

# 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 17 municipalities in localizing SDGs through elaborating their respective SDG framework documents**

## 1. 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
- d) The majority of Georgian municipalities align their budgets with the goals of the 2030 Agenda.

Commissioning period: 01/04/2023 – 31/03/2027

## 2. 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 years 2022 -2023 32 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. In year 2024 additional 17 selected municipalities will incrementally go through the same steps.

The objective of the following assignment is to support additional 17 pilot municipalities (Gardabani, Bolnisi, Tetrtskaro, Akhmeta, Gurjaani, Kvareli, Tianeti, Senaki, Martvili, Khobi, Tsageri, Zestafoni, Tskaltubo, Chiatura, Terjola, Khelvatchauri, Kobuleti) in elaborating their respective SDG framework documents, as well as to conduct specialized training in SDG Monitoring and Reporting on Local Level for the representatives of the local self-governments of totally 14 municipalities where the SDG localization works started in the year 2023. ( 2 one-day training in SDG Monitoring and Reporting on Local Level for the representatives of the abovementioned 14 municipalities, (3 representatives from each municipality, in total 42 participants) will be carried out based to the SDG Monitoring and Reporting Framework Document developed for the Georgian municipalities in 2023 by the GIZ in cooperation with the Administration of Government of Georgia.

### 3. Tasks to be performed by the contractor

- a. GIZ shall hire service provider for the anticipated contract term, from 12.04. to 29.11.2024
- b. The service provider shall conduct the following work/service:

#### 1. Support in Developing Local SDG Framework Documents for 17 Municipalities:

The service provider will assist in the comprehensive development of local SDG framework documents across 17 selected municipalities. This involves a collaborative process with municipal administrations to:

- **Conduct Comprehensive Assessments:** Engage in a holistic review process that includes an analysis of existing municipal development documents, budgets, and other relevant materials. This step is aimed at understanding the current state of SDG alignment and identifying areas for improvement.
- **Stakeholder Engagement:** Facilitate discussions and interviews with a wide range of stakeholders, including municipal officials, local civil society organizations, and community representatives, to gather diverse insights and identify local priorities, needs, and aspirations.

- **Data and Goal Setting:** Provide technical support to municipalities in gathering and analyzing data relevant to SDG indicators, facilitating the setting of realistic, localized goals and targets that reflect the unique context and priorities of each municipality.
- **Drafting and Consultation:** Aid municipalities in drafting their SDG framework documents, ensuring these drafts are informed by the situation analysis and stakeholder consultations. Support the organization of inclusive public consultations to solicit feedback and foster community ownership of the localization process.
- **Finalization and Integration:** Assist in refining and finalizing the SDG framework documents, incorporating feedback from public consultations. Guide municipalities in integrating prioritized SDGs and targets into their strategic planning documents and budgetary processes, aligning local development efforts with the 2030 Agenda for Sustainable Development.

## 2. Conduct Training on SDG Implementation and Monitoring:

- The service provider will plan and deliver comprehensive training programs aimed at enhancing the capacity of local government representatives in the field of SDG implementation and monitoring. These training sessions are intended for a total of 42 representatives from 14 local governments where SDG localization initiatives were launched in the year 2023. The objective of these training sessions is to build the capacities of local government representatives, equipping them with the necessary tools and knowledge to effectively contribute to the achievement of the SDGs at the local level.

Accommodation for the experts and participants during the conducting of the trainings will be provided by GFG/GIZ.

Throughout this process, the service provider will ensure that the principles of inclusivity, transparency, and the Leave-No-One-Behind principle are upheld, facilitating a participatory approach to SDG localization that engages all segments of the community.

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).

## 4. Terms of contract and reporting

Interim payment will take place presumably until 01.06.2024 based on the submission of the interim report for the assignment.

The interim report should include the following information:

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

The final payment will be made presumably until 29.11.2023, 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
- Conducted training on SDG Monitoring, as well as main findings gained during the conducted trainings for 42 representatives from 14 local governments where SDG localization initiatives were launched in the year 2023

The final payment will be made presumably until 29.11.2024, based on the submission of the final report for the assignment. The final report should include the information defined by the application for procurement of consulting services, as well as the information on accomplishing all tasks envisaged under the work plan.

Reports shall be produced in Georgian. Executive summary shall be delivered in English as well.

## **5. Submission and Selection of Proposal**

Partner for the consultancy service will be selected based on a competition.

Entrepreneurial (LLC) and non-entrepreneurial legal entities (NLE, NPO) organizations 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.

### **Selection criteria**

1. Minimum 4 years' of experience and competence of the organization in issues closely related to the Agenda 2030 (excellent knowledge of Agenda 2030 implementation in Georgia at the national and local level);
2. Adequacy of technical proposal and project implementation methodology;
3. Experience/ability of the organization's team to carry out holistic support (in compliance with the ToR) in SDG localization: The expert(s) assigned to the tasks outlined in the ToR are required to have at least 2 years of proven practical experience in consulting municipalities and policy makers in SDG issues at the local level and in elaboration of SDG local framework documentation as listed in ToR. References to such work/projects shall be included in respective CVs.
4. Budget cost efficiency

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

### **Assignment of personnel**

In the period from 12.04.2024 to 29.11.2024 for the implementation of the services described in these ToR up to 3 persons (in total up to 105 expert days) are planned:

Personell	Number of Experts (up to)	Expert days (up to)
Project Manager*	1	50 days
Expert***	1	35 days
Project Assistant****	1	20 days

## Qualifications of personnel

### \*Project Manager

#### Qualifications of Project Manager (with assessment grid number)

- **Education (2.1.1.):** Master's degree in Political Science, Public Administration, Sustainable Development, International Relations, or a closely related field that is relevant to the management and implementation of development projects.
- **General Professional Experience (2.1.2):** Minimum of 5 years of professional experience in managing or leading projects or programs in the field of public administration, local governance, sustainable development or related areas, with a demonstrated track record of successful project delivery.
- **Specific Professional Experience(2.1.3):** At least 2 years of experience in directly managing projects aimed at implementing the 2030 Agenda for Sustainable Development, with a focus on SDG localization efforts, particularly development of SDG framework documents within the context of municipal or local governance and proven experience in working with municipal governments, local authorities, and other stakeholders in Georgia or similar contexts to enhance their capacity for sustainable development planning and implementation.
- **Language Skills(2.1.4):** Fluency in Georgian and English (both written and spoken) is essential, with the ability to effectively communicate complex concepts and facilitate discussions with diverse stakeholders.

### \*\*Expert

#### Qualifications of expert (with assessment grid number)

- **Education (2.2.1):** University degree in Economics, Finances, Public Administration, or a closely related field relevant to sustainable development and local governance.
- **General Professional Experience (2.2.2):** At least 5 years of professional experience in the field of sustainable development, with a focus on project implementation, policy advisory, or consultancy within the public sector or international development projects.
- **Specific Professional Experience (2.2.3):** Proven experience (at least 3 years) in advising municipalities, local governments, or similar local entities on the development of policy documents and/or action plans and familiarity with the Georgian municipal governance system and the current status of SDG localization within Georgia is highly desirable.

### \*\*\*Project assistant

#### Qualifications of project assistant (with assessment grid number)

- **General Professional Experience (2.3.1):** At least 2 years of experience working in project support roles, preferably within projects related to sustainable development, local governance, or public administration.

The tenderer must provide CV-s and a clear overview of all proposed short-term experts and their individual qualifications.

## 6. Requirements on the format of the tender

### 6.1. Technical proposal shall include the following information:

#### 1. Title page

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

#### 2. Project Description

##### 2.1 Project name and implementation period (month/year-month/year)

##### 2.2. project goals and objectives

##### 2.3 Activities defined by the project and implementation schedule

#	Activity	April	May	June	Comment
1	X				<i>If relevant</i>
2	Y				
3	Z				
...	...				

#### 2. 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. Resumes of the respective persons should be attached to the application.

#### 2.5 Annex

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

Applicant may attach any additional relevant information to the application.

### 6.2. The Financial offer

Please calculate your price bid based exactly on the costing requirements. The specifications for pricing are defined in the attached price schedule which is required to be used for the preparation of the financial offer.

Budget should not contain the costs that are not relevant for the activities envisaged under the project. Ongoing costs of the organisation won't be covered by budget.