

Terms of reference (ToR) for the procurement of services



Project title: Good Financial Governance in Georgia (GFG)

Project number/cost centre: 23.2128.9 -001.00/3900

Country: Georgia

Services specified in the tender: Support the localization of the SDGs in 9 selected municipalities and elaboration of the local monitoring framework document for SDG Implementation at the local level

General information

a. Brief information on the project

Title: Good Financial Governance in Georgia (GFG)

GFG is implemented by *Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH* on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

Programme Objective: Selected Georgian municipalities plan and implement their budgets in a more result – oriented, gender - sensitive and participatory way.

Fields of Action:

- a) The municipal budget planning system is geared towards cost efficiency and result orientation
- b) Selected municipalities are fully accountable for implementing their budgets
- c) Citizen participation in local budget planning and implementation processes

Commissioning period: 01/04/2023 – 31/03/2026

b. Context

The objective of GFG is to support selected municipalities in planning and implementing municipal budgets in more result-oriented, gender-sensitive and participatory manner in line with the 2030 Agenda standards and goals. To achieve this objective, GFG provides advisory support to municipalities and the SDG-Council of Georgia on how to localize the 2030 Agenda.

The Government of Georgia (GoG) started the process of nationalizing the Sustainable Development Goals (SDGs) in 2015. By now, has nationalized all 17 goals, 93 targets and 200 indicators – all displayed in the National Document for Sustainable Development Goals (Decree #2328 of the Government of Georgia).

To coordinate the implementation of the 2030 Agenda, the GoG has established a national SDG Council which includes representatives of the all relevant line ministries and public agencies. The council is chaired by the Head of Administration of the Government, while the Policy Planning and Coordination Department acts a secretariat of the council. The Council has four thematic Working Groups: one on Social Inclusion; Economic Development;

Democratic Governance and one on Sustainable Energy and Environmental Protection respectively.

Municipalities play an important role to achieve the 2030 Agenda. Local authorities are particularly important actors because a large majority of the SDGs can only be achieved in cooperation with them. Moreover, local governments have a direct link to citizens, and thus are well placed to make sure no one is left behind while implementing the 2030 Agenda.

In Georgia, the so-called SDG "localization process" is on the initial level. In 2021, the Secretariat of the SDG Council prepared a 5-year action plan for the localisation of the SDGs. This plan aims to spur the engagement of municipalities in the implementation of 2030 Agenda. In year 18 municipalities received advice to develop a localized SDG document for their municipality which is served as the framework document to reflect their prioritized SDGs in their municipal priority documents and in their municipal program budgets. Within GIZ support 8 municipalities have developed the framework documents for the SDG localization in their priority documents and annual budget plans. In year 2023 additional selected municipalities will incrementally go through the same steps.

The objective of the following assignment is to support additional 9 pilot municipalities (Lanchkhuti, Sachkhere, Kharagauli, Dedoplistskaro, Sagaredjo, Keda, Abasha, Poti, Akhalzikhe) in elaborating their respective SDG framework documents as well as to develop the local monitoring framework document for SDG Implementation and to conduct respective trainings based on the created training modul for 18 pilot municipalities from year 2022, which already have their SDG local framework documents (2 two-day trainings for 18 municipalities, 3 representatives from each municipality, 24 participants for each training).

- c. GIZ shall hire the contractor for the anticipated contract term, from 25.06 to 30.11.2023
- d. The contractor shall provide the following work/service:
 1. Support elaboration of local SDG framework documents in 9 municipalities:
 - ❖ Elaborate Situation analysis:
 - ✓ Review and analyze the Municipal Development Document/priority document / program budget/ further relevant documents of the 9 selected municipalities;
 - ✓ Conduct interviews with
 - representatives of the municipalities' administrations and local government
 - other relevant stakeholders, depending on local context; esp. local CSOs, women, youth, marginalized groups (ethnic and/or religious minorities, people with disabilities, ...) local educational/ academic institutions,
 - ✓ Identify local priorities and needs; together with the staff from the municipal administration,
 - ✓ Provide methodological assistance to the municipalities in determining and compiling SDG relevant analytical data
 - ✓ Elaborate a situation analyse in municipalities, containing the following points:
 - Summary of already existing municipal documents and analysis of their priorities
 - Current priorities/ need of the municipality
 - ❖ Supporting municipal administration in elaborating SDGs local framework documents based on results of situation analysis:

- ✓ Based on the local context, assist municipality in defining relevant goals, objectives and indicators (including values) (drawn from the SDGs and targets)
 - ✓ Assist municipalities in elaborating the draft SDG framework documents including
 - Prioritized and localized SDGs and targets (=sub-goals)
 - elaborate indicators including baseline data and milestones
 - ✓ Support municipality to organize local public consultations and reflect the feedback in the draft SDG framework document; make sure to make the consultation accessible for ALL relevant stakeholders
 - ✓ Assist municipality to finalize SDG localization document.
 - ✓ integrate the (prioritized) SDGs and targets into the local Municipal Development Document/priority documents as well as the local budget. The service provider must adhere to the methodology on integrating SDGs into local budgets (authored by GIZ and the Georgian MoF – please ask GIZ for the respective document)
2. Development of local framework document for monitoring SDG implementation at the local level and elaboration of respective training module
 3. Conduct trainings for 18 pilot municipalities from year 2022 (2 two-days trainings for 18 municipalities, 3 representatives from each municipality, each training 24 participants).

The contractor shall deliver a short interim report and final report on the performed activities. Both reports shall be written in Georgian and in addition include an executive summary in English.

Throughout the whole assignment, the service provider shall make sure to adhere to the Leave-No-One-Behind-principle.

Furthermore, the service provider shall:

- closely cooperate with and regularly inform the representatives of Administration of Government (AoG) on her/his assignment's progress
- regularly provide information to the commissioning party (GIZ) on results
- Discuss all activities with GIZ and do not implement without GIZ's approval (contact person: Rusudan Abulashvili).

Time frame and specification of inputs

Up to 55 working days in the period from 25.06.2023 - 30.11.2023 have been scheduled for this assignment.

Fee days	Number of days up to	Comments
Review and analyze relevant municipal documents of 9 selected municipalities	5	5 days for all 9 municipalities
Conduct interviews with the representatives of the municipalities and other relevant stakeholders. identify local priorities and needs and elaborate the a situational analyses.	9	9 days for all 9 municipalities
Based on the local context, assist municipalities' administrations in defining relevant goals (based on the SDGs), targets and indicators (including values)	9	9 days for all 9 municipalities
Support municipality to organize local public consultations and reflect the feedback in the draft SDG localization document	9	9 days for all 9 municipalities

Assist selected municipalities in elaboration of the draft SDG localization documents and integrating the SDGs into the local Municipal Development Document/priority documents and the local budget	6	6 days for all 9 municipalities
Preparation of the final documents of local framework documents for adoption in municipalities	3	3 days for all municipalities
Elaboration of framework document for SDG Monitoring and respective training module	4	
Prepare and conduct respective trainings	6	2 two-days training
Preparation of the final documents and final report	4	
Total	55	

Terms of contract and reporting

Interim payment will take place presumably until 01.09.2023, based on the submission of the interim report for the assignment.

The interim report should include the following information:

- summary of situational analyses
- Results of conducted interviews
- So far identified local priorities and needs
- So far defined localized goals, targets and indicators (including values)

The final payment will be made presumably until 30.11.2023, based on the submission of the final report for the assignment.

The final report should include information on the following issues:

- Summary of the process and content of draft SDG localization documents
- Explanation of the process of integrating the prioritized SDGs into the local Municipal Development Document/priority documents as well as the local budgets
- Elaborated document on SDG Monitoring and developed respective training module as well as main findings gained during the conducted trainings

REQUIRED EXPERTISE

General qualifications – education (Criteria 1.1.1 of the Assessment Grid)	<ul style="list-style-type: none"> • Master’s degree in political science, public policy or a related field is required.
General qualifications – professional experience Criteria 1.1.2. of the Assessment Grid	<ul style="list-style-type: none"> • 5 years’ experience in the field of implementation of Agenda 2030
Practical Experience (Criteria 1.1.3. of the Assessment Grid)	<ul style="list-style-type: none"> • Practical experience working in consulting municipalities and policy makers in SDG issues at the local level and in elaboration of SDG local framework documentation
Languages Criteria (1.1.3. of the Assessment Grid)	<ul style="list-style-type: none"> • Native Georgian and business fluency in English