

## Call for identification of potential members of RCDN Pool of Trainers and Moderators

### I. Introduction

The project *Regional Capacity Development Network (RCDN) for Water and Sanitation Services (WSS)* 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 envisages establishment of RCDN Pool of Trainers and Moderators (PTM), comprised of experienced WSS sector trainers and moderators from the Western Balkan countries, who will be available to offer and support the RCDN partner associations, Local Government Associations (LGAs) and Association of Public Utility Companies (APUCs) and RCDN PIT associations NALAS, IAWD and AQUASAN, in the development and delivery of RCDN Capacity Development (CD) products.

The aim of this call is to initiate the process of establishment of the RCDN PTM by identification of experienced WSS sector trainers and moderators in the project countries, proposed by the partner associations. Later, if the trainers and moderators are interested for cooperation and participation in the RCDN PTM, they will be pooled and further trained in order to deliver the RCDN products in the project countries by using RCDN Quality Standards.

The list of the identified potential members of the RCDN PTM will be also used for identification of potential trainers and moderators for the development and implementation of the first CD measures to be implemented in 2018 (Quick Wins).

Based on this background the call is divided in the following two Lots:

- Lot 1 (L1) - Pool of Trainers
- Lot 2 (L2) - Pool of Moderators

### II. Lot 1 – Pool of Trainers

#### Main characteristics of the RCDN Pool of Trainers (PoT)

The RCDN PoT will be created based upon the existing regional initiatives (D-LeaP, LL SEE project, and etc.) and the training expertise and experience in the region (LL SEE Trainer Pool, LGAs' and APUCs' Pool of Trainers, etc.) and will have the following characteristics:

- Aims at enhancing managerial and leadership skills of PUCs and LGUs for increasing the effectiveness

and efficiency of the public utility companies (PUC)<sup>1</sup> and improving the WSS service provision in the Western Balkans;

- Combine sound practical experience in the field of CD delivery (focus training) for adult learners, local government and WSS sector;
- Comprise of trainers that have different specific sector expertise and professional background (LGU<sup>2</sup>, PUC, bilateral and multilateral projects) contributing to the diversity of perspectives and use of the trainer pool;
- Particular asset of RCDN PoT consists in connecting methodological and sectoral expertise;
- Applies agreed RCDN methodological minimum standards to ensure quality of CD delivery (focus training); and
- Acts under the umbrella of the RCDN Operational Model for CD Delivery (focus training).

RCDN PoT will be managed by, and work closely with the PIT and the partner associations (LGAs and APUCs). The LGAs and APUCs will be responsible for managing the RCDN PoT on national level, specifically referring to the CD delivery process (focus training), while PIT is responsible for overall management and capacitation of the RCDN PoT so to ensure that RCDN quality standards are applied on regional level.

### **Required profile and competences of RCDN Trainers**

The following is a proposed profile of the RCDN trainers and the required minimum qualifications and competencies for identification of the potential members for the RCDN PoT:

- The RCDN trainer is highly experienced, with hands-on knowledge of LGU and/ or PUCs' functioning and management, including processes, procedures, organizational aspects, the current status and needs for human capacity development (HCD), and challenges, trends and opportunities for improvements, particularly in the various specific areas related to WSS.
- The RCDN trainer should possess the following competencies:
  - Sector competence: Experience in functioning of LGU/PUC, with particular experience in or related to:
    - Performance improvement of PUCs in WSS sector, and/or
    - Efficient utility and/or infrastructure management, and/or
    - Local governance, and
    - Capacity Development, with focus on training and other HCD formats (e.g. peer exchange, peer learning, etc.);
    - Experience in preparation and implementation of infrastructure investment projects of International Finance Institutions (IFIs) or various donors (e.g. EU programmes and funding mechanisms) is considered as an asset, and
    - Working experience in the context of EU accession and integration will also be considered as an asset.

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<sup>1</sup> Refers to water utility companies

<sup>2</sup> LGU – Local Self-Government Unit (municipality and town/ city)

The RCDN trainer should demonstrate professional experience of at least 5 years in one of the areas mentioned above (presented in her/his' Curriculum Vitae (CV) in EU template<sup>3</sup> and proved with corresponding references).

- Methodological competence: Experience within the field of CD (focus training) at the local level, with specific working experience in delivery of trainings as well as facilitation focusing on:
  - Participatory approaches;
  - Didactic and pedagogical knowledge, with focus on adult-oriented learning approach;
  - Training concept development and design of training measures; and
  - Delivery of training measures and other competence development measures.

The RCDN trainer should demonstrate that she/he has delivered at least 10 trainings to LGU/PUC participants (proved with corresponding references).

**Note:** The shortage in the number of delivered trainings might be compensated with demonstration of strong technical experience.

- Language skills: Fluency in English. Ability to conduct trainings in English is an asset;
- IT skills: MS Office (Word, Excel, PowerPoint).

- The RCDN trainer should have a University Degree in an area relevant to the improvement of WSS sector in LGAs and PUCs (e.g. social sciences, public administration, business administration, WSS engineering and management).
- Participation in Generic Training of Trainers (ToT) will be considered as an asset.

The proposals for the potential members of RCDN PoT and their suitability have to be presented in the table provided in the annex to this call.

## II. Lot 1 – Pool of Moderators

### Main characteristics of the RCDN Pool of Moderators (PoM)

The RCDN PoM will be created upon the existing pool of moderators within the RCDN partner associations and will have the following characteristics:

- Aims at enhancing managerial and leadership skills of PUCs and LGUs for increasing the effectiveness and efficiency of the public utility companies (PUC)<sup>4</sup> and improving the WSS service provision in the Western Balkans;
- Combine sound practical experience in the field of CD delivery (focus moderation) for adult learners, local government and WSS sector;
- Comprise of moderators that have different specific sector expertise and professional background (LGU<sup>5</sup>, PUC, bilateral and multilateral projects) contributing to the diversity of perspectives;
- Particular asset of RCDN PoM consists in connecting methodological and sectoral expertise;

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<sup>3</sup> <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

<sup>4</sup> Refers to water utility companies

<sup>5</sup> LGU – Local Self-Government Unit (municipality and town/ city)

- Applies agreed RCDN methodological minimum standards to ensure quality of CD product delivery (focus moderation); and
- Acts under the umbrella of the RCDN Operational Model for CD Product Delivery (focus moderation).

RCDN PoM will be managed by, and work closely with the PIT and the partner associations (LGAs and APUCs). The LGAs and APUCs will be responsible for managing the RCDN PoM on national level, specifically referring to the CD product delivery (focus moderation), while PIT is responsible for overall management and capacitation of the RCDN PoM so to ensure that RCDN quality standards are applied on regional level.

### **Required profile and competences of RCDN Moderators**

The following is a proposed profile of the RCDN moderators and the required minimum qualifications and competencies for identification of the potential members for the RCDN PoM:

- The RCDN moderator is highly experienced in moderation of events specifically related to LGU and/ or PUCs' functioning and management, as well as challenges, trends and opportunities for improvements, particularly in the various specific areas related to WSS.
- The RCDN moderator should possess the following competencies:
  - Sector competence: Knowledge in functioning of LGU/PUC, in particular related to:
    - Performance improvement of PUCs in WSS sector, and/or
    - Efficient utility and/or infrastructure management, and/or
    - Local governance, and
    - Capacity Development, with focus on training and other human competence development (HCD) formats (e.g. peer exchange, peer learning, forum, community of practice, stakeholders dialogue, conference and etc.);
    - Experience in preparation and implementation of infrastructure investment projects of International Finance Institutions (IFIs) or various donors (e.g. EU programmes and funding mechanisms) is considered as an asset, and
    - Working experience with various donors in the context of EU accession and integration will also be considered as an asset.

The RCDN moderator should demonstrate professional experience of at least 5 years in one of the areas mentioned above (presented in her/his' Curriculum Vitae (CV) in EU template<sup>6</sup> and proved with corresponding references).

- Methodological competence: Experience in moderation of CD measures, specifically on:
  - Participatory approaches;
  - Didactic and pedagogical knowledge, with focus on adult-oriented learning approach;
  - Concept development and design for moderation of competence development measures; and
  - Moderation of events and other competence development measures.

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<sup>6</sup> <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

The RCDN moderator should demonstrate that she/he has moderated at least 10 events with LGU/PUC participants (proved with corresponding references). Experience with moderation of specific events with large number of participants (more than 50) and different stakeholders including high level positions, will be considered as an asset.

- Language skills: Fluency in English. Ability to moderate events in English is an asset;
- IT skills: MS Office (Word, Excel, PowerPoint).

- The RCDN moderator should have a University Degree in an area relevant to the improvement of WSS sector in LGAs and PUCs (e.g. social sciences, public administration, business administration, WSS engineering and management).

The proposals for the potential members of RCDN PoM and their suitability have to be presented in the table provided in the annex to this call.

### III. Selection Process

The members of the RCDN PTM are selected on open calls. The selection process includes:

1. Open Call for Trainers and Moderators, submitted to RCDN Partner Associations (LGAs and APUCs);
2. Submission of Application Packages for Lot 1 (Pool of Trainers) and Lot 2 (Pool of Moderators), proposed by the Partner Associations (application sheet, recommendation letter from respective LGAs and APUCs and Curriculum Vitae (CV)<sup>7</sup> of the nominated person for trainer or moderator).

The applications have to be submitted in electronic form no later than 20<sup>th</sup> of May, 2018, at the following email address: [kolic@nalas.eu](mailto:kolic@nalas.eu) ;

3. Evaluation and selection of the applicants, based on the selection criteria referring to sector and methodological experience, and diversity criteria (mix of competences, age, location, language, and gender). Applicants who are LL SEE and D-Leap Trainers are encouraged to apply;
4. Information to the Partner Associations about the results of the evaluation process will be sent by 25<sup>th</sup> of May, 2018;
  - 4.1. The associations send acceptance or rejection letters to the proposed trainers and moderators.
5. For the selected trainers and moderators, signed commitment letter, successful completion of Generic Training of Trainers (ToT) and acknowledgement of acceptance of the RCDN code of good practices for PTM.

For all questions and additional information please contact Mr. Miodrag Kolić, RCDN Quality Manager at [kolic@nalas.eu](mailto:kolic@nalas.eu).

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<sup>7</sup> <http://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

#### IV. Annexes

##### Annex 1:

### Proposal for potential member of RCDN Pool of Trainers and Moderators by RCDN partner associations (LGAs and APUCs)

Please fill in the following table with the data for the trainers and moderators proposed by your Association for potential member of the RCDN Pool of Trainers and Moderators. Separate tables have to be filled in for each of the proposed trainers and moderators. If the nominated person meets the requirements for both moderator and trainer can be proposed for both positions, with submitting one table only.

Thank you!

GENERAL INFORMATION		
Name:		
Surname:		
Organisation/employer:		
Current position:		
Education/ University degree:		
CONTACT DETAILS		
Email address:		
Mobile Phone:		
Office Phone:		
Skype:		
<b>NOMINATION FOR:</b>	<b>Trainer - Yes / No</b>	<b>Moderator - Yes / No</b>
QUALIFICATION AND EXPERIENCE		
<b>Working experience and sector</b>	Performance improvement of PUCs in WSS sector	Yes / No <sup>8</sup>
	Efficient utility and/or infrastructure management in both LGUs and	Yes / No

<sup>8</sup> Please delete the option that does not reflect your working/training experience.

<b>competences:</b>	PUCs	
	LGUs' responsibilities and management (especially referring to WSS sector)	Yes / No
	Efficient LGUs and good governance (especially referring to WSS sector)	Yes / No
	Capacity Development, with focus on training and competence development	Yes / No
	Experience in preparation and implementation of infrastructure investment projects of IFIs and/or various donors	Yes / No
	Working experience in the context of EU accession and integration	Yes / No
<b>Training experience and methodological competences:</b>	Participatory approaches	Yes / No
	Didactics and pedagogical knowledge, with focus on adult-oriented learning approach	Yes / No
	Training concept development and design of training measures	Yes / No
	Training delivery (please specify, Lead Trainer or co-Trainer)	Yes / No
	Delivery of events and other competence development measures	Yes / No
<b>Moderation experience and methodological competences:</b>	Participatory approaches	Yes / No
	Didactics and pedagogical knowledge, with focus on adult-oriented learning approach	Yes / No
	Concept development and design for moderation of competence development measures	Yes / No
	Moderation of events and other competence development measures	Yes / No
<b>SKILLS</b>		
<b>Language skills</b>	Professional fluency in English language	Yes / No
	Ability to deliver workshops in English language	Yes / No
<b>IT skills:</b>	Microsoft Word	Yes / No
	Microsoft Excel	Yes / No
	Microsoft Power Point	Yes / No
<b>ADDITIONAL INFORMATION</b>		

Please attach detailed trainer's CV, that clearly demonstrates:

- a) Working experience of at least 5 years in one of the areas mentioned above, with corresponding references;
- b) Training experience as Lead Trainer and/or Co-Trainer in at least 10 trainings to LGU/PUC participants (to be specified, when it comes to topic, target group and number of participants); and/or
- c) Moderation experience as Lead Moderator and/or Co-Moderator in at least 10 events (to be specified, when it comes to topic, target group and number of participants).

**SHORT BIO DATA highlighting the required competences (max 500 characters with spaces)**