



Water and Wastewater Works Association of Kosovo

Terms of Reference (ToR) for Local Expert for development of Position Paper



Water and Wastewater Works Association of Kosovo

SHUKOS is looking for a local expert who will work closely with its Staff, members and other stakeholders to develop position papers in interest of SHUKOS

Grant Agreement:	81245096
Project Title:	Building capacities of SHUKOS for CD Delivery to PUCs and LGUs in Kosovo
Estimated Duration	25 November – 25 December 2020
Duration of Assignment:	up to a maximum 7 working days
Location:	Kosovo

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).

SHUKOS is the main actor in water sector that protect the interest of RWC in Kosovo and in the same time promote and help the development of RWCs and participate in active manner to the overall water and sanitation services activities in Kosovo by improving the capacity of the water utilities in provision of safe, sustainable and affordable water and wastewater services. The activities of SHUKOS are of wide range such as: support the coordination of Regional Water Companies (PUC) activities and policies, lobbying and advocacy for water sector, delivery of trainings and workshops, conducting awareness campaigns, distribution of information, organisation of study tours, events, seminars, facilitation of the work of regular working groups, and cooperation at local and international level.

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As a partner association in frame of the RCDN Project which supports establishment of a sustainable Regional CD Network an Advocacy Strategy is developed by SHUKOS and its members in a participatory manner, and is aimed towards the government and other relevant authorities, donor and international financial institutions. The aim of this document is to focus the advocacy activities of SHUKOS and improve the overall efficiency and quality of service provision of the public utilities, as well as contributing to their sustainable operations and enabling environment for capacity development in the PUCs and LGUs.

The association has identified the following topic as focus of the advocacy activities:

- **Legal Framework for Discharge of Industrial Waste Waters in the Public Wastewater System (WWTP)**

The main purpose is to develop a Position Paper for clarification of jurisdiction for waste water discharge in WWTP systems (central, regional, local) as well as for definition of organization, responsibility for issuing licences / permits.

In relation with the topic we are open to accept proposals from interested consultant for development of those position/policy paper whether these proposals will help to better develop of this topic.

2. Scope of Work

Under overall supervision of the Training and Professional Development Department of SHUKOS and guidance of the Training Manager 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;
- Prepare the draft of position paper with the contents as below:
 - Introduce possible objections of position paper;
 - Written in a way that catches the reader's attention;
 - Each paragraph **should** present an idea or main concept that clarifies a portion of the **position statement** and is supported by evidence or facts;
 - Summarize argument and restate the position on the topic.

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- 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:
 - To describe issue or problem faced by public policy makers and the implications for sector and other stakeholders;
 - To explain the current policy of the government regards this topic;
 - To describe the possible options for addressing the topic and
 - To recommend a public policy approach which will minimise the impact on the sector
 - Provide Final version of the Policy Paper

3. Description of the Assignment

Main objective

The main objective of the ToR is to engage a qualified and professional service provider, namely a technical & advocacy expert, to develop the detailed design and elaboration of a Policy Paper on the topic:

- Legal Framework of Discharge of Industrial Waste Waters in WWTP;

Specific Objectives:

The specific objectives of the consultancy are:

- Collection of relevant data and information for the analysis
- Analysis of data & Information and identification of options / solutions with argumentation
- Stakeholder analysis
- Conducting workshop(s) with internal stakeholders / members to articulate a solution
- Description of the proposed solution
- Prepare a policy / position paper following the proposed structure
- Support for the presentation of the policy/ position paper

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4. Expected outputs, estimated consultancy days and proposed timeline:

The following table provides an overview about the expected main outputs, estimated level of efforts and tentative timeline of the tasks to be conducted by the expert:

Consultancy Tasks	Expected outputs / Deliverables	Estimation of consultancy days (up to)	Tentative timeline (until)
Specific Objective 1: <u>Collection of relevant data</u>			
Desk Review	Collect relevant data and information; Review existing legal, institutional and financial framework	2	25 -30 NOV 2020
Field data collection	Hold interviews with relevant stakeholders Review practices from similar environments, if relevant	1	30 NOV 2020 05 DEC 2020
Total number of estimated days/per SO1		3 days	Total:
Specific Objective 2: <u>Data analyses and identification of options / solutions</u>			
Option / Solution with arguments	Report	0.5 day	05 -10 DEC 2020
Total number of estimated days/per SO2		0.5 day	Total:

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Specific Objective 3: <u>Stakeholder analysis</u>			
Stakeholder analysis	Report	0.5 day	05 -10 DEC 2020
Total number of estimated days/per SO3		0.5 day	Total:
Specific Objective 4: <u>Conducting workshop(s) with internal stakeholders / members to articulate a solution</u>			
Articulation of a solution	Meeting minutes	1 day	10-15 DEC 2020
Total number of estimated days/per SO4		1 day	Total:
Specific Objective 5: <u>Prepare a policy / position paper following the proposed structure</u>			
Prepare a Policy Paper	Draft Policy Paper	1 day	15-25 DEC 2020
	Final Policy Paper	1 day	
Total number of estimated days/per SO5		2 days	Total:
Total consultancy days		7 days	

Notes:

- The service provider is expected to provide details about working days for the above-described tasks in his/her proposal as well as to suggest a payment schedule.
- The ownership of the Policy/ Position Paper is with SHUKOS
- The results should be in local language.
- The service provider`s obligation is to deliver the final version of the Policy / Position paper in English as well.

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5. Tasks of the Contracting Authority

The Contracting Authority is SHUKOS. In order to ensure smooth implementation of the activities, and due to the above described scope of work as well as the language barriers, the Contracting Authority shall ensure:

- Access to relevant legal documents related to these tasks.
- Support, on request, in communication and cooperation with all relevant national and international institutions

6. Duration of Assignment

Under this assignment, the expert will be contracted for the period from of 25 November 2020 to 25 December 2020. The Level of Effort required of the Expert, understood to be represented by the scope of work, is estimated to be up to 7 working-days. The contract between SHUKOS and the expert will be signed under the Laws of Kosovo.

7. 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, hydro-engineering or related social sciences.

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

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- More than 5 years of experience within the field of preparation and implementation of project activities
- Good knowledge on the legislative, current administrative set-up of the water and sanitation services sector in Kosovo
- 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.

Evaluation Criteria	Wight
Education	25%
Master’s Degree or equivalent in economic, law, public administration, hidro-engenering or related social sciences.	
Experience	50%
<ul style="list-style-type: none"> • Relevant experience in development of position papers; • Experience in working with water sector and legal framework; • Experience in working with NGOs, prior working experience with SHUKOS is preferred. 	
Language Requirements	25%
Fluency in English with excellent written skills	

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8. Application Process

In order to be considered for this assignment, the Local Expert must send his/her proposal in electronic form not later than **20 of November 2020**, at e-mail address info@shukos.org with copy (cc) to the Training and Professional Development Manager of SHUKOS Mrs. Nadire Vitija: nadirevitija@shukos.org nadirevitija3@gmail.com with subject: **Application of Local Expert for development of Position Paper**

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

- Letter of expression of Interest and Availability;
- Personal CV, indicating all past experience and similar assignments, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal that indicates the all-inclusive daily fee in euro.

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