

## Terms of Reference for Trainers

### Trainers for the Delivery of D-LeaP Training: Access to Financing Program

#### 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.

SHUKALB has received financing for a Project Grant titled “Strengthened Responsive Services to the WSS Sector-Specific Needs in Albania through Capacity Development and Advocacy Activities” commissioned from the German Federal Ministry of Economic Cooperation and Development (BMZ), and administratively embedded in the GIZ Project “Open Regional Fund for Southeast Europe - Modernization of Municipal Services (ORF MMS)”. The Project is being developed using the existing Danube Learning Partnership (D-Leap) Access to Financing Program and will be delivered for the first time in Albania. The Project is supported, and coo financed by D-LeaP Program.

Access to Finance is a key challenge for WU in Albania, as they display poor financial performance. The WU are subsidized by central government to cover their operational costs. Consequently, the need to develop financial strategies and actions to improve the financial viability of utility is important. The programme objective is to improve the skills on basic financial management concepts, which are essential to effectively manage the revenues and cover costs, including accounting practices, asset management, and tariff setting, evaluating investments and accessing financing.

The overall objective of the Project is to strengthen SHUKALB services that are responsive to the WSS sector-specific needs in Albania, through carrying out high quality capacity development programmes to support water utilities, municipalities, and other relevant stakeholders, along with intensifying the dialogue and advocacy efforts, contributing to providing better water supply and sanitation services to citizens.

The Specific Objectives of the Project are:

- I. Strengthen organisational management functions, through adjusting key strategic documents & procedures to adapt to the undergoing reform processes and guide long term actions.
- II. Strengthen the capacity development (CD) delivery function, through training unit strengthening measures that solidify SHUKALB’s role as training provider, and CD delivery by Pool of Trainers based on assessed needs, particularly related to the topics of Water Supply and Wastewater Collection and Treatment Infrastructure Investment Projects; Water Safety Plans and Crisis Management; Access to Financing.
- III. Strengthen advocacy and policy dialogue efforts on potential topics of human resource management, wastewater and sludge through mobilising subject matter experts working groups representing the key stakeholders and responding to WSS specific needs.

## II. Aim of the Assignment

The general objective of this assignment is to select trainers from the SHUKALB/RCDN Pool of Trainers (PoT) who will deliver the D-LeaP Program in Albania, on Access to Financing, in line with the RCDN Quality Standards (QSs) for Training Delivery.

The targeted audience for the training will be up to 5 Public Water Service Utility Companies (PUCs) in Albania including decision makers from Central Agency and Local Government Units (LGUs).

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: SHUKALB/RCDN trainers are introduced to and trained on how to use the RCDN QSs 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.

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

## III. Responsibilities and Tasks of the Trainers

SHUKALB intends to engage three Trainers, one lead and two supportive trainers for this assignment. The Trainers will work closely together in all steps of the assignment and ensure synergy of their actions for achieving the best results.

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

- 1) Training preparation,
- 2) Conducting of training, and
- 3) Training reporting.

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

As a part of this set of activities, the Lead Trainer/Co Trainer involved in the delivery of the RCDN training is obliged to:

1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKALB;
2. For each training, prepare Agenda and detailed training design using the RCDN standardised templates,
3. Update, as necessary, PowerPoints and hands-out materials for participants in electronic form in the Albanian language and in a standardised format;
4. Adjust the training curriculum,
5. Perform pre-assessment of the participants' background, level of knowledge, skills, expectations and needs, before each training, by making use of the RCDN standardised template to be provided by SHUKALB;

### **Deliverables of this set of activities:**

- Finalized 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*).

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

As a part of this set of activities, the Lead Trainer involved in the delivery of the RCDN training is obliged to:

1. Conduct the 3 training for the two target groups (2 training separately for each group and one jointly training for the two groups) together with the selected Co Trainer,
2. Apply the training curriculum, agenda, design and facilitation techniques which are in line with the RCDN Qs and requirements,
3. Maintain contact through emails as well as phone with all the participants from PUCs and LGUs, and respond to their questions related to the training as well as work in developing Action Plans for financial sustainability,
4. Follow up after each training with guidelines on the next steps/ training, along with assigned homework to be completed by the participants from each PUC/LGU,
5. Monitor the progress of each PUC/LGU, including reviewing of the work done by the participants of each PUC/LGU, and providing feedback.
6. Provide feedback for finalising the Action Plans for financial sustainability.

### **Deliverables of this set of activities:**

- Final versions of Action Plans for financial sustainability for each PUC/LGU.

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

As a part of this set of activities, the Lead Trainer involved in the delivery of the RCDN training is obliged to:

1. Prepare a comprehensive training report, including all annexes

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

- Final Report and all annexes
- Submit Time sheet.

## **IV. Expert Days**

### **The following maximum days are planned for the entire assignment:**

Maximum days for Lead Trainer under this assignment shall not exceed 13 working days and for Co Trainer shall not exceed 11 working days. Costs for travel and accommodation (if applicable) will be reimbursed/ covered by SHUKALB based on the Contract. The contract between SHUKALB and each selected trainer will be signed separately, under the Laws of Albania.

## **V. Trainers' Profile**

The Trainers should possess the following competencies:

- Sector competence: Experience in functioning of Local Government Units (LGUs)/PUC, with particular experience in or related to:
  - Performance improvement of PUCs in WSS sector, and/or
  - Efficient utility and/or infrastructure management, and/or
  - Local governance, and
  - Capacity Development (CD)

Specific experience and background related to the access to financing will be considered an asset.

- Methodological competence: Experience within the field of CD at the local level, with specific working experience in delivery of trainings as well as facilitation focusing on:
  - Participatory approaches;
  - Didactic and pedagogical knowledge, with focus on adult-oriented learning approach;
  - Training concept development and design of training measures; and
  - Delivery of training measures and other competence development measures.

The trainer should demonstrate that she/he has delivered at least 10 trainings to LGU/PUC participants, and that she/he is competent to apply RCDN QSs for Training Delivery.

- Language skills: Fluency in English. Ability to conduct trainings in English is an asset;
  - IT skills: MS Office (Word, Excel, PowerPoint).
- The trainer should have a University Degree in an area relevant to the improvement of WSS sector in PUCs (e.g. Hydrotechnical Engineering, Environmental Engineering, Economic).
  - Participation in ToT organized by RCDN on Access to Financing is mandatory.
  - Previous experience in delivering training /CD in Financing/Management is considered an asset.
  - Previous successful working experiences with SHUKALB/ RCDN are considered as an asset.
  - Other: Promptness, high flexibility, ability to work under tight deadlines, readiness to travel.

## VI. Proposal

The Trainers are asked to submit **by 20/01/2025**, the following documents and information:

- Curriculum Vitae,
- Certificate of gToT completion,
- Reference for relevant assignments, presented in the CV,
- 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 English language by e-mail, at [training@shukalb.al](mailto:training@shukalb.al).

## VII. Evaluation Criteria and Scoring

The applications will be evaluated based on the following criteria:

- 70% Trainers' Profile: 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 Training Coordinator, Olta Alla.

Email address: [training@shukalb.al](mailto:training@shukalb.al)

#### **IX. Modification of Terms**

SHUKALB reserves the right to modify the ToR at any time at its sole discretion.

#### **X. Acceptance and Rejection of Proposals**

SHUKALB may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, SHUKALB reserves 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 trainers 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 RCDN.

#### **XI. Ownership**

All materials, documents and information prepared, developed, or adjusted by the trainers and used for the purposes of preparation, realisation and facilitation of the training, as well as reporting, remain the property of SHUKALB and D-LeaP. The trainers agree that no part of the training 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 SHUKALB.

#### **XII. Reporting**

The training report, including all annexes should be submitted, not later than 20 working days after the realisation of the training, by the Lead Trainer.

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

The Trainers, will be hired under separate Individual Contracts each, signed by the SHUKALB. Trainers shall provide timesheets (format to be shared by SHUKALB) 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 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 Trainers'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. The trainers' performance will be evaluated by SHUKALB 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