

## Terms of Reference for Advocacy Consultant Services:

**Short-term Assignment for development of a Manual documenting good examples of combining CD activities of APUCs and LGAs with investment programs by IFIs and donors**

<b>Project name:</b>	<b>Regional Capacity Development Network for Water and Sanitation Services (hereafter RCDN)</b>
<b>Title/Purpose:</b>	<b>Short-term Assignment for development of a <i>Manual documenting good examples of combining CD activities of APUCs and LGAs with investment programs by International Financial Institutions (hereafter IFIs) and Donors</i></b>
<b>Duration of Assignment:</b>	<b>From 5 September to 15 October</b>
<b>Contracting authority:</b>	<b><i>The International Association of Water Service Companies in the Danube River Catchment Area (hereafter IAWD)</i> Emilija Milunovic (contact person)</b>

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## 1. Overall Project Background

The project “*Regional Capacity Development Network (RCDN) for Water and Sanitation Services*” aims at increasing the effectiveness and efficiency of the water utilities in the Western Balkans, contributing to better service provision with larger numbers of population groups getting access to drinking water and sanitation services and meeting the EU Environmental *Acquis Communautaire*.

The project is **jointly financed by** the Swiss State Secretariat for Economic Affairs (**SECO**) and the German Federal Ministry of Economic Cooperation and development (**BMZ**), and **it is administratively embedded in** the GIZ Project “Open Regional Fund for Southeast Europe - Modernization of Municipal Services (**ORF MMS**)”, commissioned by BMZ.

Three key sets of activities will contribute to achieve the RCDN project outcomes:

- **Outcome 1:** The Associations of water utilities and municipalities in the Western Balkans, in cooperation with NALAS and IAWD, are enabled to deliver quality capacity development measures to water utilities and municipalities in the frame of the RCDN in a financially sustainable manner.
- **Outcome 2:** Management and technical staff of water utilities and public officials of municipalities have access to and make use of RCDN’s high-quality, demand-oriented, and formal capacity development products.
- **Outcome 3:** National Authorities, International Financial Institutions and Donors promote the use as well as contribute to the improvement of the RCDN capacity development offer.

The RCDN builds upon and integrates the existing CD activities, on regional as well as national levels, and facilitates scaling-up and further replication throughout the region. Strengthening capacities of associations for collaborative CD delivery is core of the methodological approach. The project will provide the necessary assistance for introducing and enhancing functional capabilities, procedures and instruments that shall allow the RCDN partner associations to deliver fee-based CD products to water utilities and municipalities in an effective manner.

To this end, the project will enable 16 associations of municipalities and water utilities from Albania, Bosnia and Herzegovina, Kosovo, North Macedonia, Montenegro and Serbia, as well as their regional networks NALAS and IAWD, to facilitate and coordinate CD initiatives in the region and to support the delivery of CD measures to water utilities and municipalities in the respective countries. It will also involve further key stakeholders, such as lending institutions (International Financial Institutions – IFIs, etc.) active in the infrastructure sector which are interested in strengthening capacities to develop and secure their operations in the water and sanitation sector or Donors which may benefit from a regional platform to identify CD needs, dialogue with the stakeholders and their design policies. The International Association of Water Service Companies in the Danube River Catchment Area (IAWD) is part of the Project Implementation Team (PIT) for RCDN and has received a grant in the frame of RCDN, for the period of September 2021 to October 2022.

IAWD is an association of water and wastewater utilities in the Danube region. It was established in 1993 by utilities from 7 countries with the objective of promoting joint national and international efforts to avoid and reduce risks to water supply, such as pollution and other types of harm to the condition of the Danube, its tributaries, and related groundwater resources. IAWD is a not-for-profit association formed under the Austrian Association Law with headquarters in Vienna, Austria. Since 2013, IAWD runs together with the World Bank the Danube Water Program (DWP) providing support to water utilities and other members of the water sector in the

Danube Region. IAWD provides a platform to exchange information and knowledge and to facilitate peer to peer communication and cooperation among water utilities, organizes conferences, meetings, and capacity development programs for participants of the Danube Region and the neighboring countries. IAWD is receiving a grant for the project “Supporting the delivery of Capacity Development (CD) products for Public Utility Companies and Local Governments and creating synergies between the Danube Learning Partnership (D-LeaP) and the Regional Capacity Development Network (RCDN)”.

## **2. Specific Background related to the Assignment**

An important basis for ensuring the long-term sustainability of RCDN activities is the evaluation and replication of good examples of combining CD Products of Associations of Public Utility Water Companies (hereafter APUC), offered to Public Utility Companies (hereafter PUC) with investment projects. Historically, IFIs and Donors have included CD activities in the frame of Technical Assistance into investment projects. These initiatives have often involved external consultants or schooling in specific technical aspects related to a project. Several IFIs and Donors have however begun to explore and implement ways on how to design their projects in order to align them with the offer of national or international organizations offering CD products. The Manual should document good examples from the region and give recommendations on how APUCs could better promote their existing CD products. Through this consultancy, IAWD aims to support RCDN partner associations (APUCs) to enhance the dialogue with national authorities and IFIs. The beneficiaries of the manual are mainly APUCs, and it can serve as well donors and IFIs, by introducing good practice examples of combining CD delivery offered by APUCs with the Technical Assistance component in investment projects. It will support APUCs to better promote their services towards the donor and IFI community, whereas they will get a clearer overview of existing CD products on national level and the capacities of the APUC in terms of the delivery.

## **3. Main Scope of the Assignment**

### **Key Objectives, Tasks and Responsibilities of the Contractor (consultant)**

In order to achieve the overall and specific goals of the Project, IAWD will engage a service provider who will develop a Manual documenting good examples on the above-mentioned praxis, summarize lessons learned and give recommendations to APUCs on how to present their CD products to IFIs and Donors.,

#### **Main objective**

The main objective of the ToR is to engage a qualified and professional consultant who will develop a manual that will support and guide APUCs to better promote the existing national CD offer to the IFI and Donor community for incorporating it as TA component into investment projects. This cooperation should strengthen the capacities of APUCs on a sustainable basis and create synergies between the investment projects and the work APUCs.

#### **Tasks and Specific Objectives:**

Tasks of the consultancy are:

- Consulting and communication with IAWD or any other appropriate representatives to analyse and assess the assignment and the existing practices
- Present how CD delivery is incorporated in the frame of investment projects (present the examples of this in the region)
- Provide an overview of existing CD delivery mechanisms in the region (D-LeaP, RCDN)
- Outline best practice examples of using existing CD delivery offered by APUCs in the TA components as well as the lessons learned
- Give recommendations on how to enhance promotion of the existing CD products and services and
- Give recommendations on how to enhance cooperation with IFIs and Donors (also when creating new CD products)

**Specific Objectives are:**

**Specific Objective 1: Collecting relevant data and information to present the status in the sector and background**

The consultant shall:

- Collect relevant data and information; gather information from the regional APUCs and stakeholders and analyze current relations between them and IFIs/donors.
- Hold interviews with APUCs where cooperation with projects implemented by IFIs and Donors took place and present those in the next step

**Specific Objective 2: Analyze and present data in the Manual**

The consultant shall:

- Present CD offer in the region
- Present (good) examples of the cooperation in the region
- Present advantages and lessons learned of this cooperation

**Specific Objective 3: Recommendations for future cooperation**

The consultant shall:

- Identify all relevant IFIs and Donors in the region (and possible current projects)
- Give recommendations on how APUCs can enhance the promotion of their CD products – already existing and new ones
- Give recommendations on how communication and cooperation between APUCs and IFIs and Donors could be enhanced

The exact structure of the manual will be defined mutually between the consultant and IAWD.

**4. Expected outputs, estimated consultancy days and proposed timeline:**

The following table provides an overview about the expected main outputs, estimated level of efforts and tentative timeline of the tasks to be conducted by the consultant:

Consultancy Tasks	Expected outputs / Deliverables	Estimation of consultancy days (up to)
Total number of estimated days		4-6 days
Total number of estimated days/per SO2		2-4 days
Total number of estimated days/per SO3		2- 4 days
Total consultancy days		10-14 days

**Notes:**

- The service provider is expected to provide details about working days for the above-described tasks in his/her proposal as well as to suggest a payment schedule.
- The ownership of the Policy/ Position Paper is with IAWD
- The Manual should be in English language

## **5. Consultancy Profiles and Roles**

For the realization of the assignment, **one consultant** is required.

**Qualifications and specialized knowledge/experience required**

The consultant should hold a University Degree in Social Sciences, Engineering, Law or Economics, or have more than 10 years working experience with water associations and IFI's and Donor's projects in the Water Sector, in Western Balkans. He/she should demonstrate prior experience with development of similar reports, analysis, or policy/ position papers and/or experience in the water and sanitation services sector in project countries and capacity development, organization of LGUs/PUCs. Experience with public utility companies (PUCs) and/or Local Government Units (LGUs) will be an asset.

***Competences:***

- More than 5 years of experience within the Water Sector, NGO or Civil Society or Professional associations / Chambers in area of: public relations or project management and
- More than 5 years of experience within the specific advocacy related fields: desk review, analysis of issue / problem, writing policy recommendations, development policy / position papers
- More than 5 years of experience within the field of preparation and implementation of project activities

- Good knowledge on the legislative, current administrative set-up of the water and sanitation services sector in the Western Balkans region
- Participatory working attitude, and in-depth analysis skills
- Excellent professional writing skills

*Regional competence:*

- Working experience in Western Balkans countries

*Other competences:*

- Language requirements: Fluency in English. Knowledge of local language is an asset: Serbian, Bosnian, Albanian, etc.
- Professionalism: Reliability, confidence, promptness, and high flexibility.

It has to be highlighted that the applicants are expected to precisely demonstrate above-mentioned Consultancy profile in their proposals. Respective competences (sector, methodological, management, regional and networking) have to be demonstrated by naming projects in which the proposed Consultant have been involved. Previous working experience with the German International Cooperation (GIZ) and the Swiss State Secretariat for Economic Affairs (SECO) within SEE countries will be considered as an asset.

## **6. Contract duration**

The Country of the assignment is Austria.

No travelling is foreseen outside of the consultant's country, data will be collected directly by the consultant or with the support of IAWD.

It is foreseen that the Contract will be executed in the period **5 September to 15 October** and the consultant must take in consideration that he/she has to be available in that period. The maximum duration of the assignment is up to 14 working days.

## **7. Tasks of the Contracting Authority**

The Contracting Authority is IAWD. In order to ensure smooth implementation of the activities, and due to the above-described scope of work as well as the language barriers, the Contracting Authority shall ensure:

- Access to relevant legal documents related to these tasks.
- Support, on request, in communication and cooperation with all relevant national and international institutions.

## **8. Annexes**

**Annex 1:** RCDN Factsheet