Trainers

Deliverables:	<ul style="list-style-type: none"> ▪ Prepared agenda and detailed training design (<i>Annexes 3 and 4</i>), ▪ Prepare the Summary of Evaluation Form (<i>Annex 6</i>) ▪ Provided inputs on the training report and corresponding annexes (<i>Template A</i>) 	<ul style="list-style-type: none"> ▪ Updated and/or modified training materials, based on the identified needs in electronic form (<i>Annex 5</i>) ▪ Finalised Good Practise on WWTP Gjakova (<i>Annex 8</i>) ▪ Provided inputs on the training report and corresponding annexes (<i>Template A</i>) 	<ul style="list-style-type: none"> ▪ Completed pre-assessment synthesis report (<i>Annex 2</i>) ▪ Documented Photos (<i>Annex 7</i>) ▪ Action plan template (<i>Annex 9</i>) ▪ Provided inputs on the training report and corresponding annexes (<i>Template A</i>)
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Note: Training materials for all modules must be in electronic format and in the Albanian language, except for the Training Report (*Template A*), which must also be in English.

IV. Co-Trainers Days

Each co-trainer will be engaged for a maximum of 10 working days. Travel expenses (if applicable) will be reimbursed by SHUKOS as per the contract. Each trainer will sign an individual contract under the Laws of Kosovo.

V. Co-Trainers' Profile

1. General Requirements:

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:

- 3 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.

2. Specific competences per module:

For Module 1 the co-trainer responsible for contextualization of the materials should possess the following competencies:

- Experience in the operation of Regional Water Companies (RWC) in Kosovo, particularly in:
 - Preparation of WWTP projects
 - Management of a WWTP

For Module 2 the co-trainer responsible for contextualization of the materials should possess the following competencies:

- Experience in managing, supervising, and implementing sewage projects, particularly in:
 - Participation as a member of a Project Implementation Unit (PIU) for designing a WWTP
 - Selection of appropriate technologies based on technical, environmental, and financial feasibility

For Module 3 the co-trainer responsible for contextualization of the materials should possess the following competencies:

- Experience in operation and maintenance (O&M) of a WWTP:
 - Management of mechanical and biological processes in a WWTP including the sludge treatment.

- Development and execution of maintenance plans and budgets, with detailed recording of daily, monthly, and yearly data.

VI. Proposal

The Trainers are asked to submit **by 23.03.2025**, the following documents and information:

- CV
- Certificate of GToT and SToT as evidence for completion
- Proposed experts' daily rate. Financial offer shall contain the total budget for executing of the task including travel costs. All amounts should be stated in EUR (gross amount).

The application must be submitted in the Albanian language by e-mail, at info@shukos.org .

VII. Evaluation Criteria and Scoring

The applications will be evaluated based on the following criteria:

- 70% Co-Trainers' Profile: Co-Trainers' 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 .

Templates and annexes:

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: Good practise on WWTP Gjakova

Annex 9: Action plan

Template B: Time sheet for Trainers