

Supporting Selected Municipalities in Mainstreaming and Strengthening Gender Equality

The GIZ programme *Good Governance for Local Development, South Caucasus* (GGLD) invites organisations to submit proposals for a consultancy service.

1. Brief information about the GIZ programme

Title: Good Governance for Local Development, South Caucasus (GGLD)

GGLD 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: Public institutions in the South Caucasus at the national and sub-national levels are better able to provide citizen-oriented services.

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 cross-border learning and exchange of experiences.

Commissioning period: 01/04/2020 – 31/03/2023

2. Context of the Assignment

The objective of GGLD is to support public institutions in providing citizen-oriented, fair and qualitative services that improve the living conditions of the population at the local level. To achieve this objective, GIZ provides advisory support to Georgian municipalities to develop policies that ensure equal consideration of the interests of all groups of the population groups - irrespective of their gender - in the municipalities' institutional mechanisms and policy-making. Such policies will not only institutionalise gender equality, but, ultimately ensure the efficient use of resources and the provision of needs-oriented services.

In recent years, numerous reforms supporting gender equality have been undertaken in Georgia at all levels of government. Among the most crucial steps towards mainstreaming gender equality into Georgian institutions and policy-making is the establishment of gender councils and gender focal points on central and local government levels: In 2016, the 'Law of Gender Equality' was amended and now compels local governments to ensure gender equality on the ground. The law obliges all municipalities to appoint focal points for gender issues and to establish gender equality councils. To comply with these legal amendments, all Georgian municipalities have in the meantime formulated respective measures for gender equality. However, the practical implementation of these measures on the local level remains challenging at best. Often the measures are not put into practice at all.

In addition, in January 2018, amendments to the Constitution of Georgia, which shall significantly improve gender equality, entered into force. Through amending Article 11 of the Constitution was ,Georgia strengthened the prerequisites for ensuring substantial gender equality in the country.

In 2021, GGLD supported and consulted 10 municipalities (see list under 4.) in the development of gender equality policy documents (Gender Equality Strategy, Gender Equality Action Plan) based on previously formulated recommendations. The policy documents have been approved in most of the target municipalities and / or final working versions have been developed for approval.

To ensure a sustainable implementation of these elaborated standards, GGLD continues its consulting activities in 2022 in the selected municipalities. The continued support shall now focus on the implementation of specific activities formulated in the respective Municipal Gender Equality Action Plan and on further promoting the implementation of gender equality policies at the local level.

3. Objective of the consulting

The main objective of the tendered consulting service is to mainstream gender equality into municipal policy making and to strengthen institutional mechanisms for gender equality. This includes the following sub-goals:

1. Increasing the competence and capacities of decision-makers / members of the municipal Gender Equality Councils / gender focal points
2. Strengthening institutional mechanisms for gender equality at the local level by facilitating the implementation of selected activities formulated in the Municipal Gender Equality Action Plans;
3. Increasing the visibility of the work of the Gender Equality Councils on the local level in the target municipalities through sharing and promoting good practices and initiatives implemented by municipalities during the last three years.

4. Scope of Work

The consulting service shall be implemented in the same municipalities that were supported in 2021:

1. Rustavi Municipality;
2. Zugdidi Municipality;
3. Ozrugeti Municipality;
4. Gurjaani Municipality;
5. Keda Municipality;
6. Khashuri Municipality;
7. Kharagauli Municipality;
8. Ambrolauri Municipality;
9. Kazbegi Municipality;
10. Aspindza Municipality

The contractor shall provide consulting services to the 10 above-listed municipalities. This service includes

1. Strengthen the capacities of decision-makers, members of the municipal Gender Equality Councils as well as gender focal points of the municipalities by providing the trainings and on-job-coaching.
2. supporting the implementation of selected actions formulated in the respective municipal Gender Equality Action Plans,

3. Raising awareness among the population of the municipalities on gender equality, including the work of gender equality councils and the promotion of good practices implemented by the municipalities during the last three years

The service provider shall, throughout the whole assignment, closely cooperate and coordinate with stakeholders working on the improvement of institutional mechanisms for gender equality and gender mainstreaming on the central and local levels.

The assignment includes both in-person visits to the municipalities as well as online meetings.

5. Interim and final report

- 5.1. The service provider shall hand in an **interim report** no later than 15.07.2022 which includes the tasks mentioned under 1 and 2 (defined under 4):
 - ✓ Information about activities carried out to enhance the knowledge and expertise of personnel involved in decision-making process/ members of gender equality councils/ gender focal points;
 - ✓ Information about the selection/ implementation of selected actions formulated in the respective municipal Gender Equality Action Plans,
- 5.2. The service provider shall hand in a **final report** no later than 31.10.2022, that displays
 - A description of all conducted activities during the assignment period (as defined under 4)
 - Results and findings achieved through the activities
 - A reflection on the gained experiences of the service provider
 - An analysis of strengths and weaknesses of the existing gender equality policy/ institutional system
 - A depiction of further good practice examples of mainstreaming gender equality in local institutional policy making and mechanisms (which were implemented during the assignment period)
 - Recommendations that can be shared with other municipalities and stakeholders (on implementation methods and approaches).

Both reports shall be written in Georgian and in addition include an executive summary in English.

6. Tentative contract period and payment:

Start date: 16.05.2022

End date: 31.10.2022

The interim payment will be issued after the submission of the interim report (15.07.2022).

The final payment will be issued after the submission of the final report (31.10.2022).

7. Other terms

During the implementation of the assignment the service provider shall

- regularly inform GIZ on the above-mentioned activities and obtain GIZ's approval for all individual activities
- ensure close cooperation with the decision-making authorities on the central and local levels, as well as with all relevant different stakeholders working on the improvement of institutional mechanisms for gender equality
- closely cooperate with and regularly inform the representatives of the Ministry of Regional Development and Infrastructure (MRDI) of Georgia on her/his assignment's progress

8. Selection and submission of a proposal

The provider for this consultancy service will be selected based on a competition.

Eligible to participate in the competition are: Entrepreneurial (LLC) and non-entrepreneurial legal entities (NLC, NPO), legal entities under public law (LEPL), non-governmental organizations (NGOs) as well as further civil society organizations.

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

Selection criteria

The service provider for the consultancy service will be selected based on the following criteria:

1. Experience of the organisation/ team: Minimum 10 years of experience in executing similar projects in the field of gender equality including in establishing and implementing institutional mechanisms for gender equality at the local level. The experience of the organisation/team on implementing similar assignments should be verified within the application.
2. Qualification of the respective experts assigned to the tasks outlined in the ToR: The expert(s) are required to have at least 5 years of proven experience in developing and implementing similar projects as listed in ToR (such as mainstreaming gender equality into policies and institutions, drafting/implementing strategies and action plans for gender equality, elaboration/implementing gender mainstreaming instruments). References to such work/projects shall be included in respective CVs.
3. The quality and compliance of the technical offer for achieving the specific objectives and regulations listed in the Terms of Reference (ToR) (including description of the assignment, the intended goals, the implementation plan, activities to complete the assignment and implementation schedule).
4. Efficiency of the activities and implementation schedule (that lists number of workdays per tasks)
5. Efficiency of budget allocation/calculation

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

Assignment of personnel

In the period from 16.05.2022 to 31.10.2022 for the implementation of the services described in these ToR up to 5 experts (in total up to 132 expert days) are planned:

Below, a 'standard' – generic requirement is presented. The bidder can, if he/she wishes, use this 'standard template'; alternatively, he/she can, with justifications, present alternative structure.

Personell	Expert days (max)
Project Manager	30 days
Gender Expert	27 days
Expert on Gender Statistics	25 days
Expert on local self-government issues	25 days
Project Assistant	25 days

Submission of Application

Applications shall be submitted in English and Georgian and shall contain two parts: A technical offer and a financial offer.

The technical offer shall contain the following information (according to the recommended structure):

1. Title page

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

2. Title of assignment and implementation period (month/year-month/year)

2.1 Description of assignment and goals

2.2. General Implementation plan (in compliance with the terms of reference under this tender announcement);

2.3 Activities planned to complete the assignment 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

Please, include a list with all persons and their functions, who will be involved in the implementation of the assignment (all included persons shall, in addition, be inserted in the budget section of the respective section ("Expert Fee") of the financial proposal).

2.5 Annex

Respective Resumes (CV) of the staff involved in the implementation of the assignment

Any additional relevant information applicants may like to attach to the application.

The 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	Expert Fee**					
1.1		[man-day]				
1.2						
1.3						
	...					
	sum					
2	Other costs (if relevant)					
2.1	Transportation					
2.2	Accommodation					
2.3	Hotel costs					
2.4						
2.5	...					
	Sum					
	Total sum					

The budget should not contain costs that are not relevant for the activities of the assignment. Ongoing costs of the organisation will not be covered by the budget for this assignment.

*** 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.