

## Terms of Reference

<b>Services:</b>	Advocacy Expert
<b>Grant Agreement:</b>	81272853
<b>Project Title:</b>	Delivering and Enabling the Environment for Regional Capacity Development Products in the Water Sector in Albania
<b>Location</b>	Tirana, Albania
<b>Type of Contract:</b>	Individual Contract (IC)
<b>Duration of Assignment:</b>	up to a maximum 16 working days over a duration of approx. 2.5 months
<b>Expected Start Date:</b>	24 September, 2021

### I. Background

The Water Supply and Sewerage Association of Albania (SHUKALB), which was established in 2000, is a professional, not-for-profit Association of water supply and sewerage professionals, who wish to improve the management of the Water Supply and Sewerage Sector in Albania, making it efficient, sustainable and effective in accordance with the current laws and regulations in Albania.

The Water Supply and Sewerage Association of Albania has received financing for a Grant titled “Delivering and Enabling the Environment for Regional Capacity Development Products in the Water Sector in Albania” in the frame of the project Regional Capacity Development Network (RCDN) for Water and Sanitation services in SEE commissioned from the German Federal Ministry of Economic Cooperation and Development (BMZ) and Swiss State Secretariat for Economic Affairs (SECO), and it is administratively embedded in the GIZ Project “Open Regional Fund for Southeast Europe - Modernization of Municipal Services (ORF MMS)”. The project “Regional Capacity Development Network (RCDN) for Water and Sanitation Services” aims at increasing the effectiveness and efficiency of the water utilities in the Western Balkans, contributing to better service provision with larger numbers of population groups getting access to drinking water and sanitation services and meeting the EU environmental Acquis Communautaire.

In this framework, the overall objective of the project implemented by SHUKALB is to support PUCs, municipalities and other relevant stakeholders contributing to providing better water supply and sanitation services to citizens, through the delivery of high-quality regional capacity development programmes, and enabling the environment for strengthening the CD delivery. The specific objectives of the Project are to:

1. Further developing SHUKALB organizational capacities, through implementing priority measures, and training and participation of staff in RCDN trainings, networking events and meetings.
2. Organizing regional CD programmes for PUCs, municipalities, and other relevant stakeholders in Albania, particularly related to the topics of Capital Infrastructure Investment Projects and Water Safety Plans and Crisis Management.
3. Enabling the environment for strengthening the CD delivery on the topics of capital investment, asset management and wastewater, through engagement of the national authorities, IFIs and Donor Organizations in the process.

In alignment with grant' third objective, the Water Supply and Sewerage Association of Albania (SHUKALB) has already developed its Advocacy Strategy, as well as a Joint Advocacy Strategy in the Water Supply and Sewerage Services Sector in Albania together with the Albanian Association of Municipalities (AAM) and the Association for Local Autonomy (ALA), with the purpose to coordinate efforts and guide the advocacy efforts for each association. As identified and planned under the Joint Advocacy Strategy, SHUKALB intends to develop 1 position paper on the topic of establishing a regulatory framework for asset management (AM) - for municipalities.

In this context, SHUKALB is seeking to engage a qualified and experienced advocacy expert to develop one policy/position papers including the detailed design and elaboration of the topic of establishing a regulatory framework for asset management (AM) - for municipalities as well as provide input on two stakeholder dialogue meetings that will be organized by SHUKALB.

## **II. Aim of the Assignment**

The services of an advocacy expert are required to develop a Policy /Position Paper which will document the identified problem and issues, summarize the background of the problem, analyse stakeholders, identify solutions and support them with arguments. In addition, the expert will provide input and present during the stakeholder dialogue meetings to be organized by SHUKALB, aiming to facilitate and intensify the efforts toward informing and engaging the relevant stakeholders on the topic of establishing a regulatory framework for asset management (AM).

## **III. Scope of Work**

The advocacy expert will undertake the following scope of work in regard to developing a position paper:

1. Participate in a virtual orientation meeting with SHUKALB staff to discuss on the assignment, key deliverables and expected timeframe of the activities and deliverables.
2. Collect all relevant data and information from the official sources, and carry out an analysis on the topic of establishing a regulatory framework for asset management (AM):
  - a. Review existing legal, institutional and financial framework and actual state of play on the topic.
3. Analyse all the gathered data and information and identify the options,
  - a. Prepare the recommended options / solutions and their argumentation for and against.
4. Conduct a Stakeholder analysis on the topic of establishing a regulatory framework for asset management (AM), to assess the level of influence, interest and power of the stakeholders.
5. Prepare the 1<sup>st</sup> draft of policy / position paper including all the above mentioned elements.
6. Prepare for and prepare power point presentations during the 2 stakeholder meetings, in order to share the key positions held in regard to the topic, and collect the feedback from the participating stakeholders.
7. Integrate the comments provided by the involved association staff and members in the process.
8. Finalize the policy / position paper, ready for submission to key target institutions.

The advocacy expert will undertake the following scope of work in regard to moderating two stakeholder dialogue meetings with the purpose of facilitating stakeholders’ dialogue, and engaging the relevant stakeholders on the topic:

1. Facilitate and moderate two stakeholder dialogue meetings, a consultation meeting with the purpose of sharing the 1<sup>st</sup> draft and a final stakeholder meeting to disseminate and share the key positions.
2. Prepare and submit a comprehensive final report on the stakeholder meetings, with key findings, lessons learned and recommendations.

**IV. Expected Deliverables and Timeframe**

The following deliverables are expected to be delivered by the advocacy expert:

- Participation in the virtual orientation meeting, on/about end of September, 2021.
- Collected data and completed analysis of the data on the topic, on/about beginning of October, 2021.
- Conducted stakeholder analysis, on/about beginning of October, 2021.
- Developed 1st draft of the policy/position paper, on/about mid of October, 2021.
- Moderation during the consultation stakeholder meeting, on/about mid of October, 2021.
- Moderation of the final stakeholder dialogue meeting and a final report prepared on/about beginning of November, 2021.
- Finalized policy/position paper, ready for submission to key target institutions on/about mid of November, 2020.

**V. Selection Criteria and Basis for Evaluation**

For the realisation of the assignment, **one expert** is required. The advocacy expert shall have the ability to serve in an independent, personal capacity and 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.

Specifically, the expert should possess the following qualifications and experience:

<b>Evaluation Criteria</b>	<b>Weight</b>
<b>Education</b>	<b>20%</b>
<ul style="list-style-type: none"> <li>• The expert should hold a University Degree in Law/Economics or in other area relevant to the assignment.</li> </ul>	
<b>Required Experience</b>	<b>50%</b>
<ul style="list-style-type: none"> <li>• At least 5 years’ relevant professional experience with development of similar analysis or policy/ position papers.</li> <li>• At least 5 years’ relevant experience within the specific advocacy related fields: desk review, analysis of issue / problem, writing policy recommendations, development policy / position papers.</li> <li>• Experience in the water and sanitation services sector in Albania and capacity development, organisation of LGUs/PUCs is an advantage.</li> <li>• Good knowledge on the legislative, regulative and current administrative set-up of the water and sanitation services sector in Albania.</li> <li>• Participatory working attitude, and in-depth analysis skills.</li> <li>• Experience in working with NGOs, prior working experience with SHUKALB is preferred.</li> </ul>	

**Language and other competences**

**30%**

- Language requirements: Fluency in English, and Albanian
- Professionalism: Reliability, confidence, promptness and high flexibility
- Excellent professional writing skills

**VI. Duration of the Assignment**

Under this assignment, the expert will be contracted for the period from of 24 September to 30 November, 2021. The Level of Effort required of the Expert, understood to be represented by the scope of work, is estimated to be up to 16 working-days. The contract between SHUKALB and the expert will be signed under the Laws of Albania.

**VII. Proposal**

The expert is asked to submit an expression of interest by **17/09/2021**. The proposal has to be submitted in the English language by e-mail, at [jonida.ahmeti@shukalb.al](mailto:jonida.ahmeti@shukalb.al). Interested individual expert must submit the following documents/information to demonstrate their qualifications:

- 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.

**VIII. Responsibilities of SHUKALB**

In order to ensure smooth implementation of the activities, SHUKALB will ensure:

- Support, on request, in communication and cooperation with all relevant stakeholders.
- All logistics required for the execution of this Scope of Work.

**IX. Reference Person**

The reference person for this assignment is SHUKALB's Manager of Trainings and Professional Development, **Jonida Ahmeti**, Email address: [jonida.ahmeti@shukalb.al](mailto:jonida.ahmeti@shukalb.al).

**X. Acceptance and Rejection of Proposals**

SHUKALB may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, SHUKALB reserve/s the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. SHUKALB 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. SHUKALB reserve/s 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 favourable to the association and the RCDN.