

Terms of Reference

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| Project name: | Fostering water and sanitation service provision in the Western Balkans through capacity development and cooperation by maximizing synergies between RCDN and D-LeaP |
| Title/Purpose: | Developing a Trainer's Guide for D-LeaP program <i>Energy Efficiency in Water Supply and Sanitation Utilities</i> |
| Duration of Assignment: | Up to 20 working days (4 weeks) |
| Contracting authority: | International Association of Water Service Companies in the Danube River Catchment Area - IAWD Mr. Pierantonio La Vena, lavena@iawd.at |

1. Background

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 6 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.

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

- Outcome 1 (Stronger associations). Associations of public utilities and of local governments in the 6 Western Balkan countries are capable to perform their organisational functions in line with their mandate.
- Outcome 2 (Adequate capacity development offer). Associations of public utilities and of local governments in the 6 Western Balkan countries 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). Associations of public utilities and of local governments in the 6 Western Balkan countries 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 associations of utilities and of local governments in the 6 Western Balkan countries.

RCDN+ empowers APUCs and LGAs to intensify their cooperation and jointly conduct policy dialogue, to strengthen their institutional capacities, and to offer high-quality capacity development services and advocate for the interests of their members. RCDN+ follows a Capacity Development for Capacity Development (CD4CD) approach whereby the delivery of water and sanitation services is improved by empowering national associations to provide high-quality trainings aligned with sector and labour market needs. Strengthening APUCs and LGAs and enabling them to lead relevant policy dialogue activities to influence sector policies and reforms, is also the focus of RCDN+.

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).

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).

2. Specific Background related to the Assignment (Context)

The Danube Learning Partnership (D-LeaP) is designed as a regional, integrated, and sustainable capacity building initiative of national water utility associations and IAWD, the International Association of Water Service Companies in the Danube River Catchment Area and it provides a comprehensive curriculum to the staff of water and wastewater utilities located in the Danube region.

D-LeaP has been established as a committee of IAWD and is governed by the D-LeaP Committee Council (D-LeaP CC), which consists of appointed representatives of IAWD and national water utility associations, which are extraordinary members of IAWD. The D-LeaP CC follows its own governance according to which it may establish one or several D-Leap Working Group.

Following the RCDN quality standards and initial experience for developing Training Manual for the D-LeaP program Water Safety Planning and Crisis Management by SHUKALB, IAWD intends to complement each D-LeaP program with a Trainer’s Guide. The Trainer’s Guides will support the Hubs in program implementation and contribute to D-LeaP quality control and evaluation.

For developing the D-LeaP programs Trainer’s Guides IAWD will contract the most experienced Hub for the respective programs - those who have implemented the respective program ideally in more than one cycle. Under this particular ToR IAWD intends to contract a Hub (hereinafter consultant) for developing the Trainer’s Guide for the D-LeaP *Energy Efficiency in Water Supply and Sanitation Utilities (EE) Program*. The EE Program supports participating utility companies in collecting, auditing, and analysing data related to their energy use and developing investment programs based on that data to

support the reduction of energy costs and increase energy efficiency. The Program also assists in securing the financial resources to match the investments needs for energy efficiency.

3. Tasks, deliverables, and specific objectives:

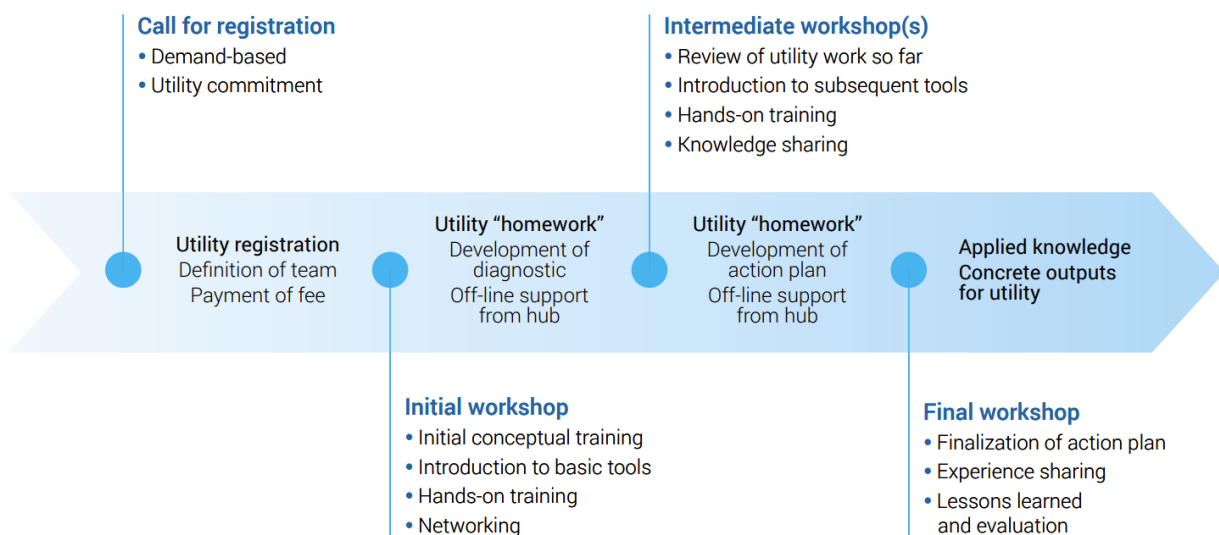
The overall objective of this assignment is to develop a Trainer's Guide for the D-LeaP *Energy Efficiency in Water Supply and Sanitation Utilities (EE) Program*, using the Trainer's Guide for the D-LeaP Water Safety Program as a model, and following the RCDN quality standards and D-LeaP standards. The Trainer's Guide will be developed in English language, based on the existing materials for the D-LeaP EE Program, and the experience of the Hub in implementing the Program.

Specific objectives of this assignment are to:

- (i) Develop an overall EE program curriculum based on the D-LeaP program design model, i.e., defining the specific workshops
- (ii) Develop the curricula for the specific workshops/ program activities, defining their specific objectives along with resources/ materials to be used by the trainers during the delivery
- (iii) Sort out the materials used for the delivery, i.e., PPTs, handouts, exercises, using a numbering system that is easy to follow
- (iv) Document the program delivery together with the supporting materials in a Trainer's Guide

Tasks and deliverables related to Specific Objective (i): Develop an overall EE program curriculum based on the D-LeaP program design model

Under this specific task, the consultant will develop an overall curriculum for the Program following the overall D-LeaP program design model, shown in the picture. Using the drafted overall curriculum for the Program, the consultant will also develop the structure of the Trainer's Guide (table of contents).



Deliverables:

1. Overall EE program curriculum based on the D-LeaP program design model.
2. Structure of the Trainer's Guide

Tasks and deliverables related to Specific Objective (ii): Develop the curriculum for the specific workshops/ program activities

Under this task the consultant will develop in detail the specific curriculum for each workshop/ program activity, by including the following but not limited to information:

- Specific learning objectives
- Agenda
- Materials to be used for delivery, including both in terms of logistics and content wise (I.e., PPTs, exercise, etc.)
- Preparatory work to be done by the trainers

The consultant will need to pay attention to the fact that the curriculum for each workshop is composed of several modules/sessions, and the above listed information should be defined specifically for each module/ session (refer to the D-LeaP WSP Trainer's Guide).

Deliverables: Specific curriculum for each workshop/ program activity.

Tasks and deliverables related to Specific Objective (iii) Sort out the materials used for the delivery

Under this task the consultant will review all the existing materials for the Program starting with the Training Manual, and number the materials in a way that they can be easily referenced in the Trainer's Guide. The consultant will refer to the materials provided by IAWD, and the materials developed/adjusted by the Hub as part of the implementation of the Program in the past.

Deliverables: D-LeaP EE program materials sorted out and numbered for an easy referencing in the Trainer's Guide.

Tasks and deliverables related to Specific Objective (iv) Document the program delivery together with the supporting materials in a Trainer's Guide

Under this task the consultant will put together the Trainer's Guide using the specific curriculum developed for each workshop/ program activity.

Deliverable: Documented program delivery

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

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

| Expected outputs / Deliverables | Estimation of consultancy days (up to) |
|---|--|
| Structure developing and overall curriculum | 4 days |

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| Specific curriculum for each workshop | 6 days |
| D-LeaP EE program materials sorted out and numbered | 4 days |
| Documented program delivery | 6 days |
| Estimated working days | 20 days |

Notes:

- The consultant will consult with IAWD throughout the development of specific tasks of this assignment.
- The consultant 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 deliverables is with IAWD and D-LeaP
- The document should be in English language

5. Requirements

For the realization of the assignment, one association of water utilities in the Danube region will be engaged. IAWD intends to engage an association which has the most experience with the implementation of the *Energy Efficiency D-LeaP* program.

Qualifications and specialized knowledge/experience required:

The association to be engaged under this assignment will need to ensure that the individual consultant (s) in their team fulfil the following qualifications:

- More than one, or at least experience with one implementation of the program *Energy Efficiency in Water Supply and Sanitation Utilities*
- More than 3 years of experience within the capacity development and training delivery in the water sector, specifically working with water utilities and/or local governments
- Familiarity with RCDN, D-LeaP and other capacity development programs in the Region (Western Balkans)
- Excellent professional writing skills
- Working experience in Western Balkans countries
- Fluency in English. Knowledge of local language is an asset: Serbian, Bosnian, Albanian, etc.
- Professionalism: Reliability, confidence, promptness, and high flexibility.

It must be highlighted that the applicants are expected to precisely demonstrate above-mentioned consultancy profile in their proposals. The association shall send an offer on working days, including a proposed fee to: lavena@iawd.at, and in copy to: office@iawd.at until 25 November 2024.

6. Contract details

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. The consultant may work remotely.

It is foreseen that the Contract will be executed in the period end of November to end of December 2023, 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 20 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 documents related to these tasks.
- Support, on request, in communication and cooperation with all relevant partners and stakeholders.