



Water and Wastewater Works Association of Kosovo

# Terms of Reference (ToR) for short term engaged person for Developing Training Manual of SHUKOS

## Water and Wastewater Works Association of Kosovo

***SHUKOS is looking for a short term engaged person for Developing Training Manual of SHUKOS who will work closely with its Staff***

<b>Grant Agreement:</b>	81245096
<b>Project Title:</b>	Building capacities of SHUKOS for CD Delivery to PUCs and LGUs in Kosovo
<b>Estimated Duration</b>	08 February 2021 – 08 March 2021
<b>Duration of Assignment:</b>	up to a maximum 15 working days
<b>Location:</b>	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. 03 / L-134) 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 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.

As a partner association in frame of the RCDN Project which supports establishment of a sustainable Regional CD Network, SHUKOS in its Annual Work Plan has foreseen development of Training Manual to improve the quality of trainings delivery in Water and Waste Water Sector. Since SHUKOS from the beginning has carried out a series of projects and programmes that improve services in water sector in

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Kosovo these projects have made significant progress in understanding the nature of the problem and specific characteristics of WSS sector in Kosovo. Various projects have brought with them different conditions and nature in the organization of trainings, for this reason SHUKOS wants to develop its own Training Manual based on best practices.

### 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 engaged person 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;
- The Engaged Person will be required to review the training materials that SHUKOS will offer:
  - Strategic Plan of SHUKOS 2020 -2025
  - SHUKALB – Training Manual
  - RCDN – Training Manual
- After gaps and loop-holds are identified, in consultation with SHUKOS staff, the engaged person will develop the first draft of SHUKOS Training Manual with the contents as below:
  - To be based on the two manuals proposed above;
  - To find space to adapt it to the needs of SHUKOS;
  - To work in both languages in parallel Albanian and English
- Participate in meeting to discuss on the first draft of the Training Manual and adjustments needed.

### 3. Description of the Assignment

**Main objective:** The main objective of the ToR is to engage a responsible person who is ready to work on the drafting of the SHUKOS Training Manual in both languages in Albanian and English based on the documents that SHUKOS will present to it.

#### Specific Objectives:

The specific objectives of the consultancy are:

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- Collection of relevant information for the analysis the scope of work of SHUKOS and the Training needs;
- To familiarize with Strategic Plan 2020 -2025 and both Manuals presented by SHUKOS;
- Adapt the main and most interesting parts of Manuals presented to the needs of SHUKOS;
- Prepared the Training Manual of SHUKOS following the main objectives of materials presented by SHUKOS;

#### Expected outputs, estimated engaged person 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:

Engaged Person Tasks	Expected outputs / Deliverables	Estimation of consultancy days (up to)	Tentative timeline (until)
<b>Specific Objective 1: <u>Collection of relevant data</u></b>			
Desk Review	Collect relevant data and information; Review existing Training Manuals	5	Until 15 <sup>th</sup> of February 2021
<b>Total number of estimated days/per SO1</b>		<b>5 days</b>	<b>Total:</b>
<b>Specific Objective 2: <u>Data analyses and identification of gaps and loop-holds</u></b>			
Gaps and loop-holds are identified	Report	2 days	17 February 2021
<b>Total number of estimated days/per SO2</b>		<b>2 days</b>	<b>Total:</b>
<b>Specific Objective 3: <u>First Draft Training Manual</u></b>			
First Draft Training Manual	-1 <sup>st</sup> Draft in Albanian -1 <sup>st</sup> Draft in English	4 day's	23 February 2021
Consultation with SHUKOS staff	Consultation with SHUKOS staff for the 1st Draft of Training Manual	1 day	Until 26 February 2021
<b>Total number of estimated days/per SO3</b>		<b>5 day's</b>	<b>Total:</b>

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<b>Specific Objective 4: Final Draft of Training Manual</b>			
<b>Preparation of Final Draft of Training Manual</b>	Final Draft of Training Manual	3 day's	Until 8 <sup>th</sup> of March 2021
<b>Total number of estimated days/per SO4</b>		<b>3 day's</b>	<b>Total:</b>
<b>Total consultancy days</b>		<b>15 days</b>	

### 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 Training Manual is SHUKOS
- The results should be in both languages Albanian & English.

#### **4. 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 parties that engaged person consider that are relevant.

#### **5. Duration of Assignment**

Under this assignment, the engaged person will be contracted for the period from 08 February 2021 to 08 February 2021. The Level of Effort required of the Expert, understood to be represented by the scope of work, is estimated to be up to 15 working-days. The contract between SHUKOS and the expert will be signed under the Laws of Kosovo.

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### 6. Qualifications/Selection Criteria

- Engaged person should be highly motivated and committed to the values of transparency and integrity as well as to have excellent knowledge and understanding of work environment of associations.
- Engaged person will have to prove that he/she have experience working with SHUKOS or other relevant institutions of Water and Sanitation Sector in Kosovo.
- *Competences:*
  - Minimum 5 years of experience within NGO or other relevant institutions of Water and Sanitation Sector in Kosovo.
  - Master Degree in Economic, Social Studies, Hydroengineering or Water and Environment;
  - Good knowledge on 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 Albania
- 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
<b>Education</b>	<b>25%</b>
Master Degree or equivalent in economics, hydro engineering or related social sciences.	
<b>Experience</b>	<b>50%</b>
<ul style="list-style-type: none"> <li>• Relevant experience in working with NGOs, prior working experience with SHUKOS is preferred.</li> <li>• Experience in working with water sector researches, trainings or conferences;</li> </ul>	
<b>Language Requirements</b>	<b>25%</b>
Fluency in English with excellent written skills	

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### 7. Application Process

In order to be considered for this assignment, the Engaged Person must send his/her proposal in electronic form not later than **05 of February 2021**, 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) [nadirevitija3@gmail.com](mailto:nadirevitija3@gmail.com) with subject: **Application of short term engaged person for Developing Training Manual of SHUKOS** 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;
- 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.