

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 Programme - Good financial Governance in Georgia (GFG) invites organizations to submit the proposals for consultancy services.

1. Brief description of the Project

Project Name: Good Financial Governance in Georgia (GFG)

Project Objective: Selected Georgian municipalities plan and implement their budgets in a more results-oriented, gender-sensitive and participatory way.

Basic fields of action:

- 1) Result-oriented and cost-efficient municipal planning is ensured;
- 2) Accountability of local self-governments in public finance management and budget implementation is strengthened;
- 3) Citizen participation is ensured in municipal budgeting, good practice examples are scaled-up through extensive stakeholder dialogue formats.

Project duration: 01/06/2023 – 01/06/2026

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 Strategies.

Despite the existence of legislative framework, public participation in budgeting, including local budgeting, remains a key challenging topic for Georgia. This is also proved by the results of the Open Budget Survey published in 2022. Public Participation score for Georgia is relatedly low

(44), whereas in transparency and budget oversight Georgia has high achievements and by average scores holds first place in ranking among 120 countries.

During 2020-2022, within the frames of the programme “Good Governance for Local Development”, GIZ supported implementation of participatory budgeting approaches in 12 Georgian municipalities. As a result, during the last three years, municipalities allocated around 4 770 000 GEL from their own budgets and financed 124 project ideas. In total, 23 060 citizens participated in submitting the proposals and voting for the project ideas. In order to ensure sustainability of the achieved results and scaling up participation practices in other municipalities, within the frames of GFG programme, GIZ continues its assistance to the introduction of citizen participation instruments, including active engagement of civil society, in municipal budget planning and implementation processes. For the mentioned purpose, GIZ will support participatory budgeting processes **in Rustavi, Telavi and Dusheti municipalities**.

3. Goal of the Assignment

Goal of the assignment is to support introduction of participatory budgeting and inclusion of citizens/local civil society organizations in the local decision-making processes in Rustavi, Telavi and Dusheti municipalities in line with the goal 16 of the Sustainable Development Agenda 2030 and its key principles.

4. Scope of the Assignment

In order to ensure fulfillment of the mentioned objective, within the frames of the assignment a service provider shall perform the following tasks:

- Prepare a detailed action plan for the implementation of the projects in selected municipalities 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;
- Support to the self-governing city Rustavi to review and update legal documents regulating participatory budgeting process in Rustavi municipality.
- Support Telavi and Dusheti municipalities to elaborate draft legal acts for further approval, that regulates the participatory budgeting processes at municipalities. 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: *Inclusiveness (LNOB, Leave no one behind), gender-sensitiveness, online availability, access to online media, data protection, accountability procedures*.

- Support and consult the working groups created in municipalities at different stages of implementation of Participatory budgeting projects (information campaign, submission/selection of project ideas, voting procedures, identifying winning ideas, reflection into budget of the winning ideas);
- Support municipalities in foreseeing gender aspects during the preparation, implementation and reporting stages of participatory budgeting; support local self-government units to implement the process in close coordination with the gender equality councils;
- Support self-governing city Rustavi in revising/updating the methodology for submission and selection of project proposals; Support Telavi and Dusheti municipalities in elaboration of the methodology for submission and selection of project proposals considering the specificity of particular municipalities;
- Support to municipalities in application of already existing electronic platforms (created within the frames of previous programme cycles) that would enable them to receive applications and organize voting within the frames of participatory budgeting process; support municipalities to link the platform with respective 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 (including civil society organizations) for experience exchange (at least two times - kick-off and final workshops);
- Support municipalities in elaboration and dissemination of different presentation material (MS Power Point Presentation, posters, flyers) for communication with different groups of citizens;
- Support the municipalities in organizing information meetings with different target groups in each municipality. During the planning of the information meetings all groups of society should be considered, including but not limited to the local civil society, women and youth;
- Support to strengthen cooperation between local governments and local civil society organizations/initiative groups. For this purpose, ensure organization of workshops for local civil society organizations to elaborate and submit the project ideas **(at least 6 workshop (at least two workshops per municipality) for local civil society organizations/initiative groups and up to 10 submitted project ideas from CSOs/initiative groups in all three municipalities, also in cooperation with the private sector)**;
Influence of elaborated and submitted project ideas on different target groups (including men and women) should be explained and justified;
- 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 and inclusiveness;
- Prepare, print and release posters and flyers that should be displaced at public places and distributed among citizens;

- In order to inform the society about the project, support municipalities to organize meetings with local population; all groups of population should be considered during the selection of participants for the meetings (including women, youth (e.g. students of Telavi municipality) and different vulnerable groups (depending on municipalities);
- 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 in particular municipality), 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 Rustavi, Telavi and Dusheti municipalities in selection of project proposals according to initial selection criteria defined by respective decree/order regulating participatory budgeting processes and prepare 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 2024;
- 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;
- Support the municipalities to review and if needed update the methodology for the monitoring of implementation of winning projects (adapt to the needs of particular municipality);
- 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);
- In addition, prepare recommendations for the central government on further steps to scale up the good practices of participatory budgeting in other Georgian municipalities and supporting the multi-stakeholder dialogue on this topic.

Approximate timeline and number of working days

Tasks	Deliverables	Timeline	Approx. number of expert days
Development of detailed work plan of the project for all three municipalities	Elaborated work plan including detailed methodology for the achievement of project deliverables	Within one week after signing a contract	Up to 3 expert days
Support municipalities to review and update/elaborate legal framework, institutionalization of PB (including the monitoring methodology for the winning projects)	Updated, elaborated legal acts approved by municipal councils and/or a Mayor	July – August, 2023	Up to 15 expert days
Support to municipalities in application of online platforms	Created/updated and applied online tools	Different stages of the project (submission of proposals, voting stage)	Up to 15 expert days
Support in conducting the 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 implementation (July – October, 2023)	Up to 35 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 entire project cycle	Up to 20 expert days
Organization of workshops for civil society organizations/local initiative groups in order to elaborate and submit project proposals; support to the civil society organizations in elaboration of project proposals	Workshop materials (photos, agenda, handouts, list of participants); number of elaborated project proposals; number of submitted project proposals; including winning project ideas that were reflected into municipal budgets.	August – October, 2023	Up to 20 expert days

Tasks	Deliverables	Timeline	Approx. number of expert days
Target (focus) group meetings at municipalities	Material from the meetings with respective target groups at municipalities (e.g. ppts, agenda, photos, list of participants)	Within the frames of information campaign	Up to 20 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 12 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, 2023	Up to 5 expert days
Submission of mid-term and final reports including the analysis of practical challenges and respective recommendations to scale up the practice in other Georgian municipalities	Respective reports and analytical document	Mid-term and final stages of the project	Up to 5 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/civil society engagement 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 the relevant professional experience and qualifications as indicated below under the section: **“Professional experience of presented team”**;
5. Budget cost efficiency.

General Professional experience of presented experts/team:

- At least 5 years of experience in budgeting, municipal budgeting, participatory budgeting, planning and implementing public outreach campaigns;
- Experience working with and knowledge of local self-governments in Georgia (relevant information should be attached);
- Experience working with and knowledge of local civil society organizations;
- Experience in working with international organizations
- At least two implemented projects of similar nature (information should be attached)

- Good command of written and spoken Georgian. Good knowledge of English of at least one expert.

Suggested experts should possess:

Expert 1 (team leader)

- University degree in public administration, public finances, economics, public relations or comparable academic background; (2.1.1 of assessment grid)
- At least five years of working experience in managing similar projects; (2.1.3 of assessment grid)
- Expert level competences in the area of local self-government, program budgeting, municipal budgeting, participatory budgeting; (2.1.4 of assessment grid)
- Strong analytical and writing skills and experience in producing analytical documents; (2.1.3 of assessment grid)
- Good command of written and spoken Georgian; Good command of written and spoken English; (2.1.2 of assessment grid)
- Excellent communication and coordination skills between various stakeholders (2.1.3; 2.1.5 of assessment grid);
- Experience in working with international organizations (2.1.3 of assessment grid).

Pool of experts (participatory budgeting experts for three municipalities)

- University degree in public administration, public finances, economics, public relations or comparable academic background; (2.6.1 of assessment grid)
- Expert level competences in the area of local self-government, municipal budgeting, participatory budgeting, planning and conducting information campaigns; (2.6.4 of assessment grid)
- Additional competences in electronic participation, communications, gender, personal data protection, localizing SDGs; (2.6.4 of assessment grid)
- Experience in working with civil society organizations; (2.6.3 of assessment grid)
- Practical experience in drafting project proposals; (2.6.4 of assessment grid)
- Excellent communication and coordination skills with various stakeholders (2.6.3 of assessment grid);
- Good command of written and spoken Georgian; Good knowledge of English would be a preference; (2.6.2 of assessment grid).

Expert 5 (support staff – if necessary)

- Graduate or undergraduate level of education;
- Good communication and coordination skills;
- Good command of written and spoken Georgian;

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

Note: *Expected number of experts (including support staff) suggested by a bidder for the given assignment is up to five.*

Project Duration and payments

Tentative contract period for the service will be **10.07.2023 – 20.11.2023**.
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	July	August	September	October	...	Comment
1	X						<i>[If Relevant]</i>
2	Y						
3	Z						

...	...						
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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.

The Financial offer

The attached price schedule is required to be used for the preparation of the financial offer.

Please calculate your price bid in line with sample costing requirements specified in the attached price schedule.

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.

NOTE: *GIZ is released from VAT payment in Georgia when purchasing different types of services/goods, therefore, budget should be submitted without VAT. However, potential service providers should consider that they will not be released from VAT payment when purchasing goods/services within the frames of the given assignment.*

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