Project: Good Local Governance Programme South Caucasus (LoGoPro)

PN: 16.2174.7-015.00

Mission: Development of Programme Budgets for 5 enlarged municipalities

Date: 15.07.2019

1. **Introduction**

The Good Local Governance Programme South Caucasus (“The Programme”) advises and supports respective partner-organisations at national, regional (sub-national) and local levels in Armenia, Georgia and Azerbaijan in the implementation of cooperation initiatives towards improved local governance. It supports the improvement of frame conditions, addresses regional (sub-national) governance issues and works towards the improvement of municipal services and citizens’ participation at municipal level. In the context of the German international cooperation approach, the Programme’s objectives are oriented within the framework of the Caucasus Initiative; thus the improved professional exchange among the countries of the South Caucasus and their increasing cooperation are also objectives at regional South Caucasus level.

One result area of the Programme is the strengthening of municipalities in implementing their management and administration functions, including service delivery, administrative capacity and participatory decision-making.

1. **Background**

In 2017-18, the Good Local Governance Programme South Caucasus Programme (LoGoPro) supported 18 consolidated municipalities[[1]](#footnote-1) to develop their 2018 and 2019 Programme Budgets (PB). Programme budgeting trainings, as well as backstopping assistance were provided to LSG staff and council members of these municipalities based on the PB Methodology, PB Template and as a result of this support, 18 consolidated LSGs have their 2018 and 2019 PBs. The PB methodology is now available on the official web-site of the MTAD (in Armenian and English)[[2]](#footnote-2).

In the end 2017, the Government established 34 new consolidated LSGs by merging of further 325. Thus the total number of consolidated LSGs now is 52. In consultations with the MTAD, The Programme provided technical assistance and capacity building to 12 more newly established LSGs in 2018 to design their 2019 PBs. These PBs were developed on the basis of the PB Methodology, the experiences gained in implementing the preceding budgets, and the comments and recommendations supplied by partner municipalities, MTAD and other stakeholders.

The new 12 consolidated LSGs were: Aparan, Sisian, Alaverdi, Stepanavan, Yeghvard, Ani, Areni, Byureghavan, Jrvezh, Akhuryan, Kajaran and Gladzor.

1. **Purpose of the assignment**

Purpose of this assignment is to provide a concept on county wide roll out of the program budgeting approach, provide technical assistance to 5 enlarged LSGs (Kapan, Aragatsavan, Berd, Charentsavan and Odzun) in designing their 2020 Program Budgets and 2020 Brief Budgets incorporate DRR component in line with the DRR National Strategy, as well as to 12 mentioned LSGs (Aparan, Sisian, Alaverdi, Stepanavan, Yeghvard, Ani, Areni, Byureghavan, Jrvezh, Akhuryan, Kajaran and Gladzor) in design and preparation of annual M&E of 2019 Program Budgets.

All activities/tasks planned within this assignment will be developed in consultation with GIZ.

The tasks of this assignment include, but are not limited to:

* Development of a short concept (max 4 pages) on country wide roll out of the program budgeting methodology. Concept should answer to the questions: what the idea for the future is, what are the actions needed for securing the achieved results that will contribute to improve the financial management of the municipalities.
* Development of a model of engagement of representatives of 5 LSGs in the capacity building and training workshops and agree the model with GIZ. It is intended to engage three representatives from each of the 5 partner LSGs.
* Organise and deliver training programmes to representatives of 5 LSGs according to the above model.
* Provide technical assistance to the staff of the 5 partner LSGs targeting design of 2020 PBs.
* Support the 5 partner LSGs in organising and holding public discussions of their draft 2020 PBs and improving the PB according to comments and recommendations received from the public.
* Provide technical assistance to the staff of the 12 partner LSGs targeting design of 2019 M&Es.
* Develop a final summary report on the implementation of the assignment.
1. **Expected results and deliverables**

The results and deliverables expected on implementation of this assignment are as follows:

1. Concept on the further roll out of the program budgeting methodology in the country.
2. Training Program for 5 LSGs designed and agreed
3. Training workshop delivered to representatives of 5 mentioned cluster LSGs.
4. 2020 PBs of 5 LSGs designed, publicly discussed and accordingly reviewed.
5. 2020 Brief Budgets of 5 LSGs designed and printed.
6. M&E reports of 2019 PB of 12 LSGs designed and accordingly reviewed
7. Final report on implementation of this assignment.
8. **Schedule and level of effort**

The assignment covers the period 01.09.2019 to 20.02.2020.

The level of efforts is estimated: **70** Expert Days.

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| **N** | **Tasks** | **Expert days** |
| 1 | Development of a Concept on Further Roll out of the PB in the country | 3 |
| 2 | Organisation and delivery of training workshops to representatives of 5 LSGs | 3 |
| 3 | Technical assistance to 5 LSGs on development and finalisation of their 2020 PB drafts | 20 |
| 4 | Technical assistance to 5 LSGs on development of their 2020 brief budgets | 5 |
| 5 | Technical assistance to 12 LSGs on design and review of 2019 M&E reports | 36 |
| 6 | Final report on implementation of this assignment  | 3 |
|  | **Total** | 70 |

1. **Submission of Technical and Financial proposal**

The present assignment is subject to an open tender for which only Armenia-based consultancy firms are eligible. Bidders shall submit a Technical and Financial Proposal in English language.

The Technical Proposal shall entail but is not limited to the following elements:

* Initial work plan for the overall assignment based on the timeframe indicated in the Chapter 5 of the Terms of Reference;
* Proposed methodology and conceptual approach for each of the assignment’s Tasks as presented in the Chapter 3 of the Terms of Reference;
* Detailed experience of the bidder in regard to the support of local finances at local level;
* Detailed CVs of the consultants that the bidder plans to involve for the assignment.

The assessment grid used for the assessment of the Technical Proposal is part of the tender documentation and elaborates on the expected requirements of the bidders.

Please note that the GIZ security regulations strictly frame and restrict operations in Tavush and Gegharkunik border areas. Hence, GIZ will not allow the organisation of trainings in the above-mentioned areas.

The following logistical expenses shall be budgeted and made integral part of the bidders’ Financial Proposal:

* Transportation costs to partner municipalities;
* Overnight accommodation costs in the regions;
* Catering costs in the regions;
* Training facilities both in Yerevan and in the regions;
* Printing and related material costs for the trainings.

These expenses shall be settled directly by the incumbents and will be closely monitored by the Programme.

1. 18 consolidated LSGs are formed as a result of merging former 140 municipalities. The consolidation of these units was completed in 2017. [↑](#footnote-ref-1)
2. <http://www.mtad.am/hy/methodological-guides/> [↑](#footnote-ref-2)