

Support to the introduction of participatory budgeting in selected Georgian municipalities in line with the key principles of Agenda 2030

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

1. Brief description of the Programme

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

Programme Objective: Citizen-oriented services of public institutions improve the living conditions of the population at the local level in a sustainable, environmentally friendly manner and in accordance with the principles of democracy, the rule of law and transparency.

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

Legislative framework on citizen participation at the local level has been improved over the course of last years. Organic law of Georgia “Local Self-government Code” foresees different forms and guarantees for civic participation. Issues related to civic participation at the local level are envisaged under various international and national strategic documents. Strategic objective 3.3. of the Decentralization Strategy of Georgia 2020-2025 foresees facilitation of effective participation in decision-making and implementation processes at a local level. In 2019, the parliament of Georgia ratified the Additional Protocol to the European Charter of Local Self-Government on the right to participate in the affairs of a local authority.

There are no specific regulations concerning citizen participation in budgetary processes in the legislation. However, Georgian Local Self-Government Code and Budget Code regulate budget transparency related issues. Strengthening participatory mechanisms in budgetary processes are

envisaged under Public Finance Management Reform Strategy 2018-2021. Despite the mentioned, public participation level in budgetary processes is still challenging. According to the Open Budget Survey 2019, Georgia has high scores for transparency and budget oversight components, however public participation score is relatively low (28).

Citizen participation in budgetary processes can be ensured in different forms. Civic participation is important at each stage of local budgeting: during drafting and implementation of budget, as well as at the reporting stage. Citizens' budgets play important role in increasing knowledge and awareness of citizens and raising trust towards the local self-governments. According to current legislation citizens' budget is not the mandatory component of local budgeting, however the process gradually takes place in various municipalities.

Strengthening the participatory mechanisms in local service delivery is one of the priorities envisaged under the Memoranda of Understanding between GIZ Good Governance for Local Development Module (GGLD), the Ministry of Regional Development and Infrastructure of Georgia (MRDI) and the Ministry of Finance of Georgia (MoF). Therefore, GIZ supports the municipalities in introduction of different forms of participation including participatory budgeting.

Moreover, since January 2021 GGLD has launched the implementation of the new component – support to localization of Agenda 2030 and its key principles (in particular, leave no one behind, inclusiveness and accountability). The mentioned principles are of utmost importance while supporting the introduction of participatory budgeting in Georgian municipalities in line with the Goal 16 (target 7) of the Agenda 2030 (participatory and inclusive decision-making at all government levels).

During 2020-2021, with the support of GGLD, participatory budgeting process was conducted in Keda, Rustavi, Sagarejo, Lagodekhi, Oni, Senaki and Kharagauli municipalities. As a result, in 2021, out of 480 project ideas submitted by the citizens in 7 municipalities, 96 ideas were envisaged into municipal budgets totally worth of two million GEL.

In addition, in 2022 GIZ will support introduction of participatory budgeting processes in Khashuri, Bolnisi and Kazbegi municipalities.

3. Objective of the Assignment

3.1. The objective of the service is to support introduction of participatory budgeting Khashuri, Bolnisi and Kazbegi municipalities in line with the key principles of Agenda 2030. More precisely:

- Detailed planning of participatory budgeting processes 2022;
- Preparation of legislative/normative framework of participatory budgeting;
- Support in application of necessary electronic tools in implementation process;
- Elaboration and implementation of communication plan/strategy for informing citizens on processes related to participatory budgeting in line with the key principles of Agenda 2030 (Leave no one behind and equal inclusion of all groups of population);

- Support municipal representatives with individual/group consultations in order to effectively plan and implement participatory budgeting processes, including peer-to-peer learning concept to bring the involved municipalities together with different target groups (e.g. CSOs) for experience exchange.
- Analyze the challenges identified in the process and prepare respective conclusions and recommendations to overcome them.

4. Scope of the Assignment

Within the frames of the assignment a service provider shall perform the following tasks:

- Prepare a detailed action plan with timeline and activities, their implementation methods, that should be in line with the stages of budgetary processes defined by the Budget Code of Georgia;
- Elaborate a draft normative (legal) act, that regulates the participatory budgeting processes at municipality. The document should foresee the stages of implementation of participatory budgeting, assignments to be fulfilled during each stage, persons involved at each stage of implementation, their responsibilities and other related issues. Hereby, elaborated legal act should be in line with the following quality criteria:
 - *inclusive (LNOB, Leave no one behind)*
 - *gender-sensitive*
 - *online availability (in remote areas)*
 - *access to online media guaranteed or alternative participation offered*
 - *data protection / privacy guaranteed*
 - *procedures promote accountability*
- The different stages of implementation of participatory budgeting project (information campaign, submission/selection of projects, voting procedures, identification of winning projects/insertion into budget) should be conducted in line with the key principles of Agenda 2030 and abovementioned quality criteria.
- Consider gender aspects during the preparation, implementation and reporting stages of participatory budgeting;
- Elaborate the methodology for submission and selection of project proposals/ideas;
- Support to municipalities in application of electronic platforms that would enable them to receive applications and organize voting within the frames of participatory budgeting process; the platform should have links with the municipal web-pages;
- Conduct information meetings and ensure consultations to the municipal representatives during the process, including peer-to-peer learning concept to bring the involved municipalities together with different target groups (e.g. CSOs) for experience exchange (at least two times - kick-off and final workshops);
- Elaborate different presentation material (MS Power Point Presentation, posters, flayers) for communication with different groups of citizens, where the importance of SDG goal 16 and the key principles of Agenda 2030 will be demonstrated;

- Organize information meetings with different target groups in each municipality. During the planning of the information meetings all groups of society should be considered, including women and youth. Formats of information meetings should be changed depending on the situation created due to the COVID-19 pandemic;
- Conduct public relations campaign according to pre-elaborated plan, including video/infographic clips about submission of project proposals, voting procedures, announcing winners; during planning and implementation of information campaign specifications of different target groups should be taken into consideration; The whole cycle of the information campaign should be conducted in line with the principles of LNOB, inclusiveness;
- Prepare, print and release posters and flayers that should be displaced at public places and distributed among citizens;
- Organize meetings with population together with the respective municipal units; all groups of population should be considered during the selection of participants for the meetings (including women, youth and different vulnerable groups (depending on municipalities). During the meetings healthcare situation entailed due to COVID-19 pandemic should be taken into account;
- Organize different media activities within the frames of public relations campaign (including online and print media). Media activities should include drafting and releasing Facebook posts (boosting), preparation and release TV and radio shows (in case of availability of local TV/radio broadcaster), publication of information in printing press, other related activities. The mentioned shall be done at all stages of participatory budgeting: during submission of applications, voting, informing population on winning projects.
- Support to municipalities in selection of project proposals according to initial selection criteria and preparing for the voting stage;
- Support the financial services at municipalities to prepare the selected projects within the format defined under the Order of the Minister of Finance of Georgia #385 dated July ,8 2011 “on approval of the programme budget drafting methodology” in order to consider the project proposal(s) under the draft municipal budgets 2023.
- Support to the respective municipal divisions to elaborate baseline and target values of assessment indicators for the winning projects in line with the methodology of elaboration of program budgets approved by the Minister of Finance of Georgia;
- Elaborate the methodology for the monitoring of implementation of winning projects;
- Analyze the challenges identified within the project frames and submit respective conclusions and recommendations on how to overcome the identified challenges in order to continue the process and scale up the participatory budgeting project in other municipalities (identified challenges, their root causes and respective solutions);

Approximate timeline and number of working days

Tasks	Deliverables	Timeline	Approx. number of expert days
Development of detailed work plan	Elaborated work plan including detailed methodology for the achievement of project deliverables	Within one week after signing a contract	Up to 5 expert days
Elaboration of Normative framework for municipalities, institutionalization of PB (including elaboration of the monitoring methodology for the winning projects)	Elaborated legislative acts approved by municipal councils and/or Mayors	Mid-June, 2022	Up to 25 expert days
Support to municipalities in application of online platforms	Created and applied online tools	Different stages of the project (submission of proposals, voting stage)	Up to 15 expert days
Information campaign	Elaborated and released communication material (ppt presentations, posters, flyers, videos, articles, FB posts, TV shows, online media coverage, etc.), conducted information meetings	Different stages of the project (June – October)	Up to 30 expert days
Trainings and consultations of municipal staff including peer-to-peer exchange formats	Training material, project report with respective annexes (e.g. list of participants, agenda, photos)	During the project cycle	Up to 15 expert days
Target group meetings at municipalities	Meetings with respective target groups at municipalities	Within the frames of information campaign	Up to 15 expert days
Support to municipalities in pre-selection of submitted project proposals and conducting the public voting	List of selected project proposals (aggregated by authors (male/female, age groups); Results of the public voting	Different timeline for municipalities	Up to 10 expert days

Tasks	Deliverables	Timeline	Approx. number of expert days
Support to municipalities in preparing the selected projects within the format defined under the Order of the Minister of Finance of Georgia #385 dated July ,8 2011	Excerpts from draft municipal budgets	November 15, 2022	Up to 10 expert days
Submission of mid-term and final reports including the analysis of practical challenges and respective recommendations	Respective reports and analytical document	Mid-term and final stages of the project	Up to 10 expert days

5. Reporting

- 5.1. Submit mid-term and final reports on project implementation. Reports should also include the assessment and analysis of strength and weaknesses and respective recommendations with regard to the changes to be made for the next fiscal year.
- 5.2. Reporting shall be made in Georgian. Executive summary of the mid-term and final reports shall be also submitted in English. Final report shall be submitted in one document according to the structure and content defined by the terms of reference.

6. Other terms

- 6.1. 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.
- 6.2. During the performance of the assignment, service provider shall meet the personal data protection standards envisaged by the legislation.

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), 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 - government and citizen participation in municipal budgeting.
2. The technical proposal shall explain in detail how the company will plan the work and perform the objectives listed in the Terms of Reference (ToR) document considering such aspects as compliance with the ToR, implementation methodology, 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 five years of working experience in the field of budget planning and implementation and at least last three years of proven experience in development and implementation of similar projects in the field of local self-government and citizen participation in municipal budgeting. 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.

Project Duration and payments

Tentative contract period for the service will be **20.05.2022 – 20.11.2022**.
Within the frames of the contract the payments will be made gradually.

Submission of Application

Application should be submitted in English.

Technical proposal should contain the following information (*recommended structure of the proposal*):

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 methodology (shall be in compliance with the terms of reference under this tender announcement);

2.3 Activities defined by the project and implementation schedule

#	Activity	May	June	July	August	September	...	Comment
1	X							[If Relevant]
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 will be respectively indicated in the budget.

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/expert fee**					
1.1		[month or man-day]				
1.2						

1.3						
	...					
	sum					
2	Other costs					
2.1	Business trip costs					
2.2	Hotel costs (meetings), catering					
2.3	Various PR and media products					
2.4	...					
2.5	...					
	Sum					
	Total sum					

*** indicated 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. Neither ongoing costs of the organization nor any kind of debt will be covered from the budget.