



Network of Associations of Local Authorities of South-East Europe  
Réseau des Associations de Pouvoirs Locaux de l'Europe du Sud-Est

## **Terms of Reference**

### **for expert for Artificial Intelligence and digital tools in provision of Water and Sanitation Services**

#### **1. Background**

NALAS is a network of associations of local authorities of South East Europe. The Network brings together 14 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. NALAS responds to its members' needs in strengthening their capacities and provides 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 organisations 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).

At the heart of NALAS are the Task Forces and Working Groups, 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 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 NALAS' strategic objectives, as well as relevant projects, such as the Regional Capacity Development Network for Water and Sanitations Services (RCDN). Therefore, intensifying of the TF's activities requires capacity development of its members in strengthening their expertise in the water and sanitation services.

Against this background, NALAS is seeking for a competent individual expert with strong expertise in Water and Sanitation sector and utilizing Artificial Intelligence (AI) and Digital tool in provision of water and sanitation services, who will design and deliver one-day training for the members of the Group on Water Management. This consultancy is part of RCDN.

#### **2. Assignment objective**

The main objective of the assignment is design and delivery of one-day training for the members of the NALAS Working Group on Water Management. The expert shall support the process of preparation of the training, designing the agenda and detail training design, preparation of training materials, handouts and presentations and delivery of the training using various training methods and techniques to ensure relevance and high engagement of the participants, using the RCDN Quality Standards.

**Training Modality**

One day: Three sessions (each 1.5 hours)

**Target Group**

Water and sanitation services experts and professionals from South-East Europe.

**Training Content Description**

This comprehensive training module will focus on utilizing Artificial Intelligence (AI) and Digital tool in provision of water and sanitation services (WSS) in Southeast Europe. Participants shall learn specifically about:

- effective models and best practices (examples) of utilizing Artificial Intelligence (AI) and Digital tools in provision of WSS in the SEE;
- policy and regulatory alignment;
- key thematic pillars;
- investment capacities and human resources within the public utilities;
- role of the Task Force Working Group and the LGAs Sectoral Committees in this matter;
- potential feasible activities introducing AI models and digital tools;
- etc.

**3. Main Activities and Related Outputs/deliverables**

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

Activity	Related output	Expert days	Deadline for implementation of the activity
1. Preparation of the training (in English language)	<ul style="list-style-type: none"><li>- Training Agenda</li><li>- Detailed design</li><li>- Training materials, including PP presentations, handouts, exercises etc.</li></ul>	2	10.02.2026
2. Delivery of the training (in English language)	<ul style="list-style-type: none"><li>- Delivered one-day training with three training sessions</li><li>- Training evaluation</li></ul>	1	24.02.2026
3. Report preparation (In English Language)	<ul style="list-style-type: none"><li>- Report prepared, submitted and approved by NALAS staff.</li></ul>	1	30.02.2026
	TOTAL expert days	4	

All activities shall be prepared and delivered in compliance with the RCDN Quality Standards (available support from the Project Officer). The expert will ensure that all abovementioned activities are appropriately documented.

#### 4. Timing and location

The training is to be delivered in-person on **24.02.2026 in Skopje, N. Macedonia**.

The total number of expert days that shall be necessary to complete the activities listed under point 3 of this ToR is maximum four (4). The expert shall submit a timesheet, stating the expert days spent per tasks and outputs.

#### 5. Required competences and skills

The ideal candidate should possess:

- Academic background (mandatory-Bachelor degree or above);
- Excellent spoken and written English (mandatory);
- Experience in preparing and delivering training and/or facilitating learning;
- Expertise in Artificial Intelligence and Digital tools applicable for provision of water services;
- Understanding of the water and sanitation sector in the South-East Europe;
- Proven track record in in-person adult learning support, with demonstrated ability to motivate and guide learners in different environments;
- Previous experience collaborating with local governments, local governments associations and water public utilities will be considered a distinct advantage;
- Experience in implementation of RCDN Quality Standards for Capacity Development will be considered an asset;
- Previous experience in working with NALAS will be considered an asset.

#### 6. Application Procedure

Interested applicants need to submit their application by **22 January 2026, 16:00 (CET)**. The documents must be submitted in English language by e-mail, to [spasov@nalas.eu](mailto:spasov@nalas.eu) with subject: Training AI and Digital Tools

The application should be consisted of:

1. **Technical Offer** (.pdf format)
  - CV (.pdf format)
  - Cover Letter (.pdf format; one (1) page length max.), clearly outlining how the applicant meets the requirements set out in the section Required Skills and Competences
2. **Financial Offer** (.pdf format)

Financial offer, including the number of expert days for the assignment, fee per day and total amount. The prices should be gross and stated in euros. Gross amount should include the personal income taxes and other taxes obligatory under the laws of the Republic of North Macedonian (at the moment 10% from the gross amount) and will be calculated and paid by NALAS. The Expert will receive the amount reduced for the paid personal income tax.

The costs for travel and accommodation should be covered by the selected expert/trainer.

#### 7. Evaluation and Selection

The evaluation of the applications and selection of the best offeror will be made in accordance with the quality-cost based selection method (70 % technical component and 30% financial component).

## **8. Reference person**

Reference person is the NALAS Project Officer, Aleksandar Spasov

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