

**Terms of Reference for  
IT Business Analyst for the project  
Asset management for water and sanitation sector in South-East Europe**

**Background**

The project “Asset management for water and sanitation sector in South-East Europe”, financed by GIZ/ORF, jointly implemented by Network of Associations of Local Authorities in SEE (NALAS) and Standing Conference of Towns and Municipalities (SCTM) is focused on introduction of Asset Management methods in pilot municipalities in order to improve efficiency and transparency in managing water and sanitation infrastructures in SEE.

The municipalities and public utilities lack effective methods for Asset Management for their water supply and sanitation system in order to offer efficient services and to plan necessary investments. There are methods for managing the assets of the water or wastewater systems that can help the public utilities making better decisions about the management of these aging assets. These methods have been refined and standardized by the international community. They help the long-term sustainability of an asset by helping its owner to make better decisions on when it is most appropriate to repair, replace, or rehabilitate particular aging asset’s components and by developing a long-term funding strategy.

The project is implemented within the network of NALAS and its member countries – Albania, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Montenegro and Serbia.

**Objectives**

The overall objective of the project is to raise understanding of the benefits of Asset Management methods among decision makers in achieving efficiency and transparency in managing water and sanitation infrastructures in the NALAS operational region of South Eastern Europe (SEE).

**Expected outputs**

- Developed data exchange standards between existing financial AM and GIS software in pilot Public Utilities,
- Designed and established a web-based database and web-based modules for asset management complying with the needs in SEE.

**Project management**

NALAS is responsible for the implementation of the project. The project is implementing in close cooperation with LGAs members of the NALAS network from Albania, Bosnia and Herzegovina, Croatia, Kosovo, Macedonia, Montenegro and Serbia.

## **Scope of work**

In the period defined by this ToR, the IT Business Analyst will provide technical assistance to the Project Management by delivering the following services:

- Development of the ToR for engagement of the Regional IT Company for procurement of services with functional and technical specification of the solution, based on the already prepared approach for development of the Regional Database on Asset Management;
- To analyse and define the set of information and to set data exchange standards for the Regional Database on Asset Management, based on the already conducted surveys, prepared National and Regional Assessment Reports and AM Toolkit, as well as, based on the visits that will be realized by IT Business Analyst in each of the project countries' pilot municipalities and public utilities;
- Defining of basic reports that should be output from the Regional Database on Asset Management;
- Provision of the overall monitoring and advices related to the procurement process of the web-based Regional Database on Asset Management and Asset Management modules for Asset management in Water and Sanitation Sector;
- Provision of the overall monitoring to the services of the Regional IT Company throughout the process of putting in to operation of the web-based Regional Database on Asset Management and Asset Management modules for Asset management in Water and Sanitation Sector;
- To prepare the technical specification and advise to the purchasing of the required hardware for hosting and administering the Database;
- Provision of overall monitoring for ensuring the quality of the operation, processing and generation of the reports of the web-based Regional Database;
- Undertake any other assignments related to the activities described in the project document towards fulfilments of the expected outputs and objectives with this ToR;
- Take active participation on the project coordination meetings;
- Prepare and submit regular progress reports, and reporting to the Project Manager.

## **Period of the engagement**

November 2014 - October 2015 (approximately 48 working days).

## **Requirements**

- University degree in Information Technology, Statistics, Mathematics, Economics or related field is an advantage;
- In-depth knowledge in the field or working experience in IT software development (at least 7 years);
- Experience in databases development/modelling, web programming and web designing with more than 100 internal users (at least 3 relevant projects with similar scope);
- Experience in handling voluminous data (at least 3 relevant projects with more than 100 internal users);

- Experience in development Server Solutions (at least 5), procurement of hardware and software licenses;
- Proven knowledge of web technologies such as HTML, XML, SQL, .NET and/or .PHP, and experience in working with GIS/GEO systems;
- Capability to write and communicate in English;
- Available to participate at regular coordination meetings in NALAS office in Skopje, Macedonia and willingness to travel within the project countries;
- Experience in donor funded projects related to local governments and public utilities, and working in international environment would be considered as strong advantages.

### **Application process**

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

- Cover letter that clearly states motivation and qualification for the position,
- CV,
- Financial offer for man-day in EUR (gross amount).

Application will be accepted by e-mail at [info@nalas.eu](mailto:info@nalas.eu)

The deadline for submission is 16:00, Friday, 31 October 2014.