

Programme:	Governance Progress Board for the Eastern Partnership Countries
PN:	20.2247.3-008.00
Task:	Support better institutionalization and use of RIA-Methodology through Practical Trainings for civil servants on Regulatory Impact Assessment (RIA) in Georgia and Establishment of cross-country exchange for experience sharing and mutual learning with Eastern Partnership countries.

I. Terms of Reference

1. Short description of the Project and Background

The Eastern Partnership (EaP), the specific Eastern dimension to the European Neighborhood Policy (ENP) was launched in 2009. The aim of the partnership is to strengthen and deepen the political and economic relations between the European Union, its Member States and six Eastern European and South Caucasus partner countries (Armenia, Azerbaijan, Belarus (suspended), Georgia, Republic of Moldova, Ukraine). Despite the EaP's achievements over the past ten years, good governance, democratic standards, rule of law, successful anti-corruption policies, and respect for human rights remain major challenges in each country (albeit to different degrees). Recent developments in the region have brought serious challenges to the rule of law and human rights. Russia's unprovoked and unjustified military aggression against Ukraine is undermining European and global security and constitutes an attack on the values and principles enshrined in EU treaties. At the same time, the June 2022 Council Conclusions have given a clear European perspective to Georgia, Moldova, and Ukraine, reinforcing the need to strengthen good governance. Furthermore, Armenia and Azerbaijan have also agreed to carry out reforms in line with the agreed priorities and commitments made within this framework of the EaP, while the government of Belarus has suspended participation in the EaP.

On behalf of the BMZ GIZ completed the first phase of the regional project in the EaP countries, which pursued the following objectives:

- improving the regulatory and institutional framework for implementing public administration reform;
- strengthening capacity of experts and managers involved in public administration reform;
- enhancing performance of public administration system, e.g. ministries, state

- committees, national and regional agencies, and
- promoting learning and creating a network for the relevant stakeholders.

From October 2020 the second phase of the Regional Fund of Public Administration Reform in the Eastern Partnership has been started to promote good governance and public administration reform in the EaP countries in the following areas:

1. supporting the Parliamentary Administration
2. promoting civil service system
3. Performance of public Institutions
4. boosting digitalization and e-governance
5. Support good governance reforms

The fifth project of the EaP Regional Fund multi-donor action "Governance Progress Board of the Eastern Partnership Countries" is co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development to contribute to the enlargement package. The "Enlargement Package" is a set of documents explaining its policy on EU enlargement.

Differentiated attention will be gained to the three associated countries by assessing the development in good governance and rule of law upon Copenhagen criteria, which are the essential conditions to become an EU member state. These fundamental criteria are:

- political criteria: stability of institutions guaranteeing democracy, the rule of law, human rights and respect for and protection of minorities
- economic criteria: functioning market economy and the capacity to cope with competition and market forces
- administrative and institutional capacity to effectively implement the EU acquis and ability to take on the obligations of EU membership.

On 14th December European Commission granted Georgia Candidate status. The Government of Georgia recently revealed an action plan designed to fulfil the conditions outlined by the European Commission in November, a prerequisite for initiating accession talks with the European Union. In its November decision, the European Commission recommended that the European Council grant Georgia candidacy within the bloc, subject to nine conditions for progressing to the next stage of European integration.

In this context, the Governance Progress Board of the Eastern Partnership Countries will contribute to the monitoring and advancing the progress in the EU's enlargement policy. The thematic focus of the action remains on the Copenhagen criteria (focus on the political criteria and the administrative and institutional capacity) and those chapters of the EU Acquis that are of relevance to good governance.

In Georgia, the project is implemented in close cooperation with the political partner of the project- the Administration of the Government of Georgia (AoG) and the Office of the Parliamentary Secretary as an implementing partner.

The project supports the partners in Georgia to create local capacities to review and work on quantitative results, based on qualitative data in each country (in working groups with partners) and to build/strengthen partners' reporting capacities in policy making across the whole public system and country. These include the commitments that Georgia has made as part of the reforms.

The Overall Objective (Impact) of the Project is to contribute to strengthened good governance and rule of law in the Eastern Partnership.

The Specific Objective (Outcome) of the Project is to enhance the evidence-based policy through improved monitoring of good governance and rule of law reforms.

The Multi-Donor Action has the following outputs:

Output 1: Development and implementation of data-driven methods to measure progress of rule of law and good governance.

Output 2: Promotion of evidence-based policymaking through stakeholder engagement and development of good governance Progress Board reports.

Output 3: Improved public communication regarding the Governance Progress Board and its related reports.

Intended Areas of Activities

To jointly achieve the above-mentioned goals, the project "Governance Progress Board for the Eastern Partnership Countries" will support the partners in strengthening their capacities in the following areas:

- Policy Planning and Assessment
- Regulatory Impact Assessment (RIA)
- Data-driven policy making
- Monitoring and Reporting
- Communication and Public outreach

and in other relevant areas arising during the implementation of the project.

The overall impact of the project is to support democratic reforms in EaP countries and to increase stability and resilience in the region and more specifically to achieve the targets set in the post 2020 Eastern Partnership Policy framework endorsed at the December 2022 Eastern Partnership Summit.

The primary objective of this initiative is to provide comprehensive support to Georgia, Ukraine, and Moldova in their efforts to join the European Union (EU). By facilitating the enlargement process, the initiative aims to strengthen political, economic, and social ties between these Eastern European countries and the EU. It aims to create a structured and supportive framework for Georgia, Ukraine, and Moldova to progress efficiently through the EU enlargement process. By focusing on capacity building, legislative alignment, and effective negotiation preparation, we strive to foster sustainable development, strengthen democratic institutions, and promote regional stability.

The Government of Georgia, with decree N 35, adopted a RIA methodology in 2020, sets a list of legislative acts for which the preparation of RIA reports is obligatory in cases of drafting laws or making amendments.

The process of developing the RIA methodology was actively supported by donor organizations and development partners, who coordinated their efforts through Community of Practice activities. Before RIA was made mandatory through adopted amendments to the Organic Law of Georgia "On Normative Acts", RIA was piloted in selected line ministries and in the Parliament of Georgia. Tailored training, experience-sharing workshops were held to familiarize state officials with international best practices, RIA procedures and standards.

Gradually, technical assistance for the institutionalization of the RIA methodology moved to learning-by-doing formats such as coaching and on-the-job training, supporting regulatory impact assessment of draft laws and new policy initiatives. However, it remains equally important to provide practical, intensive training on RIA to pre-selected civil servants, particularly those responsible for drafting legislation in line ministries and assessing RIA reports in the Administration of the Government of Georgia (AoG).

Currently, the USAID National Governance Program is supporting the Administration of the Government of Georgia (AoG) and the Office of the Parliamentary Secretary to develop an e-course module on RIA that will introduce the basics of RIA, its concepts, tools and regulations to a wider group of civil servants. The RIA online course will be

hosted on the CSB's Moodle platform and will be accessible to all civil servants on demand. Completion of the introductory RIA e-course will be mandatory for those officials who plan to receive more in-depth face-to-face or on-the-job training on RIA. As a prelude to the development of the online course, the programme conducted a focus group survey with up to 20 representatives from line ministries to identify the key aspects of the RIA e-learning course that civil servants find most relevant to their work.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

The purpose of the consulting service is to ensure full institutionalization and increased use of the RIA methodology(2.1).GIZ will build on the results and provide further support to the Administration of the Government of Georgia (AoG), the Office of the Parliamentary Secretary and line ministries and establish cross-country exchange among EaP countries for experience sharing and mutual support.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

- **Task 1. Design and conduct 2 practical intensive three-day (outside Tbilisi) trainings/workshops on RIA for representatives of line ministries responsible for legislation or RIA in total 40 and 1 practical intensive (outside Tbilisi) three-day training on RIA for AoG respective units - in total 3 trainings.**
- **Task 2. Produce** guidelines and training materials for further practical use.
- **Task 3. Elaborate of Concept and facilitate cross-country exchange in frames of a two-day regional round table on RIA** practices and challenges with participation of representatives of line ministries from EaP countries and AoG, local experts and consultancies, international experts, and institutions.

Note: Trainings and Round Table related costs such as venue, accommodation, catering, transportation of participants and trainers/experts will be organized and covered directly by the GIZ project directly and should not be included in the proposal.

Milestones

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
Design and conduct 3 practical trainings	Outside Tbilisi, Georgia, March -April 2024
Produce guidelines and training materials	Outside Tbilisi, Georgia, April-May 2024
Elaborate of Concept and facilitate cross-country exchange in frames of a two-day regional round table on RIA	Tbilisi, Georgia, May 2024

3. concept

Requirements:

The technical proposal shall provide evidence of the organization's capabilities and assignment-related experience in executing similar activities (at least 2 successful projects of similar nature) in the fields of RIA (1.1);The bidder is required to provide the technical proposal which describes personnel who are suited to filling the tasks described above, on the basis of their CVs the range of tasks involved and the required qualifications.

The qualifications listed below represent the requirements to achieve the maximum number of points in the technical assessment:

- over 7 years of extensive experience in the field Policy planning and Better Regulation, especially in Regulatory Impact Assessment
- over 7 years of experience in working with national stakeholders by elaboration Regulatory framework and Institutionalization of Regulatory Impact Assessment (RIA)
- 6+ years of experience in elaboration and conducting Regulatory Impact Assessment (RIA) trainings, contributing to the enhancement of organizational regulatory management strategies.
- Possessing hands-on experience in on-the-job training, fostering skill development and knowledge transfer within the team on RIA.
- Experience and expertise in the development of the e-course module on RIA for public servants, its concepts, tools and regulations.

- expertise in Elaboration of the RIA methodology and RIA-Guidelines for public servants
- Working Experience with GIZ and other international organizations in RIA.

The partner for the provision of consulting services will be selected on the basis of competition.

Business (LLC) and non-business legal entities (NLC, NPO) registered in Georgia have the right to participate in the competition.

GIZ reserves the right to verify the information provided in the offer. In case of inaccurate information, the offer will be cancelled.

The proposal will be evaluated by GIZ and representatives of Administration of Government of Georgia according to the following criteria:

4. Personnel Concept

The bidder should draw up and explain a personnel deployment plan for all the professionals involved in delivering the requested services. The deployment plan should include the timeframe and the period of involvement as well as the locations of the individual team members. The bidder should describe the scope of duties of the personnel on the basis of their corresponding CVs, the contractor is required to outline and justify their proposed strategy for fulfilling the services outlined in the ToR, It includes a critical examination of the tasks specified to ensure a thorough understanding of the project's goals and requirements. Organisation entails presenting a detailed implementation plan, which includes the breakdown of work steps, identification of milestones, and development of a schedule. e. (1.1.1, 1.1.2, 1.4.1, 1.4.2)

Suggested team composition: 1 team leader, 2 Local experts, 1 international expert

Qualifications of the Team Leader - Key Expert 1 (Section 2.1 of the assessment grid):

- 1. Education (2.1.1):**
 - Possesses a university degree (Diploma/Master) in political science, Public Administration and/or business, and economy studies.
- 2. Language (2.1.2):**
 - Demonstrates proficient language skills in English.
- 3. General Professional Experience (2.1.3):**
 - Brings a minimum of 7 years of professional experience in the fields of Public Administration, Policy Planning and/or Regulatory Governance
- 4. Specific Professional Experience (2.1.4):**
 - Has at least 5 years of experience in implementing similar projects related to Policy Planning and Regulatory Governance, including expertise in

development and conducting training programs (including on-the-job training) especially in RIA

5. Leadership Experience/Management (2.1.5):

- Holds a minimum of 3 years of leadership experience as a team leader in similar projects or as a manager in companies.

Qualifications of the Expert 1 - (Section 2.1 of the assessment grid):

Education (2.2.1):

- Possesses a university degree (Diploma/Master) in political science, Public Administration and/or business, and economy studies.

Language (2.2.2):

- Possesses excellent language skills in English.

General Work Experience (2.2.3):

- Accumulates a minimum of 7 years of professional experience in the fields of Public Administration, Policy Planning and/or Regulatory Governance

Specific Professional Experience (2.2.4):

- Brings at least 5 years of experience in implementing similar projects related to Policy Planning and Regulatory Governance, including expertise in development and conducting training programs (including on-the-job training) especially in RIA

Qualifications of the Expert 2 - (Section 2.3 of the assessment grid):

Education (2.3.1):

- Possesses a university degree (Diploma/Master) in political science, Public Administration and/or business, and economy studies.

Language (2.3.2):

- Demonstrates strong language skills in English.

General Work Experience (2.3.3):

- Possesses a minimum of 5 years of professional experience in the fields of political science and business and economy studies.

Specific Professional Experience (2.3.4):

- Has at least 5 years of experience in implementing similar projects in Political Science and Economy studies, including expertise in development and conducting training programs (including on-the-job training).

Qualifications of the Expert 3 EU international expert (Section 2.4 of the assessment grid):

Education (2.4.1):

- Holds a university degree in Public Policy and Political Studies or other relevant fields of study.

Language (2.4.2)

- Possesses very good language skills in English.

General Work Experience (2.4.3)

- Has at least 15 years of experience in the organization and functioning of public decision-making at the international, national, and local levels.

Specific Professional Experience (2.4.4)

- Brings at least 5 years of experience in implementing similar projects in the field of Political Science and Economy studies, including expertise in development and conducting training programs.

The structure of the bidder's offer must correspond to the structure of the ToR. The offer must be written legibly (font size 11 and larger) and understandably and it should not exceed 10 pages (excl. CVs). The language of the offer is **English**.

5. Costing requirements

Flight ticket and accommodations international expert will be covered by the project.

6. Content and financial proposal technical requirements

6.1. The content of the proposal should include the following information:

1. Header

Organization name and registration number. Legal address, phone number, e-mail Postal address, head of the organization, signature, and stamp of the head of the organization (if any)

6.2. The financial offer must contain the following information:

The budget should **be presented in GEL**, including the international expert's fee. Please indicate the royalties in the form of an individually charged amount (Gross) for each involved person.

A total of 70 expert days have been set to complete the task for exactly 1 team leader, 2 local experts and 1 international expert.