

## Terms of Reference for Experts

### Expert for the: Organization and moderation of the trainings on "Development of Competences for Local Government Unit Employees in Public Asset Management"

#### I. Background

The project “*Regional Capacity Development Network (RCDN) for Water and Sanitation Services*” aims at increasing the effectiveness and efficiency of the Associations of Public Utilities (APUCs) and of Local Governments (LGAs) in the six Western Balkan countries, which contributes to better service provision for and by their members, ultimately allowing to deliver equitable, safely managed drinking water and sanitation services to the population, in line with international standards.

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.

Four key sets of activities will contribute to achieve the RCDN project outcomes:

- **Outcome 1:** (Stronger associations). APUCs and LGAs are capable to perform their organisational functions in line with their mandate.
- **Outcome 2:** (Adequate capacity development offer). APUCs and LGAs are capable of responding satisfactorily to the water sector-related capacity development needs and requests of their members.
- **Outcome 3:** (Policy dialogue led by associations). APUCs and LGAs are recognised by competent national agencies, able to establish strategic collaborations, and to facilitate policy dialogue in order to advocate for the interests of their members
- **Outcome 4:** (Regional services). Regional capacity development services address the needs and requests and add value to the capacity development offer of APUCs and LGAs.

The RCDN builds upon and integrates the existing CD activities, on national and as well as regional levels, and facilitates scaling-up and further replication throughout the region. Strengthening capacities of associations for collaborative CD delivery is core of the methodological approach. The project will provide the necessary assistance for introducing and enhancing functional capabilities, procedures and instruments that shall allow the RCDN partner associations to deliver fee-based CD products to water utilities and municipalities in an effective manner.

RCDN will embrace institutional and capacity development support to 15 national associations of water utilities and of local governments, as well as two regional associations, namely the International Association of Water Service Companies in the Danube River Catchment Area (IAWD) and the Network of Associations of Local Authorities of South-East Europe (NALAS), and two associations of professionals, Aquasan and the Association for Water Technology and Sanitary Engineering in Serbia (UTVSI).

## II. Aim of the Assignment

The **general objective** of this assignment is to **select an Expert from the RCDN Pool of Trainers (PoT)<sup>1</sup> who will organize and moderate the trainings on "Development of Competences for Local Government Unit Employees in Public Asset Management"**, in line with the RCDN Quality Standards (QSs)<sup>2</sup> for Training Delivery.

The focus of the trainings is to deepen participants' knowledge on enhancing the capacities of municipalities and water supply and sewerage companies to manage public assets in a sustainable, efficient, and transparent manner, ensuring optimal use, long-term maintenance, and fulfillment of legal and financial responsibilities. The targeted audience for the trainings will be:

- Municipal staff responsible for managing public services, investments, infrastructure, and assets
- Local decision-makers
- Staff of water supply and sewerage companies

from Albania. It is envisaged that the trainings will be held for the district of Fier in Vlora, for the district of Elbasan in Durres, and for the district of Bulqiza in Tirana, with approximately 10-15 participants.

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 QSs for training delivery**, which will serve as a framework to the training preparation and facilitation. Note: RCDN trainers are introduced to and trained on how to use the RCDN QSs in the 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, if existing.

The respective documents will be provided to the trainer after signature of the contract.

## III. Responsibilities and tasks of the Expert

The trainings will be delivered by a team of trainers comprised of a Lead Trainer (LT) and/or a Co-Trainer (CT). Interested trainers from the RCDN PoT are encouraged to form the training tandem (or team), as appropriate, and propose the LT and CT. The LT should ensure that both the necessary expertise and adequate facilitation skills are adequately covered by the proposed training tandem, including the knowledge of adult training techniques and the RCDN QSs on Training Delivery. The LT is also encouraged to propose additional resource person(s) – crucial expert(s), or practitioner(s) in the field, if applicable.

According to its specific aim, the assignment consists of three sets of activities:

- 1) Training preparation,
- 2) Conducting of training, and

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<sup>1</sup> RCDN PoT stands for the National trainers trained under RCDN gToT.

<sup>2</sup> All RCDN workshop should be delivered in line with the RCDN Quality Standards (QSs) or the Association QSs, if aligned with the RCDN ones.

### 3) Training reporting.

The responsibilities and tasks of the trainers are described below. The LT will be free to divide the roles and responsibilities within the team, as appropriate. Reference to responsibilities and tasks of other entities involved is made to correspondingly clarify the division of roles and activities.

#### **1) *Set of activities referring to workshop preparation***

As a part of this set of activities, the Experts involved in the delivery of the RCDN trainings are obliged to:

1. Participate in the preparatory talks and consultations (orientation & coordination meetings) with the NAMA,
2. Coordinate preparatory activities with NAMA,
3. Request a resource person or persons (subject matter experts, practitioners and/or representatives of relevant national institutions), if applicable,
4. Refresh your knowledge regarding RCDN Qs for Training Delivery,<sup>3</sup>
5. Assist NAMA on the selection of training participants,
6. Prepare or adjust the workshop materials,
7. Prepare and perform the pre-assessment of the participants,
8. Prepare workshop agenda and detailed workshop design,
9. Review the existing materials and if needed suggest any changes and tailoring of the materials (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 activities:**

- Prepared and/or adjusted training curriculum ([Annex 1](#)),
- Completed pre-assessment synthesis report ([Annex 2](#)),
- Finalised agenda and detailed training design ([Annexes 3 and 4](#)),
- Updated and/or modified training materials, based on the identified needs in electronic form ([Annex 5](#)).

Please, note that all logistic matters will be organised by NAMA. The trainer(s) will be duly informed about all logistic details and will be asked to provide input, as necessary.

#### **2) *Set of activities referring to conducting of training***

As a part of this set of activities, the LT & CT involved in the delivery of the RCDN trainings is obliged to:

1. Conduct the trainings, together with the selected CT(s) (also, including the resource person, if applicable),

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<sup>3</sup> The participation in the generic ToT and specific ToT is highly recommended.

2. Apply the training curriculum, agenda, design, 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 activities:**

- Conducted training.

**3) Set of activities referring to training reporting**

As a part of this set of activities, the LT involved in the delivery of the RCDN trainings is obliged to:

1. Prepare a comprehensive training report, including all annexes.

**Deliverables of this set of activities are:**

- Prepared training report (**Template A attached to this ToR**), Including all annexes in the report template (*Annexes 1-7*).
- Submit Time sheet for Trainers (**Template B attached to this ToR**).

**IV. Expert Days**

The following maximum days are planned for the entire assignment:

2-day training	preparation	conducting	reporting	working days (up-to)
Lead trainer	1.5	4.5	1	7
Co-trainer	0.5	4.5	0	5

**The LT is expected to provide a proposal for the agenda and a detailed financial offer, including the CT(s) and the resource person(s), if applicable.**

Costs for travel and accommodation related to the trainings will be reimbursed/covered by NAMA based on the Contract. The contract between NAMA and each selected trainer will be signed separately, under the laws of Albania.

**V. Experts' Profile**

- The RCDN Expert is highly experienced, with hands-on knowledge of LGU and/or PUCs' functioning and management, including processes, procedures, organizational aspects, the current status and needs for human capacity development (HCD), and challenges, trends, and opportunities for improvements, particularly in the various specific areas related to Water Supply and Wastewater.
- The RCDN Expert should possess the following competencies:
  - **Sector competence:** Experience in the functioning of LGU/PUC, with particular experience in or related to:
    - Performance improvement of LGU/PUCs in the Water Supply and Wastewater sector, and/or

- Efficient utility and/or infrastructure management, and/or
- Local governance, and
- CD with a focus on training and other HCD formats (e.g., peer exchange, peer learning, etc.);
- Experience in preparation and implementation of infrastructure investment projects of International Finance Institutions (IFIs) or various donors (e.g., EU programs and funding mechanisms) is considered an asset, and
- Working experience in the context of EU accession and integration will also be considered as an asset.

The RCDN Expert should demonstrate professional experience of at least 5 years in one of the areas mentioned above (presented in her/his Curriculum Vitae (CV) in the EU template<sup>4</sup> and proved with corresponding references).

- **Methodological competence:** Experience within the field of CD at the local level, with specific working experience in the delivery of Capacity Development activities as well as facilitation focusing on:
  - Participatory approaches;
  - Didactic and pedagogical knowledge, with a focus on an adult-oriented learning approach;
  - CD curriculum development and design of CD measures; and
  - Delivery of CD measures and other competence development measures.

The RCDN Expert should demonstrate that she/he has delivered at least 10 CD measures to LGU/PUC participants (proved with corresponding references), and that she/he is competent to apply RCDN QSs for CD Delivery.

**Note:** The shortage in the number of delivered CD measures might be compensated with demonstration of strong technical experience.

- **Language skills:** Fluency in English. The ability to conduct CD measures in English is an asset.
  - **IT skills:** MS Office (Word, Excel, PowerPoint).
- The RCDN Expert should have a University Degree in an area relevant to the improvement of Water Supply and Wastewater sector in LGAs and PUCs (e.g. social sciences, public administration, business administration, Water Supply and Wastewater engineering and management).
  - Participation in gToT is mandatory.
  - Other: Promptness, high flexibility, ability to work under tight deadlines, readiness to travel.

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<sup>4</sup> <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

## VI. Proposal

The Expert is asked to submit a proposal, including the proposal of the CT(s) and the resource person(s) (if applicable) **by 10/06/2025**. The proposal has to be submitted in the **English** language **by e-mail, at [elisanikaj88@gmail.com](mailto:elisanikaj88@gmail.com)** and shall contain the following sections:

- CVs of the proposed Lead Trainer and/or Co-Trainers,
- Certificate of gToT completion,
- Exceptional knowledge and understanding of RCDN QSs,
- Financial offer shall contain the total budget for executing of the workshops including: (i) proposed number of days and daily rate per activity, per person (lead expert, co-trainer, resource person, etc.), (ii) travel, and (iii) accommodation costs. The prices should be stated in EUR (gross amount) and
- Proposed/revised curriculum and/or methodology and respective agenda, if applicable<sup>5</sup>.

## VII. Evaluation Criteria and Scoring

The proposals will be evaluated based on the following criteria:

- 35% Expert' Profile: Expert' expertise and experience in fulfilling the tasks under this ToR;
- 35% Proposal: Curriculum and Agenda, and
- 30% Financial Offer.

## VIII. Reference Person

The reference person for this assignment is Alisa Limaj, Training Manager.

Email address: [alisalimaj@gmail.com](mailto:alisalimaj@gmail.com)

## IX. Modification of Terms

The Association for Local Autonomy of Albania reserves the right to modify the terms of the ToR at any time at its sole discretion.

## X. Acceptance and Rejection of Proposals

NAMA may not necessarily accept the lowest-priced proposal or any proposal. At its sole discretion, NAMA reserve/s the right to reject any or all proposals received and to accept any proposal that it considers advantageous, whether or not it is the lowest-priced proposal. NAMA is not under any obligation to award a contract and reserves the right to terminate the request for proposal process at any time, and to withdraw from discussions with all or any of the Experts who have responded. NAMA reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favorable to the association and the RCDN.

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<sup>5</sup> This is applicable for new CD measures and other specific needs.

#### **XI. Ownership**

All materials, documents, and information prepared, developed, or adjusted by the Expert and used for the purposes of preparation, realization, and facilitation of the CDs, as well as reporting, remain the property of NAMA and RCDN. The Expert agrees that no part of the workshop materials, documents, and information may be reproduced or distributed in any form, or by any means, or stored in a database or retrieval system, for any other purposes and objectives than those related to this ToR, without the prior permission of the NAMA.

#### **XII. Reporting**

The training report, including all annexes should be submitted, not later than 10 working days after the realisation of the training, by the LT. The RCDN Training Report (**Template A attached to the ToR**) and *annexes (1-7)* are to be used as provided to the ToR.

#### **XIII. Terms and Payment**

The LT and CT(s) and resource person(s), if any, will be hired under separate Individual Contracts (IC) each, signed by the NAMA and will be paid upon submission and approval of the deliverables listed above. The LT and CT(s) and resource person(s), if any, shall provide the IC timesheets (by using the RCDN timesheet Template B attached to the ToR) together with the deliverables in order to proceed with the payment.

The payment will be based on the actual number of working days, including travel and accommodation cost, if any (according to the submitted timesheet) invested for the development of each deliverable, but not exceeding the approved number of days for each of the proposed trainers.

#### **XIV. Performance indicators and Evaluation of work**

The indicators reflecting the LT's and the CT's performance are: Timely presentation of results and outputs, quality of training realisation and facilitation in line with RCDN Qs for Training Delivery, participants' evaluation results and quality of the reports to be provided to the reference person of this assignment (namely NAMA's Training Manager). The trainers' performance will be evaluated by NAMA following the realisation of the training.

#### **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)*

##### **Template B: Time sheet for Trainers**