

Annex 1

Terms of Reference

**Research of good practices and moderation of virtual events on the subject of
health, business and governance at municipal level in times of COVID-19**

In the context of the GIZ-Project

**“Connective Cities – The Community of Practice for Sustainable Urban
Development”**

Project Number: 19.6253.9-001.05

Location: Tbilisi, Georgia

Languages Required: English

Expected timeline: October 2020 – December 2020

1. Context

a. Background information about the project

With its 'Community of Practice for Sustainable Urban Development', the international city platform - Connective Cities (CC) supports a systematic and application-oriented exchange of information and experience on urban solutions between urban actors and practitioners from politics, administration, business, science and civil society in all regions of the world.

Since 2013, Connective Cities has been a cooperation project of the German Association for International Cooperation (GIZ), Engagement Global with its service agency Communities in One World and the German Association of Cities and Towns commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ), which has been extended until March 2022. The implementing partners include selected regional and national associations of cities in Asia, Africa, the Middle East, Southeast Europe and Latin America as well as their member cities.

The project is designed in response to the world's growing population, an unprecedented scale of urbanisation and climate change that are contributing significantly to the fact that municipalities around the world are facing new challenges in urban development. Dealing with these challenges is central to the implementation of Agenda 2030 with its global Sustainable Development Goals (SDGs) and the associated global target systems (Paris Climate Agreement, New Urban Agenda, Sendai Framework for Disaster Risk Reduction).

Through dialogue and learning formats, the Cities Platform aims to mobilize German and international know-how in the field of urban development and

- Provide a portal for the dissemination of experiences with practical relevance
- Identify and network relevant actors in developing, emerging and industrialized countries,
- Promote and moderate specialist and regional working groups,
- Facilitate the exchange of information through international conferences, training courses and study trips
- Offer support in the development of innovative projects,
- Offer help in finding financing possibilities for the implementation of project ideas and
- Evaluate new project approaches and thereby contribute to making use of the experience gained in the learning process

b. Initial situation

In view of the global risk of infection with the corona virus, international, physical exchange formats are not possible at present and will probably also be allowed only to a very limited extent in the course of 2020. Against the background of the corona pandemic, it is very important to exchange experiences and innovative solutions quickly and efficiently across regions, so that cities in partner countries can better prepare for the effects of the pandemic or make their response to local infections more efficient.

In order to allow the planned exchange and to continue the ongoing learning processes in the five world regions (Sub-Saharan Africa, Middle East, Southeast Europe and Caucasus, Latin America and Asia), the international city platform Connective Cities plans to implement virtual formats of various kinds.

2. The task definition for contractor

FT = Expert working days

The Contractor is responsible for providing the following services:

Part 1: Moderation within the framework of the learning processes of Connective Cities:

1. Concept design, implementation and moderation of virtual events within the framework of the learning processes of Connective Cities in the respective field in cooperation with the project team of Connective Cities (10 FT)

Part 2: Research, concept development and moderation of virtual events in the field of health, business and governance as part of the pandemic response at municipal level

2. Research and identification of 10 good practices, solutions or good experiences in the project partner countries globally, according to the quality standards of the project in the field of health, business and governance on the topic of municipal pandemic response and/or within the regional networks of Connective Cities (20 FT)

3. Mobilize the relevant cities and their representatives in partner countries to participate in Connective Cities virtual events and to present their project ideas or good practices to the wider audience

4. Development of the methodical-didactical concept, moderation of at least 5 virtual formats (1-day events) (15 FT)

5. Support the digital preparation of the events for display on the CC website and social media and processing of good practices and/or capacity building in cooperation with the project team

6. Conduct reporting and the final documentation of the complete series of the pandemic exchange of experience (5 FT)

Overview:

	Events /Good Practices	Days	Total
Connective Cities learning process	2 Events	5 days each event	10 FT
Research and processing of good practices and approaches	10 Good Practices		20 FT
Moderation and / or additional technical expertise, capacity building	5 Events / Webinars	3 days for each event	15 FT
Reporting, digital processing and follow-up strategy			5 FT
			50 Days

The following milestones are to be reached and deliverables submitted:

Milestones & deliverables	Date/ Place
Result 1: Concept and program structure created and presented to Connective Cities team	30.10.2020
Result 2: Research - 5 Good Practices identified, and cities representatives mobilized	10.11.2020
Result 3: Moderation of 2 virtual formats was carried out in a result-oriented way	30.11.2020
Result 4: 3 further events were held, another 5 Good Practices identified, and capacity building activities carried out	15.12.2020
Result 5: Learning processes, as well as the reporting and digital processing were carried out	15.12.2020

GIZ shall hire the contractor from 20.10.2020 to 15.12.2020.

The interim payment will be made by 10.11.2020 based on a submission of the first report of assignment (Concept and programme structure). First report should include the following matters:

- Elaboration of criteria to select municipalities for good practices and select municipalities based on identified criteria
- Elaboration of the methodology of the study/research
- Elaboration of questionnaires/surveys
- Create the comprehensive structure of delivering on the results

The final payment will be made as of 15.12.2020 based on the completion of the requested services (incl. virtual events organization) and a submission of a final report. All reports shall be produced in English. The Contractor shall report to the Principal regularly in accordance with the 2017 General Terms and Conditions of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH attached to this ToR.

3. Submission of the proposal and personnel concept

The bidder should describe the methodology in the technical proposal how to deliver on the milestones/objective listed in the ToR, considering the aspects such as compliance with the ToR, implementation plan and timelines of actions.

Further, specific requirements

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Familiarization and use of the digital platform and instruments of Connective Cities designed specifically on the project demand.

Personnel Concept

The bidder should draw up and explain a personnel deployment plan for all the professionals involved in delivering on the requested services. The deployment plan should include the timeframe and the period of involvement as well as the locations of the individual team members. The bidder should describe the scope of duties of the personnel on the basis of their corresponding CVs.

Suggested team composition: A team leader/lead moderator and short-term experts (incl. international and/or national experts deployed to carry out the tasks)

Tasks of the Team leader/Lead Moderator

- Leading the specific tasks as described in the ToR and developing the methodological concept for the delivery of the assignment
- Preparation and moderation on the virtual events (on a methodological, content and personnel level and visualization of the methodological process and content for the participants) in cooperation with Connective Cities project team
- Evaluation of the virtual formats, support the preparation and finalization of a report with recommendations and a short digital processing to virtual formats

Qualifications of the team leader

- Education (2.1.1): University degree (Diploma/Master) in Urban and Regional Management / Management of Sustainable Development or other relevant fields of study
- Language (2.1.2): Business fluent in English
- General professional experience (2.1.3): 10 years of professional experience in the economic/ governance sector
- Specific professional experience (2.1.4): 5-20 years of experience of moderation of international events / research in the field of health/business/governance
- Leadership experience/management (2.1.5): 6 years of leadership experience as team leader in projects or manager in companies
- Regional experience (2.1.6): 10 years experience in international projects
- DC experience (2.1.7): 10 years of experience in DC projects, especially urban development
- Other (2.1.8): Experience in media management / moderation, experience in: moderation of virtual formats, if possible in urban development

Short-term experts, with minimum 2, maximum 4 experts

Tasks of the short-term experts

- Support research and preparation of the virtual rooms
- Familiarization with the technical management of the Connective Cities platform and the conference tools and tech support
- Co-moderation of working groups
- Ensuring knowledge management and correct uploading of all documentation into the virtual space

- Support the team management in the preparation and implementation of virtual formats
- Support of the team management in the conceptualization of virtual formats
- Implementation of the training in the area of virtual moderation
- Support for the preparation of final reports and moderation concepts
- Coordination with the Connective Cities Team

Qualifications of the short-term experts

- Education (2.6.1): University degree (diploma/master) in relevant courses of study,
- Language (2.6.2): very good language skills in English
- General work experience (2.6.3): 5 years of experience in the health sector
- Specific professional experience (2.6.4): at least years of professional experience each in relevant topics of urban development
- Regional experience (2.6.5): 5 years of international experience each
- DC experience (2.6.6): 6 years of DC experience
- Other (2.6.7): Experts need to have experience in moderating virtual formats and events and/or in the field of urban development, except for the experts who only need their expertise

Soft skills of the team members

In addition to their professional qualifications, the team members should also have the following qualifications:

- Ability to work in a team
- Own initiative
- Communication skills
- Sociocultural competence
- Partner- and customer-oriented, efficient action
- interdisciplinary thinking

The structure of the bidder's offer must correspond to the structure of the ToR. The offer must be written legibly (font size 11 and larger) and understandably and it should not exceed 10 pages (excl. CVs). The language of the offer is English.

4. Required documentation

4.1 Application/Technical proposal (English)

CV/s of the respective consultants or proposed experts (English)

Copy of the relevant university diploma/s and any additional documentation proving the suitability to the ToR.

4.2 Financial proposal (English)

Fee rate of experts assigned should cover all personnel costs, including ancillary personnel costs; backstopping, communication and reporting costs; and all overheads, profit, interest, risks, etc. (As indicated in the Article 10.2 General Terms of Contract/ Annex.4)