

Call for proposals

Web-portal – Increasing the Transparency of the Budgets of Autonomous Republics and Local Self-Governments

The Good Governance for Local Development in South Caucasus Programme (GGLD) invites bidders to submit proposals for consultancy services.

Terms of Reference:

1. Brief information on GIZ module

Module Name: Good Governance for Local Development in South Caucasus (GGLD)
GGLD is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ)
Objective: public institutions in the South Caucasus region are better able to provide citizen-oriented public services at the local level in a sustainable and environment friendly manner in accordance with the principles of democracy, rule of law and transparency that improves the living conditions of local population.

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 and Objective of the call for proposals

In order to ensure improvement of municipal finance management by the local self-governments, various reforms and measures mirroring the best international experience have been introduced in Georgia and will be implemented in the future. In this regard increased transparency of municipal budgets is one significant milestone.

Abovementioned together with other activities envisages increasing the accessibility on municipal public finances for the population, interested stakeholders and ordinary citizens.

Additionally, two factors should be considered:

1. The access to the information should be provided promptly, in such a manner that interested party does not have to overcome any additional administrative barriers.
2. The provided information should be easily legible/reader friendly and overall expressed in a simple language in a way that does not require specific knowledge from the interested party to perceive and further use it.

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Currently, Autonomous Republics and all municipalities perform accounting of and reporting on their budget revenues and expenditures through the electronic systems eBudget and eTreasury of the Ministry of Finance of Georgia. The Ministry of Finance of Georgia has real-time information on the financial resources received on and issued from the budget account of the Autonomous Republics and municipalities, as well as of legal entities established by them (except the information of pre-school institutions).

In order to increase the transparency of autonomous republican and local government budgets, the Ministry of Finance of Georgia plans to integrate a portal on its official web page www.mof.ge. The mentioned portal will present the legible analytics (both graphic and digital) of autonomous and municipal finances understandable for ordinary citizens.

To this end, GGLD will select the applicant that will perform the assignment presented below for the Ministry of Finance of Georgia.

3. Scope of assignment

Within the frame of this assignment, a service provider shall create the web-portal - linked to the official web page of the Ministry of Finance of Georgia www.mof.ge - that will contain not less than the following analytical information:

- Volumes of the revenues and expenditures of autonomous republican budget, presented in dynamics from 2015 to current period. Their share in the consolidated budget of Georgia;
- Volumes of the revenues and expenditures of all municipal budgets, presented in dynamics from 2015 to current period. Their share in the consolidated budget of Georgia;
- Revenues and expenditures of autonomous republican budgets, own revenues and other funding separately presented in dynamics from 2015 to current period;
- Revenues and expenditures of all municipal budgets, dissociate own revenues and other funding presented in dynamics from 2015 to current period;
- Revenues of autonomous republican budgets according to main sources; expenditures – according to programs defined by the budget; Information shall be presented in dynamics from 2015 to current period;
- Revenues of all municipal budgets according to main sources; expenditures – according to programs defined by the budget; Information shall be presented in dynamics from 2015 to current period;
- Budget indicators of autonomous republican budget presented according to the Order #99 of the Minister of Finance of Georgia 'On Approval of Georgia's Budget Classification' from 5 April, 2019. In particular, according to the economic and functional classification of expenditures. Information shall be presented in dynamics from 2015 to current period;
- Budget indicators of all municipal budgets presented according to the Order #99 of the Minister of Finance of Georgia 'On Approval of Georgia's Budget Classification' from 5 April, 2019. In particular, according to the economic and functional classification of expenditures. Information shall be presented in dynamics from 2015 to current period;
- Transfers to the autonomous republican budget, received from the budget of other level. Including, the transfers classified according to variety and volumes. Their share in total autonomous republican budget shall be illustrated. Information shall be presented in dynamics from 2015 to current period;

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- Transfers received to the municipal budgets, from the budget of other level. Including, the transfers classified according to variety and volumes. Their share in total municipal budget shall be illustrated. Information shall be presented in dynamics from 2015 to current period;
- Allocations from the budget for the execution of its exclusive competences (cleaning measures, pre-school education etc.), calculated per capita, according to each municipality.
- Other analytical information on autonomous republican and local budgets.

Following solutions to technical tasks should be considered while preparing the analytical information:

- The possibility to compare above-mentioned data according to autonomous republican and other municipal information.
- Presented information should be promptly updated, within 5 working days after the end of month;
- Data processing mechanisms should be elaborated through using existing technologies within the Ministry of Finance. For example, in order to receive necessary information from the existing databases, Integration Packages (SSIS) of MSSQL databases shall be used.
- Ensure introduction of information dissemination mechanisms that is applicable world-wide. For example, deploy files via web service and/or machine-readable format to the web-site.
- Interested party should be provided (quarterly or monthly) with the relevant technical documentation for integrating the information.
- Each module of the platforms and technologies used within the frames of the platform shall be agreed with the LEPL – Analytical Service of the Ministry of Finance of Georgia;

After completion of the project the Ministry of Finance will carry on the administration of the platform

4. Estimated period of assignment and reporting

Start date: 01. 04. 2021

End date: 01.07. 2021

Reporting will be conducted by accomplishing all tasks of assignment.

The final payment will be performed based on the submitted final report (estimated on 01.07.2021). The final report should include the information defined by the application for procurement of consulting services, as well as the information on accomplishing all tasks envisaged under the work plan.

The reporting on the performance of the work should be made in Georgian language. While, the main summary of the assessment part should be also performed in English.

5. Other terms

- The service provider shall regularly inform GIZ on the abovementioned activities and will agree all individual events with GIZ.
- According to the agreement with GIZ, the service provider shall closely cooperate with and shall regularly inform the representatives of the Ministry of Regional Development

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and Infrastructure (MRDI) and Ministry of Financies on the progress of the project throughout the implementation process.

Selection of Proposal

Partner for the consultancy service will be selected based on a competition.

Entrepreneurial (LLC) and non-entrepreneurial legal entities (NLE, NPO) organizations, Legal Entities of Public Law (LEPL), 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. (Proposal should demonstrate specific experience on conducting similar assignments).
2. The technical proposal shall explain in detail how the company will plan the work and deliver the milestones/objective listed in the Terms of Reference (ToR) considering such aspects as compliance with the ToR, implementation plan, timelines of actions included in the technical proposal; Implementation plan should contain following the information:
 - The description of each task (analytical information) that should be performed. How the information will be obtained, processed, deployed to the web portal
 - Grouping the revenues of the budgets of different size municipalities into categories in such a manner that allows the relevant comparison according to years in dynamics;
 - Grouping the expenditures of the budgets of different size municipalities into categories in such a manner that allows the relevant comparison according to years in dynamics;
 - Obtaining and presenting other information relevant to the project that will contribute to increasing the transparency of autonomous republican and municipal budgets.
 - Methods and instruments for obtaining and updating the data.
 - Vision on utilization of software for the purposes of processing and deploying the information on web portal, as well as integrating it with the user system.
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 5 years of demonstrated experience in development and implementation of similar projects in all relevant topics listed in. 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.

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Submission of Application

Application should be submitted in English and Georgian.

Technical offer shall contain the following information (*according to the recommended structure*):

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

2.3 Activities defined by the project 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, indicate the list and functions of persons, who will be involved in the implementation of the project and insert them under the budget section of the financial proposal.

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.

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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		[month or man-day]				
1.2						
1.3						
	...					
	sum					
2	Other costs (if relevant)					
	Sum					
	Total sum					

Budget should not contain the costs that are not relevant for the activities envisaged under the project. Ongoing costs of the organization won't be covered from the budget.

**** 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. (As indicated in the article 10.2 of the General Terms of Contract /Annex 4)