

Call for identification of members of RCDN Pool of Trainers, Moderators and Advisors (PTMA) (with specific focus in the field of wastewater collection and treatment)

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 has already established RCDN Pool of Trainers, Moderators and Advisors (PTMA), comprised of 103 experienced WSS sector trainers and moderators from the Western Balkan countries who are 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.

With support of the RCDN project new RCDN Waste Water CD Programmes will be developed in the next 12 months. The new CD Programmes will have a specific focus on collection and treatment of wastewater (planning, development and implementation of Waste Water Collection and Treatment (WWCT), infrastructure projects and Operation & Maintenance (O&M) of Waste Water Treatment Plants (WWTP)) and will be undertaken as part of and along the existing cooperation structures and applicable standards of the RCDN Project. The series of the regional specific ToTs (sToT) in line with RCDN Quality Standards will be carried out in the target countries: Albania, Bosnia and Herzegovina and North Macedonia. It is expected that LGAs and APUCs from the mentioned countries will identify potential trainers and moderators who will later participate at the sToT.

The aim of this call is to initiate the process of trainer's selection from the existing RCDN PTMA, but also outside of the RCDN PTMA by identification of experienced WSS sector trainers, moderators or experienced experts and practitioners in the project countries (with focus on WWTC), proposed by the partner associations. Later, if the trainers and moderators are interested for cooperation and participation in the RCDN PTMA and in particular delivery of the RCDN Waste Water CD Programmes, they will be pooled and further trained in order to deliver the RCDN Waste Water CD Programmes in the project countries by using the RCDN Quality Standards.

The list of the existing members of the RCDN PTMA will be also used for identification of potential trainers and moderators. Selected trainers and moderators shall be involved in the development and implementation of the RCDN CD Waste Water Programmes in 2020 and 2021.

Main characteristics of the RCDN Pool of Trainers, Moderators and Advisors (PTMA)

The RCDN PTMA will be additionally extended with Waste Water (WW) experts 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)¹ and improving the waste water collection and treatment service provision in the Western Balkans;

- Combine sound practical experience in the field of CD delivery (focus on training and/or on moderation of peer exchanges, but not only) for adult learners, local government and WSS sector (focus on waste water collection and treatment);
- Comprise of trainers and moderators that have different specific sector expertise and professional background (LGU², PUC, bilateral and multilateral projects) contributing to the diversity of perspectives and use of the PTMA;
- Particular asset of RCDN PTMA consists in connecting methodological and sectoral expertise;
- Applies agreed RCDN Quality Standards to ensure quality of CD delivery (focus on trainings and/or moderation of peer exchanges); and
- Acts under the umbrella of the RCDN Operational Model for CD Delivery (focus on trainings and/or on moderation of peer exchanges).

RCDN PTMA is managed by, and work closely with the PIT and the partner associations (LGAs and APUCs). The LGAs and APUCs are responsible for the CD delivery process at national level (focus on trainings/ peer exchanges, but also webinars, etc.). In this context, RCDN PIT is responsible for overall management and capacitation of the RCDN PTMA so to ensure that RCDN quality standards are applied in consistent manner on regional level.

II. Selection criteria

The selection criteria are divided into two groups based on the competences which are common for all trainer and moderators and also on those which are specific:

- a) General criteria, and
- b) Specific criteria.

a) General criteria

- 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 moderator is highly experienced in moderation of events (e.g. peer exchanges) 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.
- At least 50% of the RCDN trainers and moderators should come from PUCs and LGUs.
- The RCDN trainer and moderators should demonstrate professional experience of at least 5 years in one of the areas mentioned in specific criteria (presented in her/his' Curriculum Vitae (CV) in EU template³ and proved with corresponding references).

¹ Refers to water utility companies

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

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

- The RCDN Lead/ Co trainers and moderators should demonstrate that she/he has delivered at least 10/5 trainings to LGU/PUC participants (proved with corresponding references). **Note:** See section III. Selection process. The shortage in the number of delivered trainings might be compensated with demonstration of strong practical on-site experience.
- Methodological competence: experience within the field of CD focus on trainings for the trainer at the local level, with specific working experience in delivery of trainings as well as facilitation and experience in moderation of CD measures for the moderator focusing on:
 - Participatory approaches;
 - Basic didactic and pedagogical knowledge, with focus on adult-oriented learning approach;
 - Concept development and design for moderation or training and other competence development measures;
 - Delivery of training measures as moderation of events and other competence development measures.
- Language skills for trainer and moderator: Fluent in English. Ability to conduct trainings/ peer exchanges in English is an asset;
- IT skills: MS Office (Word, Excel, PowerPoint);
- Interpersonal skills will be consider as an asset: communication, collaboration, positive attitude, body language, listening, team work, leadership, problem-solving etc.
- Participation in Generic Training of Trainers (ToT) will be considered as an asset. For those not yet participated in a generic ToT, a preparatory course will be mandatory.

b) Specific criteria

Based sToT per modules structure the call is divided in the following Lots:

- Lot 1 (L1) - Legal context & aspects, Management & Financing, Costs & costumers, Benefits & goals, Project related aspects
- Lot 2 (L2) - Technology and O&M Basic
- Lot 3 (L3) - Technology and O&M advanced and Non-technological aspects

II.1 Lot 1 – Legal context & aspects, Management & Financing, Costs & costumers, Benefits & goals Project related aspects

Required profile and competences of RCDN Trainers and moderators with the focus on WW

- The potential national RCDN trainers and moderators for Lot 1 should have knowledge in one or more of the following areas (more is clearly an advantage):
 - Legal context and aspects
 - Management and financing
 - Cost and costumers
 - Benefits and goals
 - Project related aspects
- The RCDN trainer should possess the following competencies:
 - Sector competence - Experience in functioning of LGU/PUC, with particular experience in or related to:
 - Legal and Institutional framework
 - Understanding legal aspects of various health and safety issues

- Performance improvement of PUCs in WSS sector, and/or
 - Profound knowledge in sustainable WW management
 - Profound knowledge about roles and responsibilities of LGUs and/or PUCs in the provision of sanitation services
 - Profound knowledge of PUCs' work environment and/or its interrelations with LGUs, respective organisational development and its challenges
 - Framework of the financial and economic analysis (WW tariffs...)
 - Identifying benefits and costs
 - Financial and economic procedures
 - Understanding of different sources of potential funding
 - Profound knowledge of common challenges of LGUs and/or PUCs related to planning, development and implementation of wastewater infrastructure investment projects financed by International Finance Institutions (IFIs) or various donors (e.g. EU programmes and funding mechanisms) is considered as an asset
 - Profound knowledge of common challenges of LGUs and/or PUCs related to the technical level (and organisational level) of WW collection and/or treatment
 - Working experience in the context of EU accession and integration will also be considered as an asset
 - Capacity Development, with focus on training and other HCD formats (e.g. peer exchange, peer learning, etc.).
- 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, finance, engineering, economics and etc.)

The RCDN moderator should possess the following competencies:

- Sector competence – basic or broad knowledge and experience on all above-mentioned competences that RCDN trainer should possess
- 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 finance, engineering, economics and etc.).

The proposals for the potential members of RCDN PTMA have to be presented in the table provided in the Annex 2 to this call.

II.2 Lot 2 – Technology and O&M Basic

The potential national RCDN trainers and moderators for Lot 2 should have knowledge of the following areas:

- Knowledge of technology of WWTP, and
- Basic experience and knowledge with O&M of WWTPs.

The RCDN trainer should possess the following competencies:

- Sector competence: Experience in functioning of LGU/PUC, with particular experience in or related to:
 - Basic knowledge of WW systems (type, site selection, collection & treatment systems, sludge disposal, operation, energy requirements, effluent quality, environmental issues)

- Knowledge of WWCT Technologies (intended for centralised and decentralised systems)
 - WW treatment process and their characteristics
 - Basic knowledge in specific O&M requirements
 - Knowledge of clean water infiltration & industrial WW – influence on WWTP operation and maintenance
 - O&M of the WWTPs: common troubles and remediation actions
 - Operational parameters & performance monitoring
 - Financial Management/Tariff Setting for WWTPs
 - Crises communication and Communication with public
 - Sludge management (Basics, O&M issues)
- The RCDN trainer should have a University Degree in engineering (e.g. civil, environmental, process, mechanical/electrical engineering, etc. and/or very experienced O&M staff of WWTPs).

The RCDN moderator should possess the following competencies:

- Sector competence – basic or broad knowledge and experience on all above-mentioned competences that RCDN trainer should possess
- The RCDN moderator should have a University Degree WWS engineering and management in an area relevant to the improvement of WSS sector in LGAs and PUCs.
- The proposals for the potential members of RCDN PTMA have to be presented in the table provided in the Annex 2 to this call.

II.3 Lot 3 – Technology advanced II and III, non-technology, O&M

- The potential national RCDN trainers and moderators for Lot 3 should have knowledge of the following areas:
 - Advanced knowledge of technology of WWTP,
 - Experience and knowledge with O&M of WWTPs, and
 - Non-technology aspects (crisis communication and communication with public, health and safety, competitive procurement).
- The RCDN trainer should possess the following competencies
 - Sector competence: Experience in functioning of LGU/PUC, with particular experience in or related to:
 - Operational parameters & performance monitoring
 - Standard Operation Procedures (SOPs)
 - Standard process operations of maintenance of ETP (Effluent Treatment Plants) and sewage treatment plant.
 - Installation and commissioning of wastewater projects (Sewerage Treatment Plant, Water Treatment Plant, and ETP).
 - O&M of complex equipment (SCADA, aeration, co-generate) and outsourcing (maintenance contracts)
 - Sludge management (Basics, O&M issues)
 - Energy Efficiency and RES (Renewable Energy Sources)

- Mitigation of Green House gas emission (minimize CH₄ emission)
- Occupational Health & Safety (Hazards, Safety equipment)
- Crises communication and Communication with public
- Competitive procurement of consumables and spares
- Within this trainer must have a deep understanding of:
 - Economical aspects
 - Environmental impacts
 - Dysfunction and management problems
 - PUC Manager's responsibilities and duties

- The RCDN trainer should have a University Degree in engineering (e.g. civil, environmental, process, mechanical/electrical engineering, etc., and/or very experienced O&M staff of WWTPs).

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

The RCDN moderator should possess the following competencies:

- Sector competence – basic or broad knowledge and experience on all above-mentioned competences that RCDN trainer should possess
- The RCDN moderator should have a University Degree WWS engineering and management in an area relevant to the improvement of WSS sector in LGAs and PUCs.

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) on **03 August 2020**.
2. Identification of potential Trainers and Moderators by RCDN Partner Associations (LGAs and APUCs). Orientation about the number of trainers and moderators is provided in **Annex 1**.
3. Preparation and submission of the Proposal for members of RCDN PTMA with specific focus in the field of wastewater collection and treatment by RCDN partner associations (LGAs and APUCs) at the latest by **28 August 2020**. Contact persons in Associations should use the Form provided in **Annex 2**. The proposals should be sent to the RCDN PIT at the following contacts: Mrs. Aida Jusufhodzic, RCDN CD Product Manager at aida.jusufhodzic@aquasanbih.ba and Mr. Miodrag Kolic, RCDN Quality Manager at kolic@nalas.eu
4. Submission of on-line Application by nominated Trainers and Moderators **in the period 31 August - 7 September, 2020**. RCDN PIT will send an invitation with link to the nominated trainers and moderator with request to submit online their Application. The applicants should demonstrate that fulfil the General criteria, and Specific criteria. In particular they should demonstrate their Training experience as Lead Trainer and/or Co-Trainer in at least 10/5 trainings respectively to LGUs/PUCs participants (to be specified with regards to topic, target group and number of participants). The same is valid for the Moderation experience as Lead Moderator and/or Co-Moderator. Note: if there is not sufficient number of trainers/ moderators that fulfil this requirement, selected trainers/ moderators might compensate with practical on-site experience.

Applicants who are already RCDN, LL SEE and D-Leap Trainers/ Moderators are encouraged to apply.

5. Evaluation and selection of the applicants based on the selection criteria will be done by RCDN PIT until **14 September 2020**.
6. Information to the Partner Associations about the results of the evaluation process will be sent in the period **15 - 18 September 2020**.

Selected trainers and moderators will have to sign commitment letter, RCDN code of conduct for RCDN PTMA and confidentiality letter. All trainers and moderators should have successfully completed RCDN Generic Training of Trainers (ToT).

For all questions and additional information please contact: Mrs. Aida Jusufhodzic, RCDN CD Product Manager at aida.jusufhodzic@aquasanbih.ba and Mr. Miodrag Kolic, RCDN Quality Manager at kolic@nalas.eu.

IV. Annexes
Annex 1:
Orientation of the number of trainers and moderators per pilot country

Specific ToT1	Specific ToT2	Specific ToT3	TOTAL per country
ALB: 6	ALB: 6	ALB: 4	ALB: 10 - 16
BiH: 8	BiH: 8	BiH: 4	BiH: 12 - 20
MK: 4	MK: 6	MK: 6	MK: 6 - 12
Total: 18	Total: 20	Total: 14	

Note: Following the RCDN collaborative approach, the partners associations in a country (LGA and APUC) are encouraged to coordinate the nomination of trainers and moderators in their country.

Annex 2:

<Insert the Memo of the Association>

**Proposal for members of RCDN PTMA by RCDN partner associations (LGAs and APUCs)
(with specific focus in the field of wastewater collection and treatment)**

Contact person from RCDN partner associations (LGAs and APUCs) who accompany the process of elaboration of WW CD Programmes shall fill-in the following table with the data for the trainers and moderators proposed by their Association for members of the RCDN PTMA. The table will have to be filled-in for all proposed trainers and moderators (Important note: When nominating the trainers / moderators, the association should cross-check the fulfilment of the general and specific criteria! Note: Please add more rows for additional trainers/moderators if not sufficient). If the nominated person meets the requirements for both trainer and moderator can be proposed for both positions, with submitting one table only.

Thank you!

GENERAL INFORMATION FOR THE ASSOCIATION		
Name of the Association:		
Country:		
Name & Surname of the contact person:		
Contact details:	E-mail address: Mobile phone: Office phone: Skype:	
<i>Proposed Trainers and Moderators</i>		
GENERAL INFORMATION FOR THE TRAINER/ MODERATOR #1		
Name:		
Surname:		
Organisation/employer:		
Current position:		
Education/ University degree:		
CONTACT INFORMATION FOR THE TRAINER/ MODERATOR #1		
Email address:		
Mobile Phone:		
Office Phone:		
Skype:		
NOMINATION FOR:	Trainer - Yes / No	Moderator - Yes / No
LOT	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3

GENERAL INFORMATION FOR THE TRAINER/ MODERATOR #2		
Name:		
Surname:		
Organisation/employer:		
Current position:		
Education/ University degree:		
CONTACT INFORMATION FOR THE TRAINER/ MODERATOR #2		
Email address:		
Mobile Phone:		
Office Phone:		
Skype:		
NOMINATION FOR:	Trainer - Yes / No	Moderator - Yes / No
LOT	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
GENERAL INFORMATION FOR THE TRAINER/ MODERATOR #3		
Name:		
Surname:		
Organisation/employer:		
Current position:		
Education/ University degree:		
CONTACT INFORMATION FOR THE TRAINER/ MODERATOR #3		
Email address:		
Mobile Phone:		
Office Phone:		
Skype:		
NOMINATION FOR:	Trainer - Yes / No	Moderator - Yes / No
LOT	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
GENERAL INFORMATION FOR THE TRAINER/ MODERATOR #4		
Name:		
Surname:		
Organisation/employer:		
Current position:		
Education/ University degree:		
CONTACT INFORMATION FOR THE TRAINER/ MODERATOR #4		

Email address:						
Mobile Phone:						
Office Phone:						
Skype:						
NOMINATION FOR:	Trainer - Yes / No			Moderator - Yes / No		
LOT	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
GENERAL INFORMATION FOR THE TRAINER/ MODERATOR #5						
Name:						
Surname:						
Organisation/employer:						
Current position:						
Education/ University degree:						
CONTACT INFORMATION FOR THE TRAINER/ MODERATOR #5						
Email address:						
Mobile Phone:						
Office Phone:						
Skype:						
NOMINATION FOR:	Trainer - Yes / No			Moderator - Yes / No		
LOT	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

<Date, Place>

<Signature of the Authorised person of the Association>

<Stamp of the Association>