

Annex 1

Supporting Selected Municipalities in Collecting of Statistics for Program Budgets

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 the public institutions to provide citizen-oriented and fair public services, that will improve the living conditions of citizens at the local level. To achieve this objective, 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 GGLD methodological 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 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.

In 2021, GGLD piloted the methodology implementation in five selected municipalities (Rustavi, Zugdidi, Ozurgeti, Gurjaani and Keda).

3. Objective of the consulting

The main objective of the consulting service is to review and update “The methodology for municipalities on generation and systematization of statistics in the context of program budgets” based on the experience gained during the piloting in 2021. In addition, based on the amended methodology to obtain and/or process relevant statistical data for assessment indicators of programs and sub-programs envisaged under the local budgets of 5 selected municipalities (selection should be ensured based on the pre-defined criteria).

4. Scope of Work

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

1. Update “The methodology for municipalities on generation and systematization of statistics in the context of program budgets”:
 - ❖ Analyze the results of piloting the methodology in 2021 and reflect the gained experiences in respectively updated version of methodology.
 - ❖ Review the updated version of “The methodology for municipalities on generation and systematization of statistics in the context of program budgets” together with Ministry of Finance of Georgia
2. Obtain and/or process relevant statistics for assessment indicators of programs and sub-programs envisaged under the local budget of 5 selected municipalities based on the updated methodology:
 - ❖ Selection of 5 pilot municipalities based on elaborated criteria.
 - ❖ Overview of all budget documents containing municipal programs of selected municipalities. 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 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.

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

5. Tentative contract period and payment:

Start date: 22.06.2022

End date: 22.08.2022

The final payment will be issued after the submission of the final report (22.08.2022).

6. Reporting

The service provider shall hand in a **final report** no later than 22.08.2022, that displays

- A description of all conducted activities during the assignment period
- Results and findings achieved through the activities
- A reflection on the gained experiences of the service provider
- An analysis of strengths and weaknesses of local statistic for program budget system
- A depiction of further good practice examples (which were implemented during the assignment period). Recommendations that can be shared with MoF and other municipalities/stakeholders (on implementation methods and approaches).

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

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 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.

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: Minimum 5 years of experience in executing similar projects projects in the area of local self – governance in the fields of municipal finances, municipal statistics, financial reporting. The experience of the organization 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 municipal finances, municipal statistics, financial reporting). 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 22.06. 2022 to 22.08.2022 for the implementation of the services described in these ToR up to 4 experts (in total up to 69 expert days) are planned:

Personnel	Expert days (max)
Project Manager	22 days
Program Budget Expert	20 days
Expert on Statistics	17 days
Project Assistant	10 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 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						
1.4	...					
	sum					
2	Other costs (if relevant)					
2.1	Transportation					
2.2	Accommodation					
	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.