

Terms of Reference (TOR)

Study on Technical Professions in Civil Service of Georgia

1. Initial situation

The Eastern Partnership was established in 2009. It aims to strengthen the European Union's (EU) relations with Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. In 2014, Georgia, Moldova and Ukraine signed association agreements with the EU and committed to institutional and legal reforms. In 2017, Armenia concluded a Comprehensive and Enhanced Partnership Agreement with the EU. Azerbaijan agreed new partnership priorities with the EU. Belarus is in dialogue with the EU.

The governments of the Eastern Partnership countries face major tasks in communicating and successfully implementing the necessary, complex reforms in a generally understandable way. Making the advantages of the association processes with the EU clearly perceptible to the population through quick successes is a central challenge. The administrations of the Eastern Partnership countries are still not very efficient. On the one hand, they need to build up financial, technical and human resources and competences. In addition, legal and institutional framework conditions must be created so that the administrative systems become fully functional.

Democracy and good governance are focal points of cross-country cooperation in the regional fund "Administrative Reform in the Eastern Partnership". The cross-cutting theme is reform processes in public administration. Even though there are country-specific political dynamics and different approaches to reform, the topics of major reforms are generally similar. Possible solutions are therefore exchanged jointly, for example to improve services for the population and the economy. In addition, public action must become much more citizen-oriented and transparent in the future.

Goal

The benefits of regional cooperation for the implementation of administrative reforms in the Eastern Partnership countries have improved.

Procedure

Regional projects with a duration of up to 3 years are commissioned from the regional fund "Administrative Reform in the Eastern Partnership II".

The projects aim to

- increase the competencies of reform-relevant specialists and managers;
- increase the efficiency of public administration, for example in ministries, national and regional authorities or in municipal administrations;
- to network reform-relevant actors and promote cooperation and mutual learning;
- to improve the regulatory and institutional framework for the implementation of reforms.

Depending on reform interest, knowledge and political dynamics, up to six EaP countries work together in a sub-measure. The cooperation takes place within the framework of the so-called SIGMA principles. SIGMA, a joint initiative of the OECD and the EU, in cooperation with the European Commission, has developed principles for well-functioning public administration and created a reporting system. The regional projects contribute to three fields of action:

1. the potential of cross-country exchange of experience in the design and implementation of administrative reforms is available to the EaP countries,
2. the competences of civil servants, public employees and political decision-makers are improved in order to fulfil their tasks and functions in the implementation of administrative reforms,
3. the content and results of administrative reforms are disseminated using digitalisation and e-governance formats and methods.

The concept described below is assigned to point 2.

2. Tasks to be performed by the contractor

- Objective of the Assignment

By the end of August 2022, the contractor shall ensure the conducting the study which is intended:

- to show the change and transformation of classical professions in the administration or public service of Georgia and to highlight the changed needs.
- Identify and observe the potentials in international comparison within the framework of the analysis of the corresponding regulatory framework as well as practice;
- Formulate concrete and implementable suggestions for improvement in form of concrete recommendations.

The study has to focus on particular questions and aspects which are described below:

a. Which (technical and non-academic) professions does the state or the public service use?

- This includes the question of how the formerly very limited job profiles in the civil service have changed in the face of the demands of the new age and what additional job profiles the civil service of today (and tomorrow) needs.
- For this purpose, job descriptions should be analysed, and interviews conducted. The findings and the results are to be weighed against each other and formulated as conclusions.

b. How is education and training in these professions (under a) organized?

- Under this question, the following dimensions and aspects should be analyzed:
 - Normative framework, policy etc.
 - Academic education or studies or vocational training
 - Further training opportunities
 - Career prospects/career in the public service
- For this purpose, job descriptions, vacancies, announcements, organigrams should be analysed and interviews conducted. The findings and the results are to be weighed against each other and formulated as conclusions.
- Technical/vocational education in Georgia should be surveyed (what we have, what are the objectives, which objectives can be reached with existing programmes?)

c. The procedure from the emergence of the need to the tender and supervision of this procedure

d. Experience of European countries (so-called best practice)

- The German system could be presented here as a synopsis.

e. Possible recommendations

- Proposals for improvement and solutions for the countries of the EaP can be formulated here. They can refer to „a“(normative level) „b“(implementation or practice) and „c” (Supervision of equipping process of the public service with necessary professions)

Period of assignment: From April 2022 until the end of August 2022.

3. Concept

The bidder shall describe how the services specified in Chapter 2 are to be provided, if necessary taking into account further specific methodological requirements (technical-methodological concept). In addition, the bidder shall describe the design of the project management for the provision of the services.

Technical-methodological concept

The bidder shall describe the central processes of the services under its responsibility and prepare a schedule clarifying how the services are to be provided in accordance with Chapter 2.

Other specific requirements

N/A

4. Other terms

- 4.1. Service provider shall regularly provide information on results and perform all the assignments listed in the ToR in a close coordination and agreement with GIZ Regional Fund for PAR and in case of need, with partner organizations.
- 4.2. During the performance of the assignment, service provider shall meet the personal data protection standards envisaged by the legislation.

5. Submission and Selection Criteria of Proposal

Partner for the research service will be selected based on a competition. Entrepreneurial (LLC) and non-entrepreneurial legal entities (NLE, NPO), NGOs/CSOs are eligible to participate in the competition. GIZ reserves the right to check the information indicated in the application. Application will be cancelled in case of inaccurate information.

6.1 Selection criteria

- I. The technical proposal shall provide evidence of the organization's capabilities and assignment-related experience in executing similar projects in research of the fields of public administration.

- II. The technical proposal shall explain in detail how the company will plan the work and perform the objectives listed in the Terms of Reference (ToR) document considering such aspects as compliance with the ToR, implementation methodology, timelines of actions included in the technical proposal;
- III. A work plan, including implementation schedule of number of workdays per tasks to be performed by the contractor for completion of this assignment.
- IV. Key experts assigned to executing of the tasks outlined in the ToR shall have at least ten years of working experience in research in the field of public administration, especially civil service. Other experts should proof at least six years' experience in the same field. Reference to similar work/projects completed shall be included in his/her CV to be attached to the offer.
- V. Budget cost efficiency.

More detailed information on assessment criteria is provided under the annexed assessment grid.

6.2 Project Duration and payments

Tentative contract period for the service will be 11.04.2021 – 31.08.2022

Within the frames of the contract the payment will be made after submission and acceptance of final works.

6.3 Submission of Application

Application should be submitted in English.

6.4 Recommended structure of the proposal

Technical proposal shall contain the following information:

a. Title page

Name and registration number of organization; legal address, telephone number, e-mail address, director of organization - signature and stamp of a director.

b. Project name and implementation period (month/year-month/year)

c. Project Description

d. project goals and objectives and implementation methodology (shall be in compliance with the terms of reference under this tender announcement);

e. Activities defined by the project and implementation schedule

#	Activity	April	May	June	July	Comment
1	X					<i>[If Relevant]</i>
2	Y					
3	Z					
...	...					

f. *Persons involved in the project and their functions*

Please, indicate the list and functions of persons, who will be involved in the implementation of the project and will be respectively indicated in the budget.

The complete bid shall not exceed 10 pages (font size 11 or larger) excluding CVs.

7 Annexes

Respective Resumes (CV) of the staff involved in the implementation of the project should be attached to the application.

Applicant may attach any additional relevant information to the application.

Financial offer shall contain the following information:

Budget in GEL (excl. VAT)

#	Category	Unit	Number of unit	Unit price (GEL)	Total value (GEL)	Comment
1	Salary/expert fee**					
1.1		[man-day]				
1.2						
1.3						
	...					
	sum					
2	Other costs					
2.1						
2.2						
2.3	...					
2.4	...					
2.5	...					
	Sum					
	Total sum					

** indicated fees shall include income tax and pension fund costs.

Budget should not contain the costs that are not relevant for the activities envisaged under the project. Neither ongoing costs of the organization nor any kind of debt will be covered from the budget.

Fee rate of experts shall include all personnel costs, including ancillary personnel costs; backstopping, communication and reporting costs; and all overheads, profit, interest, risks, etc. (As indicated in the article 10.2 of the General Terms of Contract /Annex 4).