

Terms of Reference

Call for Proposal and Terms of Reference

Consulting services for Young Water Professionals' Peer Exchange

I. Background

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 neighbouring countries. IAWD is receiving a grant for the project “Fostering water and sanitation service provision in the Western Balkans through capacity development and cooperation by maximizing synergies between RCDN and D-LeaP” (Danube Learning Partnership).

The project “*Regional Capacity Development Network (RCDN) for Water and Sanitation Services*” aims at increasing the effectiveness and efficiency of the Associations of Public Utilities (APUCs) and of Local Governments (LGAs) in the six Western Balkan countries, which contributes to better service provision for and by their members, ultimately allowing to deliver equitable, safely managed drinking water and sanitation services to the population, in line with international standards.

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 - Modernisation of Municipal Services (ORF MMS)”, commissioned by BMZ.

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

- **Outcome 1:** (Stronger associations). APUCs and LGAs are capable to perform their organisational functions in line with their mandate.
- **Outcome 2:** (Adequate capacity development offer). APUCs and LGAs are capable of responding satisfactorily to the water sector-related capacity development needs and requests of their members.
- **Outcome 3:** (Policy dialogue led by associations). APUCs and LGAs are recognised by competent national agencies, able to establish strategic collaborations, and to facilitate policy dialogue in order to advocate for the interests of their members
- **Outcome 4:** (Regional services). Regional capacity development services address the needs and requests and add value to the capacity development offer of APUCs and LGAs.



The RCDN builds upon and integrates the existing CD activities, on national and as well as regional 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.

RCDN will embrace institutional and capacity development support to 15 national associations of water utilities and of local governments, as well as two regional associations, namely the International Association of Water Service Companies in the Danube River Catchment Area (IAWD) and the Network of Associations of Local Authorities of South-East Europe (NALAS), and two associations of professionals, Aquasan and the Association for Water Technology and Sanitary Engineering in Serbia (UTVSI).

The International Water Association (IWA) has established the Young Water Professional (YWP) community to empower the next generation of water leaders by activities that build their network, develop professionally, and gain profile. While the YWP are governed by the IWA Young Water Professionals Steering Committee on a global level, YWP national or regional chapters have been developed on national/regional level to support YWP related activities. In the frame of its Memorandum of Understanding with IWA, IAWD is responsible for coordinating the YWP activities in the Danube region and support the YWP chapters to become IWA approved YWP chapters. Since 2015, IAWD is thus actively engaged with the YWP in the region and promotes them mainly at the annual regional event, i.e., the Danube Water Conference and Danube Water Forum. In the Western Balkans the following countries have YWP chapters, which are usually embedded in the national water utility association: Albania, Kosovo, North Macedonia, and Serbia. In addition, IAWD has contacts with YWP in Bosnia and Herzegovina as well as Montenegro.

II. Aim of the Assignment

The aim of the assignment is to facilitate the establishment and strengthening of existing YWP chapters in the RCDN+ target countries through facilitation of two guided exchanges (workshops) between the YWP representatives of all six countries. Additionally, the assignment aims to assist YWP representatives in developing a one-year action plan, discussed during the workshops.

The expected outcomes include the implementation of the two exchanges, and the development of an action plan.

III. Responsibilities and tasks of the consultant

According to its aim, the assignment consists of four sets of activities:

- 1) Preparation activities,
- 2) Conducting of the 1st workshop
- 3) Conduction of the 2nd workshop
- 4) Reporting

The responsibilities and tasks of the consultant are described below. Reference to responsibilities and tasks of other entities involved is made to correspondingly clarify the division of roles and activities.

1) Set of activities referring to preparation activities

As a part of this set of activities, the consultant is obliged to:

1. Participate in the preparatory talks and consultations (orientation & coordination meetings) with IAWD,
2. Assist and support IAWD in the organization of the 1st workshop,
3. Prepare 1st workshop agenda and detailed design.

Deliverables of this set of activities:

- Prepared Assignment Work Plan
- Finalised agenda and detailed design of the 1st workshop.

Please, note that all logistic matters will be organised by the IAWD. The consultant will be duly informed about all logistic details and will be asked to provide input, as necessary.

2) Set of activities referring to conduction of the 1st workshop

As a part of this set of activities, the consultant is obliged to:

1. Conduct the 1st workshop
2. Facilitate the creation of one-year action plan, during the workshop

Deliverables of this set of activities:

- Conducted 1st workshop
- Developed one-year action plan

3) Set of activities referring to conducting of 2nd workshop¹

As a part of this set of activities, the consultant is obliged to:

1. Conduct the 2nd workshop
2. Review of one-year action plan

Deliverables of this set of activities:

- Conducted 2nd workshop (agenda based on the outcomes of the first workshop and action plan)
- Report on the outcomes of the one-year action plan

4) Set of activities referring to reporting

¹ To be conducted until the end of September 2025

As a part of this set of activities, the consultant involved is obliged to:

1. Prepare a comprehensive final report, including all annexes.

Deliverables of this set of activities are:

- Prepared report including all annexes* in the report template*
- Submit Time sheet

Notes: The exact order of the tasks will be agreed with IAWD and exchanged with YWP representatives.

Costs for travel and accommodation related to the training will be reimbursed/covered by IAWD based on the Contract. The contract between IAWD and the selected consultant will be signed separately, under the laws of Austria.

IV. Expert Days

Maximum 10 days are foreseen for the completion of all tasks for this activity.

V. Consultant's Profile

For the realization of the assignment one consultants is required.

Qualifications and specialized knowledge/experience required:

- Consultants with proven experience and expertise in the Water Sector, in the Western Balkan countries, water sector related projects, fundraising, familiarity with YWP, water sector and local government institutions, have experience with the development of position papers and workshop organization are invited to respond to this Call for Proposals.
- Consultants should hold a University Degree, preferably in Social Sciences, Engineering, Economics, Environment, with more than 5 years working experience in project development and implementation, preferably with local governments and public utility companies in the Western Balkans.

In order to qualify as capable of performing the contract for public procurement in terms of its technical and professional qualifications, the consultant must meet the following minimum requirements:

The consultant should possess the following competencies:

Sector competence:

- More than 5 years of experience in the project development sector, especially related to Water services, or EU funds, fundraising, EU project development and EU project management.
 - More than 5 years of experience within the capacity development and/or training delivery, preferably related to the Water sector services. Experience in training delivery will be considered an asset.
 - Previous experience with YWP will be considered an asset
 - Experience with conducting policy papers
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- The consultant should demonstrate professional experience in the areas mentioned above presented in her/his Curriculum Vitae (CV) and proved with corresponding references.

Regional experience:

- Working experience in the Western Balkans and/or international

Language skills:

- Fluency in English
 - Fluency in at least one of the languages of the region is an asset.
 - IT skills: MS Office (Word, Excel, PowerPoint).
- The consultant should be reliable, confident, prompt, and highly flexible (due to a longer period of this assignment) and ready to travel in the region.

VI. Proposal

It must be highlighted that the applicants are expected to precisely demonstrate above-mentioned consultancy profile in their proposals. The consultant shall send an offer, including a proposed fee and their CV to: milunovic@iawd.at, and in copy to: office@iawd.at, until 15 May, 2024.

- CV of the consultant
- Proposed approach – a suggested workplan for activities, including a proposed time frame
- Financial offer shall contain the total budget for executing of the training including: (i) proposed number of days and (ii) daily rate per activity. The prices should be stated in EUR (gross amount).

VII. Evaluation Criteria and Scoring

The proposals will be evaluated based on the following criteria:

- 40% Consultants' Profile: Consultant's expertise and experience
- 30% Proposed approach
- 30% Financial Offer

VIII. Reference Person

The reference person for this assignment is the IAWD's Project Manager, Ms. Emilija Milunovic.

Email address: milunovic@iawd.at

IX. Modification of Terms

IAWD reserves the right to modify the terms of the ToR at any time at its sole discretion.

X. Acceptance and Rejection of Proposals

IAWD may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, IAWD reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether it is the lowest priced proposal. IAWD 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 the consultant who have responded. IAWD reserves 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 association and the RCDN.

XI. Ownership

All materials, documents and information prepared, developed, or adjusted by the consultant and used for the purposes of preparation and realisation of the activity, as well as reporting, remain the property of the IAWD and RCDN. The consultant agrees 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 IAWD.

XII. Reporting

The final report (task 5) should be submitted, not later than 10 working days after the realisation of the activity, by the consultant.

XIII. Terms and Payment

The consultant will be hired under an Individual Contracts (IC), signed by IAWD and will be paid upon submission and approval of the deliverables listed above. Due to the longer period of this assignment, the consultant will receive an interim payment after a set of activities agreed with IAWD. The consultant shall provide the timesheets (that will be provided to the consultant by IAWD) 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 and accommodation cost, if any (according to the submitted timesheet) invested for the development of each deliverable, but not exceeding the approved number of days for the consultant.

*All abovementioned Annexes/Templates will be provided to the consultant by IAWD upon signing the contract.