

Support to the introduction of participatory budgeting in selected municipalities of Georgia

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.

Terms of Reference:

1. Brief description of the Programme

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

Module Objective: public institutions in the South Caucasus region are better able to provide citizen-oriented public services at the local level.

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 low. According to the Open Budget Survey 2019, Georgia has high scores for transparency and budget oversight components, however public participation score is relatively low.

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.

3. Objective of the Assignment

The objective of the assignment is to support Rustavi, Mtskheta and Sagarejo municipalities in introduction of participatory budgeting. More precisely:

- Detailed planning of participatory budgeting processes;
- 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;
- Support municipal representatives with trainings and 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.

- Provide recommendations on how each of the targeted LGAs could share their knowledge with surrounding LGAs;
- Elaborate on solutions and include them in an upscaling concept to be handed over with experiences (opportunities and challenges of participation in budgetary processes) and conclusions from this assignment to the MoF and MRDI.

4. Scope of the Assignment

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

- Within the 7-day period from entering into the contract, 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*
- Consider gender aspects during the preparation, implementation and reporting stages of participatory budgeting; hereby, service provider shall submit specific ideas/framework for consideration of gender aspects under the project implementation methodology;
- 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;
- Provide trainings and 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 3 times - kick-off and information WS, mid- and final WS);

- Elaborate different presentation material (MS Power Point Presentation, posters, flayers) for communication with different groups of citizens;
- Organize focus group meetings in each municipality. Focus groups should be composed of the members of all groups of society, including one focus group composed of women. At the focus groups discussions should be conducted about participatory budgeting and presentation material should be tested;
- 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;
- 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). 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 budget 2021.
- 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;
- Provide recommendations on how each of the targeted LGAs could share their knowledge with surrounding LGAs in their regions;

- Elaborate on solutions to be included in an upscaling concept to be handed over with experiences (opportunities and challenges of participation in budgetary processes) and conclusions from this assignment. The recommendations should be discussed with the MoF, MRDI and GIZ;

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. Proposal should demonstrate specific experience in conducting similar studies.
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 two 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 **15.08.2020 – 20.11.2020**.

Within the frames of the contract the payments will be made gradually.

Submission of Application

Application should be submitted in English.

Technical proposal shall 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	August	September	October	November	Comment
1	X					<i>If relevant</i>
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	...					
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.