

## **Annex 1**

### **Supporting institutional mechanisms for gender equality in 10 selected municipalities**

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

#### **1. Brief information about GIZ Programme**

Title: 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.

Commissioning period: 01/04/2020 – 31/03/2023

#### **2. Context**

The objective of GGLD is to support the public institutions in providing citizen-oriented public services that improve the living conditions of local the population. To achieve this objective, GGLD provides advisory support to municipalities and regional administrations to consider the interests of all genders in their institutional mechanisms and policy-making. In a nutshell, GGLD supports the introduction of institutional mechanisms for gender equality and the implementation of a gender equality policy. This policy shall ultimately contribute to the efficient use of resources and the provision of needs-oriented services in the institutionalization of gender equality.

In recent years, numerous reforms supporting gender equality have been undertaken at all levels of government. The creation of institutions on central, regional and local government levels should be highlighted as a breakthrough in mainstreaming gender equality into Georgian institutions and policy-making.

In 2016, the Law of Gender Equality was amended compelling local governments to ensure gender equality on the ground. The law obliges all municipalities to appoint gender focal points and to establish gender equality councils.

In the meantime, all Georgian municipalities have formulated institutional mechanisms for gender equality - mirroring the mentioned legislative amendments. However, the practical implementation of these measures on the local level remains challenging.

Moreover, in January 2018, amendments to the Constitution of Georgia came into force. Article 11 of the Constitution envisages a significant amendment concerning the improvement of gender policies. The adoption of the mentioned amendment is a (theoretical) guarantee for ensuring substantial gender equality in the country. Yet, in practice effective ways of implementing the amendment have to be found and applied.

In 2020, within the GGLD programme a study 'on the current state of gender equality institutional mechanisms at the local and regional levels' was carried out. The study analysed the current system of institutional mechanisms for gender equality and identified needs and prospects for further its development. The study identified several key areas in which local governments need assistance:

- Enhancing knowledge and expertise of gender equality council members and gender focal points,
- elaboration of gender equality policy documents at the local level which include long-term strategies for achieving gender equality.
- Institutional development and
- strengthening coordination.

At the same time, the study recommends that action plans for implementing these strategies should be drafted. These plans should be needs-oriented and include instruments for gender mainstreaming in representative and executive bodies of local governments. The abovementioned will ultimately contribute to making exiting institutions more effective in mainstreaming and institutionalising gender equality as envisaged in SDG 5.

### **3. Objective of the assignment**

The main objective of the consulting service is to strengthen institutional mechanisms for gender equality and to support gender mainstreaming in 10 selected municipalities.

The assignment should be performed in the following ten municipalities:

1. Rustavi Municipality;
2. Zugdidi Municipality;
3. Ozrugeti Municipality;
4. Gurjaani Municipality;
5. Keda Municipality;
6. Khashuri Municipality;
7. Kharagauli Municipality;
8. Ambrolauri Municipality;
9. Kazbegi Municipality;
10. Aspindza Municipality.

#### **4. Scope of the assignment**

Within the selected municipalities, the service provider shall:

1. Enhance knowledge and expertise of personnel involved in decision-making processes/ members of gender equality councils/ gender focal points
  - ➔ While planning and implementing respective activities close cooperation with GGLD's gender budgeting component should be ensured.
2. Support the implementation of policy framework for institutionalizing gender equality at the local level;
  - Elaborate framework documents to support the effective functioning of institutional mechanisms regarding gender equality at the local level aligned with the Sustainable Development Goals (SDGs) (strategies, respective action plans for implementation of gender equality work at the local level etc.). If necessary, elaborate initiatives to promote and raise awareness about gender equality on local level;
  - Introduce and support methodology for assessment, monitoring and reporting of the policy documents and the actions formulated therein on local level;
  - In close cooperation with GGLD's gender budgeting component, develop recommendations for implementing relevant budget lines within the municipal budget to make sure the action plan is funded adequately.
3. Support the local self-governments in implementing the obligations as formulated in the Constitution regarding gender equality. This includes but is not limited to the introduction of instruments, such as a methodology on producing gender statistics, a methodology for assessing citizens' needs etc.
4. Enhance the coordination between local, regional and central levels to ensure effective and coherent enforcement of gender equality institutional mechanisms;
5. Together with the representatives of local self-government, present the results achieved within this assignment to representatives of the Interagency Commission on Gender equality, Violence against Women and Domestic Violence, as well as to representatives of the Ministry of Regional Development and Infrastructure (MRDI);
6. Write a final report which shall include recommendations to share the experiences gained through this assignment. These recommendations shall contain information on the implementation methods and approaches as well as their strengths and weaknesses of the system.

The service provider shall ensure close cooperation and coordination with stakeholders working on the improvement of institutional mechanisms for gender equality and gender mainstreaming on the central and local levels. The service provider shall, furthermore, closely cooperate with the organisations that GIZ commissioned to work on program budget statistics and the introduction of gender budgeting.

## **5. Tentative contract period and reporting**

Start date: 01.04.2021

End date: 05.11. 2021

Interim payment will be made as of 10.06.2021, based on the submitted interim report.

Interim report should include the following information:

1. Activities carried out to enhance the knowledge and expertise of personnel involved in decision-making process/ members of gender equality councils/ gender focal points;
2. Draft policy documents elaborated on ground;

The final payment will be disbursed no later than 05.11.2021, but only after submission of the final report. The final report should include the following information:

1. Implementation process of specific obligations spelled out in respective gender equality action plans;
2. Support of the institutional development and coordination;
3. Presentation of the results achieved throughout the assignment;
4. Relevant recommendations to share the gained knowledge. The recommendations shall contain information on the implementation methods and approaches as well as the strengths and weaknesses of the so far developed system of institutional mechanisms for gender equality.

Both reports on the performance of the assignment shall be written in Georgian. However, the executive summary shall additionally be delivered in English.

## **6. Other terms**

- The service provider shall regularly inform and agree all individual activities with GGLD. In agreement with GGLD and throughout the whole implementation process, the service provider shall closely cooperate with and regularly inform the representatives of the MRDI of Georgia and Interagency Commission on Gender Equality on the progress of the project.

## **7. Submission and selection of a Proposal**

The provider for this consultancy service will be selected based on a competition.

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 are eligible to participate in the competition.

GIZ reserves the right to verify the information indicated in the application. In case of inaccurate information, the application will be cancelled.

### **Selection criteria**

1. Qualification of applying entity in general: Minimum 5 years of experience in executing similar projects aimed at establishing and implementing institutional mechanisms for gender equality at the local level. General working experience in and/or previous cooperation with the 9

- regions of Georgia and the Autonomous Republic of Adjara. (*The experience on implementing similar assignments should be verified through the proposal*);
2. The implementation plan for achieving the specific objectives and goals listed in the Terms of Reference (ToR) (including compliance with the ToR in general, an implementation plan, timeline of actions)
  3. Efficiency of the implementation schedule (that lists number of workdays per tasks)
  4. Qualification of experts assigned to the tasks outlined in the ToR: At least 5 years of proven experience in developing and implementing similar projects as listed in ToR (gender equality, drafting strategies and action plans, improvement of the legal framework, elaboration/introduction of policy instruments). 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.*

### **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 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 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.

Applicants may attach any additional relevant information 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   | <b>Expert Fee**</b>              |                    |                |                  |                   |         |
| 1.1 |                                  | [month or man-day] |                |                  |                   |         |
| 1.2 |                                  |                    |                |                  |                   |         |
| 1.3 |                                  |                    |                |                  |                   |         |
|     | ...                              |                    |                |                  |                   |         |
|     | <b>sum</b>                       |                    |                |                  |                   |         |
| 2   | <b>Other costs (if relevant)</b> |                    |                |                  |                   |         |
| 2.1 | Transportation                   |                    |                |                  |                   |         |
| 2.2 | Accommodation                    |                    |                |                  |                   |         |
| 2.3 | Hotel costs                      |                    |                |                  |                   |         |
| 2.4 | Per-diem                         | 15 GEL             |                |                  |                   |         |
| 2.5 | ...                              |                    |                |                  |                   |         |
|     |                                  |                    |                |                  |                   |         |
|     | <b>Sum</b>                       |                    |                |                  |                   |         |
|     |                                  |                    |                |                  |                   |         |
|     | <b>Total sum</b>                 |                    |                |                  |                   |         |

Budget should not contain the costs that are not relevant for the activities envisaged under the project. Ongoing costs of the organisation won't be covered by 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).