

Study on generation and systematization of statistics at local government level within the frame of program budgeting and development of relevant methodology

On behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), GIZ Good Governance for Local Development Programme invites bidders to submit proposals for consultancy services.

Terms of Reference:

1. Background Information

The objective of GIZ “Good Governance for Local Development in South Caucasus (GGLD)” module is to support the public institutions to provide citizen-oriented, fair and high-quality services at the local level. GIZ provides advisory support to partner institutions in improving legal and institutional frameworks to achieve the set objective, which in turn influences the quality of service provision at a local level. It is highly important to study an existing situation in terms of generation and systematization of statistics at a local level and to develop a relevant methodology for effective and efficient planning and implementation of program budgets.

In order to improve transparency, accountability and participation in local budgetary processes, since 2013, program budgets have been introduced at the local level in Georgia. Despite this, it is still vital to collect and analyze the data at the local level for effective and efficient planning and implementation of program budgets. Collecting and analyzing data is one of the most important pre-conditions for drafting program budgets, identifying program indicators and evaluating performance. Having the credible and fact-based data is a big challenge at all government levels, but it is significantly challenging at the local level, since National Statistics Office of Georgia does not generate data at the local level (municipality), they only collect some general data at the regional level. Therefore, there does not exist a system for the generation of statistics at local level, which makes planning and performance of program budgets more difficult, which in turn affects efficiency of resources and provision of need-based services.

2. Objective of the call for proposals

2.1. The objective of the call for proposals is to carry out a study in selected municipalities on existing situation in the field of generation and systematization of statistics for program budgeting at the local level;

2.2. On the basis of the recommendations, elaboration of the methodology for generation and systematization of statistics for program budgeting at the local level.

3. Scope of assignment

The service provider shall perform the following service:

Conduct a study on generation and systematization of statistics for program budgeting and development of the relevant methodology based on the examples of selected municipalities, that implies performance of the following specific tasks:

1. Development of selection criteria for municipalities (in total 5 municipalities) and select the municipalities based on elaborated criteria.
 2. Development of the methodology and tools for the study. Quantitative (surveys by questionnaires) and qualitative (in-depth interviews and focus groups) methods to be used in the study.
- ❖ Compilation of questionnaires for focus groups and in-depth interviews
 - ✓ Focus group: Mayors of the selected municipalities.
Goal: to study their attitude towards the generation and systematization of statistics for program budgeting and their readiness to introduce local statistics for program budgeting. To identify the problems and gaps (related to institutional, human, technical and/or IT capacities) that hinder the introduction of statistics system at the local level.
To study their opinions about the distribution of competencies (responsibilities) in this field at local levels.
 - ✓ Focus group: the heads of financial-budgeting divisions
Goal: to study their attitude towards the generation and systematization of statistics for program budgeting, including gender statistics. Identify existing challenges, important programs from their perspectives and evaluate resources; Additionally, to assess their knowledge about statistics. To identify the problems and gaps (related to institutional, human, technical and/or IT

capacities) that hinder the introduction of statistics system at the local level

- ❖ Compilation of questionnaires for focus groups discussions:
 - ✓ Focus group: Mayors of the selected municipalities;
Goal: to study their attitude towards the generation and systematization of statistics for program budgeting. To assess their knowledge about the generation of statistics; To identify the problems and gaps (related to institutional, human, technical and/or IT capacities) that hinder the introduction of statistics system at the local level. To reveal important programs and evaluate resources;
 - ✓ Focus group: members of gender equality council and gender focal points
Goal: to study their attitude towards the generation and systematization of gender statistics for program budgeting and to assess their knowledge; To identify the problems and gaps (related to institutional, human, technical and/or IT capacities) that hinder the introduction of statistics system at the local level to identify existing challenges in generation of gender statistics, to identify important programs in terms of gender and to evaluate resources from their perspectives.
- ❖ Elaborate questionnaires for quantitative survey:
 - ✓ Focus group: public servants
Goal: to study their attitude towards the generation and systematization of statistics for program budgeting and to assess their knowledge; To identify the problems and gaps (related to institutional, human, technical and/or IT capacities) that hinder the introduction of statistics system at the local level .To identify the needs for improvement of their knowledge and on this purpose, to identify their desirable activities (trainings, workshops, etc.)
- ❖ Conduct interviews at the central level with the representatives of National Statistics Office of Georgia, the Ministry of Regional Development and Infrastructure and Ministry of Finances to study their opinions and views.

3. Analysis of the data obtained from interviews:

- ❖ Analysis of in-depth interviews with Mayors and prepare the corresponding report;
- ❖ Analysis of interviews with the heads of financial-budgeting divisions and prepare the corresponding report;
- ❖ Analysis of focus groups and prepare the corresponding report;
- ❖ Analysis of questionnaires of quantitative survey and prepare the corresponding report;
- ❖ Analysis of outcomes of interviews at the central level;

4. Analysis of important documents:

- ❖ Study and analysis of regulatory legal acts for the issues related to the generation and systematizations of statistics;
- ❖ Study and analysis of the documents related to statistics at a municipal level;
- ❖ Review of the international practice in this field.

5. Structure of a final report of the research:

- ❖ Substantiation of the need of the study;
- ❖ Research methodology;
- ❖ Analysis of legal acts and policy documents:
 - ✓ *Analysis of regulatory legal acts on generation and systematization of statistics adopted by central government;*
 - ✓ *Analysis of the documents related to statistics for program budgeting at the municipal level;*
 - ✓ *International practice;*
- ❖ Analysis of the current practise concerning the generation and systematization of statistics required for implementation of program budgeting at the local level:
 - ✓ *Existing practice in this field in municipalities;*
 - ✓ *Attitude of heads of municipalities towards the generation of statistics;*
 - ✓ *Attitude of management and public servants of municipalities towards the local statistics and their awareness of the issue;*
 - ✓ *Study of attitude and views of the central government;*
- ❖ Analysis of 2019-2020 budgets of the selected municipalities to identify relevant programs in terms of statistics
 - ✓ Program indicators and relevant statistical data
 - ✓ Challenges related to considering gender issues within the programs (in terms of generation of gender statistics)

- ❖ Elaborated recommendations for the generation and systematization of statistics to implement program budgeting at the local level:
 - ✓ Types of statistical data to be collected for each program and identification of indicators;
 - ✓ The frequency of data collection and analysis by separate fields
 - ✓ how to generate statistics structurally and how to allocate competencies and responsibilities
 - ✓ Identification of needs and gaps related to above mentioned issues and elaboration of appropriate recommendations
 - ❖ Recommendations for further advisory support in this field within the frames of GIZ GGLD module
6. Development of the methodology for generation and systematization of statistics in the field of program budgeting based on the baseline study
 7. Review of a draft of the methodology with significant partners and reflect their comments and recommendations in the document.
 8. Development of a final version of the methodology and share it with municipalities through the partners.
 9. Development of a pilot training module to introduce the new methodology into the practice
 10. Provide recommendations for successful upscaling by partners and elaborate on its methods and ways considering strengths and weaknesses of the partners .

4. Terms of assignment and reporting

Tentative assignment period:

Start date: 10.08.2020

End date: 15.11. 2020

First payment will be made by 30.08.2020 based on a submission of the first report of assignment.

First report should include the following issues:

1. Elaboration of criteria to select municipalities (totally 5 municipalities) for the study and select municipalities based on identified criteria
2. Elaboration of the methodology of the study
3. Elaboration of questionnaires

Interim payment will be made by 15.10.2020 based on a submission of interim report.

Interim report should include the following issues:

4. Analysis of the data obtained from the interviews
5. Analysis of important documents
6. Final version of the study

Final Report:

7. Final version of the methodology

Final payment will be made as of 15.11.2020 based on a submission of final report. Reports shall be produced in Georgian. Executive summary shall be delivered in English as well.

5.Other terms

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.

Based on the agreement with GIZ, the service provider will closely collaborate and regularly provide information to the representatives of the Ministry of Regional Development and Infrastructure and the Ministry of finances. Additionally, coordination will be ensured with National Statistics Office of Georgia in case of needs.

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, Legal Entities of Public Law (LEPL), 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.

Selection criteria

1. The technical proposal shall provide evidence of the organization's capabilities and assignment-related experience in executing similar projects in the area of local self – governance in the fields of municipal finances, municipal statistics, financial reporting. Proposal should demonstrate specific experience in conducting similar studies and elaborating methodologies.
2. The technical proposal shall explain in detail how the company will plan the work and deliver the milestones/objective listed in the Terms of Reference (ToR) considering such aspects as compliance with the ToR, implementation plan, timelines of actions included in the technical proposal;
3. A work plan, including implementation schedule of number of workdays per tasks to be performed by the Contractor for completion of this assignment;
4. Experts assigned to executing of the tasks outlined in the ToR shall have at least 5 years of demonstrated experience in development and implementation of similar projects in all relevant topics listed in ToR (municipal finances, municipal statistics, financial reporting). Reference to similar work/projects completed shall be included in his/her CV to be attached to the offer;
5. Experts assigned shall possess relevant experience to the scope of assignment in elaboration of documents and methodologies; List of similar work/projects completed shall be included in the CVs of the proposed staff.

6. Budget cost efficiency.

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

Budget and Payments

Presented budget shall not exceed 62 000 GEL and shall be VAT excluded.

Within the frames of the contract the payments will be made gradually (as stated above).

Submission of Application

Application should be submitted in English and Georgian.

Technical offer shall contain the following information (*according to the recommended structure*):

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 name and implementation period (month/year-month/year)

2.1 Project Description

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

2.3 Activities defined by the project and implementation schedule

#	Activity	July	August	September	October	Comment
1	X					<i>If relevant</i>
2	Y					
3	Z					
...	...					

2.4 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 insert them under the budget section of the financial proposal.

2.5 Annex

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**					
1.1		[month or man-day]				
1.2						
1.3						
	...					
	sum					
2	Other costs					
2.1	Transportation					
2.2	Accommodation					
2.3	Hotel costs (meetings), catering					
2.4	Per-diem	15 GEL				
2.5	...					
	Sum					
	Total sum					

*** indicated expert 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. Ongoing costs of the organization won't be covered from the budget.