

Terms of Reference for SHUKALB Trainers for the Delivery of Wastewater Program 1B “Introduction to Wastewater Systems for managers and engineers”

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.

This initiative is supported by the Regional Capacity Development Network (RCDN) for Water and Sanitation Services, which aims to enhance the effectiveness of Associations of Public Utilities (APUCs) and Local Governments (LGAs) across the Western Balkans. The project is jointly financed by the Swiss State Secretariat for Economic Affairs (SECO) and the German Federal Ministry for Economic Cooperation and Development (BMZ) and is administratively embedded in the GIZ project "Open Regional Fund for Southeast Europe – Modernisation of Municipal Services (ORF MMS)," commissioned by BMZ.

As a partner association within the RCDN framework, SHUKALB has signed a Grant Agreement, and this assignment falls within its scope. SHUKALB successfully piloted the Wastewater CD Programme during 2021. Yet, such a programme is needed for more technical level staff of municipalities and WU in the view of ongoing and up-coming wastewater infrastructure investments projects in Albania. The programme's objective is to improve awareness of Managers and engineers to take an active role during planning and implementation of the wastewater infrastructure. The programme will target the Management and technical staff. 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.

To address these important issues, SHUKALB is engaging a team of lead and co-trainers which will contribute to the contextualisation and delivery of the Wastewater Capacity Development (CD) Programme 1B “Introduction to Wastewater Systems for managers and engineers”. The lead trainer role will be to contextualize and delivery the Wastewater Capacity Development (CD) Programme 1B “Introduction to Wastewater Systems for managers and engineers”. The co-trainers will play a supportive yet essential role in knowledge transfer, facilitating interactive learning experiences, and reinforcing technical and managerial competencies among municipal and utility staff.

II. Aim of the Assignment

The objective of this assignment is to engage co-trainers from the SHUKALB/RCDN Pool of Trainers (PoT) who will deliver the Wastewater CD Programme 1B “Introduction to Wastewater Systems for managers and engineers” in Albania, in line with the RCDN Quality Standards (QSS) for Training Delivery.

The targeted audience for the training will be up to 15 participants, including management and technical staff of PUCs and municipalities who are in the project implementation phase or the design phase of WWTP.

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 Qs 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 Qs 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. Note: SHUKALB/RCDN trainers are introduced to and trained on how to use the RCDN Qs in the context of the Wastewater Programme during the RCDN Specific Training of Trainers (SToT).

The respective documents will be provided to the co-trainers after signature of the contract.

III. Responsibilities and Tasks of the Trainers

SHUKALB within the WW CD Programme 1B “Introduction to Wastewater Systems for managers and engineers” will organise the delivery of 2 modules:

- Module 1: Regulation and Financing (2 days)
- Module 2: Technology (3 days)

SHUKALB intends to engage a **Lead Trainer for Module 1 and Module 2 and two co-trainers, one per each Module**. The Trainers will work closely together in all steps of the assignment and ensure synergy of their actions for achieving the best results.

Each co-trainer will be responsible based on the roles divided per module:

a. Responsibilities of Trainers referring to Module 1: Regulation and Financing

Trainers:	Lead Trainer	Co-Trainer
Tasks:	1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKALB 2. Update PowerPoints and hands-out materials for participants in electronic form in: Albanian language and in a standardised format, 3. Update Agenda and detailed training design 4. Conduct the training together with the selected Co-Trainer	1. Participate in the preparatory talks and consultations (orientation meeting) with SHUKALB 2. Prepare and perform the pre-assessment of the participants' 3. Prepare Evaluation sheet 4. Conduct the training together with the selected Lead Expert
Deliverables:	▪ Updated and/or modified training materials, based on the identified needs in electronic form (Annex 5) ▪ Finalized training curriculum (Annex 1), ▪ Prepared agenda and detailed training design (Annexes 3 and 4), ▪ Documented Photos (Annex 7)	▪ Completed pre-assessment synthesis report (Annex 2) ▪ Prepared Summary of Evaluation Forms filled-in by participants (Annex 6) ▪ Provided inputs on the training report and corresponding annexes (Template A attached to this ToR, Including annexes 2, and 6)

	Prepared training report and included all required annexes. (<i>Template A attached to this ToR, Including annexes 1,3,4,5,7</i>)	
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b. Responsibilities of Trainers referring to Module 2: Technology

Trainers:	Lead Trainer	Co-Trainer
Tasks:	- Participate in the preparatory talks and consultations (orientation meeting) with SHUKALB - Update PowerPoints and hands-out materials for participants in electronic form in Albanian language and in a standardised format, - Update Agenda and detailed training design - Conduct the training together with the selected Co-Trainer	- Participate in the preparatory talks and consultations (orientation meeting) with SHUKALB - Prepare and perform the pre-assessment of the participants' - Prepare Evaluation sheet - Conduct the training together with the selected Lead Expert
Deliverables:	- Updated and/or modified training materials, based on the identified needs in electronic form (<i>Annex 5</i>) - Finalized training curriculum (<i>Annex 1</i>), - Prepared agenda and detailed training design (<i>Annexes 3 and 4</i>), - Documented Photos (<i>Annex 7</i>) - Prepared training report and included all required annexes. (<i>Template A attached to this ToR, Including annexes 1,3,4,5,7</i>)	- Completed pre-assessment synthesis report (<i>Annex 2</i>) - Prepared Summary of Evaluation Forms filled-in by participants (<i>Annex 6</i>) - Provided inputs on the training report and corresponding annexes (<i>Template A attached to this ToR, Including annexes 2, and 6</i>)

Note: Training materials for all modules must be in electronic format and in Albanian language, except for the Training Report (*Template A*), which must also be in English language.

IV. Trainers Days

Lead trainer will be engaged for a maximum of 12.5 working days for Module 1 and Module 2. Co- trainer 1 will be engaged for a maximum of 3.5 working days for Module 1. Co- trainer 2 will be engaged for a maximum of 5 working days for Module 2 Travel and accommodation expenses (if applicable) will be reimbursed by SHUKALB as per the contract. Each trainer will sign an individual contract under the Laws of Albania.

V. Trainers' Profile

1. General Requirements for Lead Trainer:

Education:

- University Degree in an area relevant to the assignment (e.g. Hydrotechnical and Environmental engineering, Economics, etc.).

Professional experience:

- 5 years of professional experience with LGUs and/or PUCs, demonstrating technical expertise in wastewater systems and treatment technologies, with knowledge of their regulation and/or financing, and/or related operational challenges.
- 3 years of experience in CD at the local level, including delivery of trainings and/ or peer exchanges.
- 1 reference for similar assignment.
- IT skills: MS Office (Word, Excel, PowerPoint).

Other requirements:

- Participation in RCDN GToT and SToT for WW CD Programme 1B is mandatory.

2. General Requirements for Co-Trainers:

Education:

- University Degree in an area relevant to the assignment (e.g. Hydrotechnical and Environmental engineering, Economics, etc.).

Professional experience:

- 3 years of professional experience with LGUs and/or PUCs, demonstrating technical expertise in wastewater systems and treatment technologies, with knowledge of related operational challenges.
- 1 years of experience in CD at the local level, including delivery of trainings and/ or peer exchanges.
- 1 reference for similar assignment.
- IT skills: MS Office (Word, Excel, PowerPoint).

Other requirements:

- Participation in RCDN GToT and SToT for WW CD Programme 1B is mandatory.

3. Specific competences per module:

For Module 1 and Module 2 the Lead Trainer should possess the following competencies:

- Experience in the Water Utilities in Albania, particularly in:
 - o Preparation of WWTP projects
 - o Management of a WWTP
- Experience in managing, supervising, and implementing sewage projects, particularly in:
 - o Participation as a member of a Project Implementation Unit (PIU) for designing a WWTP.

For Module 1 the Co-trainer should possess the following competencies:

- Experience in the Water Utilities in Albania, particularly in:
 - o Management of a WWTP.

For Module 2 the Co- trainer should possess the following competencies :

- Experience in managing, supervising, and implementing sewage projects, particularly in:
 - o Management of a WWTP.

VI. Proposal

The Trainers are asked to submit **by 04/04/2025**, the following documents and information:

- Curriculum Vitae,
- Reference for relevant assignment, 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.

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 of SHUKALB, Ms. Olta Alla.

Email address: 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 RCDN. 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, Template B) 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