

## Terms of Reference

### for Water and Sanitation Expert

#### 1. Background

NALAS is a network of associations of local authorities of South East Europe. The Network brings together 14 Associations which represent roughly 7000 local authorities, directly elected by more than 80 million citizens of this region. NALAS responds to its members' needs in strengthening their capacities and provide them with the regional know-how and policy argumentation, supporting their efforts to become viable representatives of local authorities who are up to negotiate with their national government and international organizations for the benefit of the local governments, utility companies and institutions and for the benefit of the ultimate beneficiaries, the citizens in the region of South-east Europe (SEE).

Through decentralized cooperation, NALAS members use the Network to support each other, share experiences, produce knowledge, cooperate on cross border projects and contribute to an equitable development, modern and efficient local self-government, increased democracy and stability in the region. Thereby, NALAS also contributes to the process of decentralization and EU integration.

NALAS Strategic Plan 2018 – 2022 foresees improvement of the quality of the services at local level (modernization, increasing efficiency) in water and wastewater sector. In addition, NALAS is focused on climate change mitigation and adaptation through interventions in the wastewater management, as well as further strengthening of the LGAs' advocacy role by evidence-based policymaking.

At the heart of NALAS are the Task Forces, bringing together the best experts from the region, competent association staff and professionals employed in the local government administration. These practitioners are exposed in the front lines directly facing the consequences and challenges coming from policies and laws which define the system of local government. The NALAS Task Force on Solid Waste and Water Management is composed of two groups of local experts – one specifically focused on solid waste issues, while the second one on water and sanitation services or water management.

Wastewater is high on the international agenda, reflected in respective priority-setting in the region. Local governments and their water public utilities in the SEE region face a challenge of meeting their citizens' demand for good quality, efficient, and financially sound water and waste-water services, while catching up to the environmental requirements of the European Union Acquis Communautaire. Key challenges include insufficient managerial and technical competences as well as organization capacities, deficient state or lack of infrastructure, poor financial situation and performance and the complexity of the institutional landscape. While investments in the infrastructure are an essential part for ensuring the provision of quality, cost efficient and inclusive water and sanitation services, they need to be matched consistently with the improvement of the management and operational capacities of the municipalities and public water utilities.

A well-functioning cooperation between the municipal decision-makers and the water utilities management is needed by strengthening adequate capacity of all stakeholders on the individual, organisational and cooperation level. An advanced coordination among international financial institutions and donors on regional level regarding the wastewater is additional evidence for importance of immediate dialogue at national and regional level (trends, experiences, policies, experiences, etc.).

This sector is of highest relevance for both, Associations of Public Utility Companies (APUCs) and Local Government Associations (LGAs), which means that the focus on waste water fosters immediate collaborative approach, also considered as an opportunity for joint advocacy efforts. In order to strengthen the cooperation between the APUCs and LGAs, NALAS has established a strategic partnership with IAWD – the International Association of Water Supply Companies in the Danube River Catchment Area.

NALAS' portfolio reveals an extensive experience of association development, network management and knowledge management, especially in support of its members in the development of training systems components and standards in the sector of water supply and sanitation. In this regard, NALAS is one of the key partners in the RCDN project – Regional Capacity Development Network, which aim is to increase the effectiveness and efficiency of the water utility companies in the Western Balkans, contributing to better service provision of services in water and sanitation sector and meeting the European Union (EU) environmental acquis communautaire.

The NALAS TF on Solid Waste and Water Management, particularly the Group on Water Management is considered as a regional expert body that can strongly contribute to implementation of the projects' activities and NALAS strategic objectives. Therefore, intensifying of the TF's activities requires development of TF's strategic directions that need to be in compliance with the NALAS strategic objectives and to contribute to the objectives of the project initiatives in the water sector with the emphasis on the waste water treatment as one of the less developed sector components in the SEE.

Against this background, NALAS is seeking for a competent Expert on Municipal Water and Sanitation sector who will achieve the following assignment objective.

## 2. Assignment objective

The main objective of the assignment is facilitation of the process of development of the priority objectives and road map of the NALAS Working Group on Water and Sanitation. In addition, the Expert shall support the process of preparation of the policy recommendations necessary for policy dialogue and advocacy initiatives of the NALAS members related to national policy changes in the sector of water and sanitation, including changes that could encourage enabling learning environment at local, national and regional level.

Lobbying and advocacy interventions should seek to have positive impact on water and sanitation learning framework from the legal and institutional aspects. At the institutional and cooperation level, promoting advocacy for capacity development and peer-to-peer exchange need to enhance networking within the water and sanitation sector stakeholders and increase cooperation with development actors like international financial institutions and donors.

## 3. Main Activities and Related Outputs/deliverables

The expert shall implement the following activities and deliver related outputs:

Activity	Related output/deliverables	Expert days	Deadline for implementation of the activity
1. Preparation and conceptualisation of the facilitation process for development of TF's priority objectives and policy recommendations for the WSS.	Review of the reference materials such as: <ul style="list-style-type: none"> <li>- NALAS Strategic Plan 2018-2022</li> <li>- National Policy Position papers of the LGAs and APUCs from the Western Balkans drafted within the RCDN project</li> <li>- Report on Training Needs Assessment for Enhanced Operation and Maintenance of Wastewater Treatment Plants in Western Balkans</li> <li>- IAWD State of the Sector, updated version 2019</li> <li>- NALAS Quick Responses related to WSS</li> <li>- EU Water Directives</li> </ul>	8	08 November 2019

	<p>Concept paper and Agenda of the TF Meeting is developed, including detailed session plan, consulted and approved by NALAS programme staff. Also, template for road map is developed to be used at the meeting.</p> <p>Necessary presentations and materials related to the meeting objectives are developed.</p>		<p>23 November 2019</p> <p>25 November 2019</p>
2. Moderation of the Meeting of the NALAS TF on SWWM, Group on Water Management	<ul style="list-style-type: none"> <li>- TF Meeting moderated in accordance to the approach and Agenda develop d.</li> <li>- Brief Meeting Report prepared, including summary of outputs and agreements reached (i.e. <i>draft priority objectives and road map</i>), conclusions and recommendations</li> </ul>	3	12 and 13 December 2019
3. Finalization of the meeting outputs/deliverables (priority objectives, road map and policy recommendations on water and sanitation in SEE).	<ul style="list-style-type: none"> <li>- Priority objectives, policy recommendations and roadmap developed and consulted with the NALAS Programme staff and TF members</li> </ul> <p>First draft prepared by the Expert by 25 of December 2019.</p> <p>Final versions of the Priority objectives, road map and policy recommendations submitted after the consultations with NALAS members by end of January 2020.</p>	3	<p>16 December 2019</p> <p>25 December 2019</p> <p>28 January 2020</p>
4. Assignment Report preparation	<ul style="list-style-type: none"> <li>- Assignment Report prepared, submitted and approved by NALAS programme staff.</li> </ul>	1	31 January 2020
	<b>TOTAL expert days</b>	<b>15</b>	

The expert will ensure that all abovementioned activities are appropriately documented.

S/he is expected to work closely with NALAS programme team and NALAS Task Force on SWWM. All documentation/correspondence/presentations shall respect the NALAS visibility guidelines, as provided to the expert by the Programme Officer.

#### **4. Timing and duration of mission**

All above listed tasks and activities and the production of the expected outputs are envisaged to take place between **08 November 2019 and 31 January 2020**.

The total number of expert days that shall be necessary to complete the activities listed under point 3 of this ToR is maximum 15. The expert shall submit a timesheet, stating the expert days spent per tasks and outputs.

Costs related to travel and accommodation will be covered by NALAS. In addition, all personal income taxes and other taxes obligatory under the Macedonian Law, as well as the bank fees will be paid by NALAS before transfer of the net amount agreed between the parties.

#### **5. Reporting**

A Final Assignment Report with all related outputs shall be submitted to the NALAS Programme Officer, for reviewing and approval, not later than **31 January 2020**. The Final Assignment Report with all related outputs, shall also state observations on problems/risks encountered and recommendations for improvements/additional activities/risks mitigation actions.

#### **6. Expert profile**

The Regional Expert shall comply with the following qualifications and skills requirements:

##### Competencies

###### **Technical Competencies:**

- Excellent analytical and writing skills. All documents shall be prepared in the English language;
- Excellent communications and facilitation skills.
- Full computer literacy.

###### **Corporate Competencies:**

- Demonstrates integrity by modelling NALAS values and ethical standards;
- Promotes the vision, mission, and strategic goals of NALAS;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.
- Client Orientation: Organizes and prioritizes work schedule to meet client needs and deadlines; Responds to internal and external clients in a timely and appropriate fashion.
- Team Work: Acting as a team player and facilitating team work.

##### Required Skills and Experience

###### **Academic qualifications:**

- Master's degree (or equivalent) in environment, waste management, technical science or engineering.
- PhD will be considered as an asset.
- Specific training/additional education relevant for the topic will be considered as an asset, too

### Professional Experience:

- Have extensive (over 5 years) regional practical and consulting experience in the area of Water and Sanitation Management; Understanding of the sector, its specifics and challenges (specifically local governance, WSS and decentralization issues);
- Have demonstrable experience of policy development in the area of Water and Sanitation Management, participating in at least 3 policy development assignments;
- Previous experience in working with the representatives from central and/or local government level institutions of the Western Balkans and/or countries of SEE region on issues related with the assignment. Participating in at least 5 projects;
- Experience in working with local government associations (LGAs), as well as Associations of Public Utility Companies (APUCs) in the countries of SEE region. At least 3 initiatives implemented with the LGAs and APUCs from SEE;
- Knowledge/experience with EU legislation and legislation of the project countries relevant for the assignment.

### Language Requirements:

- Language proficiency in both, written and oral English language.

### Notes:

- NALAS strives to assure equitable representation of women and minorities in all its activities.
- Experts must be independent and free from conflicts of interest in the responsibilities defined by the Terms of Reference.

## 7. Application procedure

The interested candidates are required to send the following documents in English:

- **Cover letter** that clearly states motivation with explicit description/presentation of each of the points of the "Required Skills and Experience" (Academic qualifications and Professional Experience) requested within this ToR;
- **Personal CV** including past experience in similar projects, and
- **Financial offer** shall specify gross amount per man-day in EUR and total amount for completing the Assignment.

Application will be accepted by e-mail at: [info@nalas.eu](mailto:info@nalas.eu) Subject: **RE/NALAS WSSE2019**

The **deadline for submission** is **16:00, 04 November 2019**.

The selection of the Consultant will be made in accordance with the quality-cost based selection method (70 % technical component and 30% price component)

## 8. Reference person

Reference person for the mission is the NALAS Programme Officer, Boran Ivanoski.

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