

## **Collection of Statistics for Program Budgets in 5 Pilot Municipalities**

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. Brief information on GIZ module**

Module Name: Good Governance for Local Development in South Caucasus (GGLD)

Objective: public institutions in the South Caucasus region are better able to provide citizen-oriented public services at the local level in a sustainable and environment friendly manner in accordance with the principles of democracy, rule of law and transparency that improves the living conditions of local population.

Basic fields of action:

- a) Improving the legal and institutional framework for providing citizen-oriented public services;
- b) Strengthening the capacities of key stakeholders to deliver citizen-oriented services and to finance them;
- c) Introducing public participation mechanisms for the engagement of citizens in service delivery;
- d) Strengthening the procedures, institutions and instruments of regional and local economic development;
- e) Promoting exchange of experience and cross-border learning.

Module duration: 01/04/2020 – 31/03/2023

#### **2. Background Information**

The objective of GIZ „Good Governance for Local Development in South Caucasus“ programme is to support the public institutions to provide citizen-oriented and fair public services, that will improve the living conditions of citizens at the local level. In order to achieve this goal, GIZ provides advisory support to partner institutions in improving their legal and institutional framework conditions to achieve the set objective, which in turn affects the quality of service provision at a local level. Effective planning and implementation of program budgets bears particular importance in improving the quality of service. One of the factors hindering the improvement of the program budgets on municipal level is the difficulty to obtain reliable and fact-based statistics and the absence of systematization.

In this regard, within the framework of GIZ Good Governance for Local Development Programme recommendations for municipalities on generation and systematization of statistics in the context of program budgets has been elaborated in 2020.

The aim of the document is to support the municipalities to elaborate program budgets throughout the planning and reporting process. Namely, the recommendations aim at assisting the municipalities in obtaining relevant statistics in order to define basic and target index of

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programs' and sub-programs' indicators. Georgia's budgetary arrangement, requirements for elaborating and reporting the municipal budget, structure of the municipal budget and other circumstances have been considered while elaborating the methodology.

Methods and instruments for collecting statistics, methods for identification and utilization of the instruments for collecting statistics, process of collecting information, management and analysis of the collected statistics and other issues are considered in the methodology.

Additionally, examples of international practice in generation of statistics on a local level, as well as the indicators for evaluating the management of public finances in the context of gender are included in the document.

### **3. Objective of the call for proposals**

The consulting company is requested to obtain and/or process relevant statistics for assessment indicators of programs and sub-programs envisaged under the local budget of 5 selected municipalities. The work should be performed by using the methodology of obtaining and systemizing statistics for municipal programs.

The work should be performed in the following 5 municipalities:

1. Rustavi city municipality;
2. Zugdidi municipality;
3. Ozurgeti municipality;
4. Gurjaani municipality;
5. Keda municipality;

### **4. Scope of assignment**

The service provider shall perform the following service within the pilot municipalities:

- ❖ Overview of all budget documents containing municipal programs. Including: the priority document of the municipality, interim action plan of the municipality, annual budget of the municipality, program annex of the annual budget etc.
- ❖ Based on the overviewed budget documents, determine the compliance of municipal programs with the #385 Order of the Minister of Finances of Georgia on 'Adoption of Rules and Methodology of Program Budgeting' dated from 9 July 2011. Particular attention should be drawn to statistics presented in programs and sub-programs, based on which assessment indicators of programs and sub-programs are defined.
- ❖ Collect and/or obtain statistics for **no less than 3** programs (sub-programs) in each municipality. It is crucial to collect/obtain such statistics that could be utilized to evaluate the indicator of feasible outcome of the corresponding program (sub-program).
- ❖ Acquire/create relevant statistical data on gender-sensitive programmes (coordinate and comply with the gender equality/gender budgeting directions supported by GGLD)
- ❖ Totally **no less than 15** programs (sub-programs) will be selected in such a manner to include all six priorities of the municipal budget: governance and services of general

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purpose; development of infrastructure; cleaning and environmental protection; education; culture, sports and youth; health protection and social security.

- ❖ Present the report that includes the statistics necessary to define the basic and target index of the assessment indicators for no less than 3 programs (sub-programs) for each municipality. Additionally, methods and instruments for collecting/obtaining statistics, the source of the obtained statistics, frequency of further utilization and collection of statistics should be indicated for each data.
- ❖ Elaborate recommendations to ensure that in the future similar work is successfully performed by the municipality. The recommendations should contain the information on the implementation methods and approaches, strengths and weaknesses of the system.

### **5. Estimated period of assignment and reporting**

Start date: 11.03. 2021

End date: 31.05.2021

Reporting will be conducted by accomplishing all tasks of assignment.

The final payment will be performed based on the submitted final report (estimated on 31.05. 2021). 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.

The reporting on the performance of the work should be made in Georgian language. While, the main summary of the assessment part should be also performed in English.

### **6. Other terms**

- The service provider shall regularly inform GIZ on the abovementioned activities and will agree all individual events with GIZ.
- According to the agreement with GIZ, the service provider shall closely cooperate with and shall regularly inform the representatives of the Ministry of Regional Development and Infrastructure (MRDI) and Ministry of Financies on the progress of the project throughout the implementation process.

### **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 –

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governance in the fields of municipal finances, municipal statistics, financial reporting. (Proposal should demonstrate specific experience on conducting similar assignments).

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; Implementation plan should contain the information on the methods and instruments for collecting/obtaining statistics that will be applied: to the management and regulation programs, to the service provision programs, to the subsidy programs and to the infrastructure/ capital programs as well as the plan for future management, analysis and application of the collected/obtained statistics.
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. Budget cost efficiency.

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

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

##### *2.4 Persons involved in the project and their functions*

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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	<b>Expert Fee**</b>					
1.1		[month or man-day]				
1.2						
1.3						
	...					
	<b>sum</b>					
2	<b>Other costs (if relevant)</b>					
2.1	Transportation					
2.2	Accommodation					
2.3	Hotel costs					
2.4	Per-diem	15 GEL				
2.5	...					
	<b>Sum</b>					
	<b>Total sum</b>					

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.

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

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 §10.4 of the General Terms of contract / Annex4)