

## Terms of Reference

### Consultancy services related to Training on SWIS and CFM

#### I. Background:

The municipal utilities providing solid waste collection and processing services in SEE do not have reliable and accurate data upon the quantity and composition of household waste produced by the residents. The poor quality of information available precludes them from organizing adequately operations, assessing precisely their investment needs and reporting properly to municipalities and national level authorities. It hinders also making publicly available transparent information upon their services. It leads to insufficient effectiveness and efficiency in the delivery of services, poor planning and monitoring and impedes the actual implementation of European Union (EU) standards and targets set by European Waste Management Directives: the Waste Framework Directive 2008/98/EC (WFD), the Landfill Directive 99/31/EC and the Packaging and Packaging Waste Directive 94/62/EC. The quality of the data upon the household waste is a challenge for the utilities rendering the services, for the municipalities to which most of the related competencies have been transferred as well as for supervisory and other national authorities in charge of designing policies and following up their implementation at the national level.

Therefore, the project's "Solid Waste Data Collection in SEE" overall objective is to make able the public utility companies and municipalities in SEE to build up better data upon the collected and processed household waste. The project is implementing in four project countries: Macedonia, Serbia, Bosnia and Herzegovina and Montenegro.

Work Package 2 of the Project envisages upgrading and adjusting of SWIS and CFM tools to fit the reporting needs of municipalities in participating countries in the Project as well as increasing local capacities for their use through tailored trainings. Project partners formulated remarks and findings on SWIS and CFM base on experience from data entering in selected municipalities and testing of the models. Respective sources of findings in this regards were used: **GIZ IMPACT, GIZ SMS Kosovo, SeSWA, Aquasan, Report from SWIS&CFM basic training Sarajevo, Report for Advance training on SWIS and CFM models for Aquasan stuff in Bihac, Report from the meeting of the Platform held in Bihac** The remarks and findings together with Regional Expert analysis were considered as bases for development of the Report on Recommendations for Upgrading and Improvement of the SWIS and CFM. Based on the Report an IT Company was engaged which provided services for upgrading and improvement of both models. Training of trainers intended for the focal points from the pilot municipalities and public utilities will be developed and delivered in accordance to the updated solid waste management models. Therefore, NALAS is seeking for experienced expert in utilization of the SWIS and CFM as well as development and delivery of training for municipal representatives.

NALAS as a network of associations of local authorities of SEE through its members will support sustainable development of municipalities and their public utilities in the four participating countries in the area of solid waste data collection and processing, through the implementation of the project activities and improvement of communication and cooperation between the relevant stakeholders on the regional level. In addition, NALAS will be focused on raising awareness on needs for cooperation and exchange of good practices between local communities in SEE on SW data collection and processing for more efficient SW planning and management. Furthermore, NALAS will build capacities of other partners in the project on the content and application of Municipal Solid Waste Information System Model (SWIS) and Cost and Finance Model (CFM).

## **II. Objective**

The objective of the Consultancy is to provide capacity building in a form of interactive and practical **Training of Trainers to the focal points from the pilot municipalities and their public utilities** from Serbia and Macedonia in regard to Municipal Solid Waste Information System Model and Cost and Finance Model.

In addition, **capacity building of the NALAS Knowledge Assistants** is to provide, necessary for promotion of SWIS and CFM.

## **III. Scope of the work**

In the frame of the project activities, as it was above-mentioned within the Background of this ToR, an interactive and practical Training of Trainers (ToT) on SWIS and CFM is anticipated.

In addition, in order to provide better promotion of the models, the NALAS Knowledge Assistants located within each of the NALAS members in the SEE shall be provided with basic knowledge for the need and benefits of using the models.

Therefore, NALAS Secretariat is seeking for **two consultants on SWIS and CFM**:

- 1. Senior Trainer on SWIS and CFM**
- 2. Trainer on SWIS and CFM**

### ToT on SWIS and CFM

**The Senior Trainer and Trainer on SWIS and CFM will jointly develop and deliver the ToT on SWIS and CFM.**

The ToT is intended for the municipal and public utility's project focal points who are directly involved in the implementation of the SWDC project activities at local level. Therefore, eight pilot municipalities and their public utilities from Serbia and Macedonia will nominate in total 32 ToT participants.

The ToT will be held in the facilities of the ZELS Training Centre in Skopje, where necessary IT equipment (personal computer) will be provided for each of the participants.

The training curricula and training report for the ToT shall be prepared in English language, while the training materials and training delivery will be in local languages of the project countries. Working language of the ToT will be Serbian language with simultaneous translation provided in Macedonian. Having in mind that the pilot municipalities have already collected the data for using the SWIS and CFM in cooperation with the project partner SeSWA, they will be used during the training for simulation of the real situation and exercise the real outputs, the software's indicators.

The Senior Trainer is obliged to lead the process of development, delivery and reporting of the ToT. The Senior Trainer has an obligation to coordinate the work and submit all deliverables to the NALAS person in charge.

### Basic Training on SWIS and CFM

**The Senior Trainer shall alone develop and deliver the basic training intended for the NALAS Knowledge Assistants (KA).**

The Basic Training on SWIS and CFM aims to provide basic knowledge to the NALAS KA in order to make them able to promote and further share of the concept of SWIS and CFM to the municipalities in their countries in the frame of the promotional events planned within the SWDC project as well as throughout the regular activities of the respective LGAs. The group of 15 NALAS KA will attend the basic training.

The training curricula, materials and training report for the Basic Training on SWIS and CFM intended for NALAS KA shall be prepared in English language. Working language of the Basic Training is English.

The Senior Trainer is obliged for development, delivery and reporting on the Basic Training on SWIS and CFM. The Senior Trainer has an obligation to coordinate the work and submit all deliverables to the NALAS person in charge.

#### IV. Deliverables

In the period defined by this ToR, the Consultants will ensure capacity building to training target groups by providing the following services:

- Development of training curricula including interactive and practical learning approach and agenda for the Training of the Trainers on an advanced level of knowledge on SWIS and CFM for the municipal focal points and basic training for the NALAS KA.  
The training approach shall be in accordance to the adult learning principles and involves interactive methods such as brainstorming, case studies, small group work, plenary discussion etc.
- Development of training materials on SWIS and CFM, necessary for knowledge transferring during the trainings in accordance to the User Guides on SWIS and CFM and updated software.
- Delivery of trainings on SWIS and CFM (ToT and Basic training).
- Preparation of the training report, including training evaluation.

The Consultants should forward:

- Training curricula in accordance to the attached template
- Training Agenda
- Training materials (power point presentations, case study, hand-outs, handbook/guideline on SWIS and CFM)
- Training Evaluation Form
- Training Report in accordance to the Template on Training Report

As an activity of the Solid Waste Data Collection in SEE project, the trainings, besides the educational part will also have **promotional aspect of the project's products**. Therefore, the consultants shall provide short presentations in duration no longer than 15 minutes for each of the following products:

1. Report on SWM in SEE and the methodology for Benchmarking in SWM (Report developed by NALAS).
2. Results of four measurement campaigns performed by the project partner SeSWA, summarized in the report, as well as the methodology applied (prepared by SeSWA)
3. Guidelines for using the SWIS and CFM by the municipal public utilities dealing with solid waste (prepared by Aquasan and SeSWA)
4. Report on Good Practices on Solid Waste Data Collection in SEE (developed by NALAS).
5. Knowledge Platform concept (develop by Aquasan).

## **V. Period of the engagement**

The Training of Trainers – ToT for the municipal project focal points will be delivered on **15 and 16 March 2016**, in Skopje Macedonia. Arrival of the consultants in Skopje is expected on 14 of March 2016.

The Basic Training on SWIS and CFM for the NALAS KA will be delivered **in one day in the week of 21 – 25 of March 2016**. The training venue will be additionally determined. The Senior Trainer is expected to arrive to the training venue one day before the training delivery.

Duration of engagement: 10,5 working day per Senior Trainer and 6 working days per Trainer will be implemented in the duration of **22 February till 22 April 2016**, in accordance to the schedule of activities and deadlines given within the Chapter VII of this ToR.

The Consultants should work in close cooperation with NALAS Secretariat person in charge for the project implementation.

The Consultants will be contracted by NALAS Secretariat.

## **VI. Consultant's profile and Requirements**

The Consultants shall comply with the following qualifications and skills requirements:

**The Senior Trainer** on SWIS and CFM shall poses following qualifications:

1. Master degree in environment protection, urban and spatial planning, geography, economy, natural and social sciences or similar.
2. Excellent knowledge in development and practical application of SWIS and CFM.
3. Being familiar with the legislation structures and procedures of local self-governments in the countries in SEE region, with accent to the context of project countries – Macedonia and Serbia.
4. Being familiar with work of NALAS and its Task Force on Solid Waste and Water Management.
5. At least 5 years of experience in the field of solid waste management and SW data collection.
6. At least 5 years of experience in working with municipalities, public utilities and Local Government Associations.
7. Capability to write and communicate in local languages of the project countries as well as in English is a must.
8. Experience in donor funded projects and working in international environment in the area of solid waste management would be considered as advantages.

**The Trainer** on SWIS and CFM shall poses following qualifications:

1. University degree in environment protection, urban and spatial planning, geography, economy, natural and social sciences or similar.
2. Excellent knowledge in development and practical application of SWIS and/or CFM.
3. Being familiar with the legislation structures and procedures of local self-governments in the countries in SEE region, with accent to the context of project countries – Macedonia and Serbia.
4. Being familiar with work of NALAS and its Task Force on Solid Waste and Water Management.
5. At least 3 years of experience in the field of solid waste management and SW data collection.
6. At least 2 years of experience in working with public utilities.
7. Capability to write and communicate in local languages of the project countries.
8. Experience in donor funded projects.

## VII. Reimbursement

For the performance of services the respective consultants shall be remunerated in one instalment upon finalization and submission of the deliverables as follows:

ToT on SWIS and CFM for municipal project focal points			
Activity	Expert days (per trainer)	Deliverables	Deadlines
Training preparation	3 expert days	Training curricula, materials, agenda and evaluation form prepared.	04 March 2016
Training delivery	2 expert days	Training of trainers on SWIS and CFM delivered	14-16 March 2016
Training reporting	1 expert day	Training Report submitted	01 April 2016
<b>TOTAL</b>	<b>6 expert days</b>		

Basic Training on SWIS and CFM for NALAS Knowledge Assistants			
Activity	Expert days (only for the Senior Trainer)	Deliverables	Deadlines
Training preparation	2 expert days	Training curricula, materials, agenda and evaluation form prepared.	18 March 2016
Training delivery	1,5 expert days	Basic Training on SWIS and CFM delivered	In the week of 21-25 March 2016
Training reporting	1 expert day	Training Report submitted	10 April 2016
<b>TOTAL</b>	<b>4,5 expert days</b>		

## VIII. Application process

The interested candidates for each position are required to send the following documents in English:

- **Cover letter** that clearly states motivation and qualification for each of the the position's requirements listed from point 1 to 8 within the chapter VI of this ToR;
- **Personal CV** including past experience in similar projects, and
- **Financial offer** shall specify gross amount per expert-day and total amount in EUR.  
Note: All other taxes and levies that may arise from the engagement of the expert (as social and pension insurance, travel and health insurance, old age and life insurance, unemployment, job related injuries, accident and illness, loss of earnings insurance, etc.) are in full responsibility of the expert.

Travel and accommodation costs of the consultants will be covered by the project in accordance to the NALAS Rules for travel costs reimbursement.

Application will be accepted by e-mail at: [ivanoski@nalas.eu](mailto:ivanoski@nalas.eu)

The **deadline for submission** of applications is **15.02.2016**, 16:00.