
Project: Good Governance for Local Development in the South Caucasus
PN: 19.2204.6-002.00
Mission: Assistance to the 52 Enlarged Municipalities in designing of 2021 PB, Brief Budgets and 2020 M&E reports
Period: 15.07.2020-20.02.2021

1. Introduction

The “Good Governance for Local Development in South Caucasus” project (GGLD) aims at strengthening the capacities of public institutions in the South Caucasus to the effect that they are better able to provide citizen-oriented services. The project advises partner institutions at national, regional (sub-national) and local levels in Armenia, Azerbaijan and Georgia on designing and implementing national reform processes, improving framework conditions and developing standards and guidelines. It supports the capacity development of key actors for citizen-oriented service delivery, primarily at local level. To promote citizen participation in local development processes, the project advises on the introduction of participation and complaint mechanisms and supports respective awareness raising for citizens. The project also supports the elaboration and implementation of strategies and instruments for regional development and local economic development. As a part of the German Caucasus Initiative, the project promotes professional exchange of knowledge and experiences between the countries of the South Caucasus.

The project is commissioned by the German Federal Ministry of Economic Cooperation and Development (BMZ). In Armenia it is co-funded by the Swiss Development Cooperation (SDC) and carried out in close cooperation with the Ministry of Territorial Administration and Infrastructure (MTAI) as the main political partner.

Municipal finances/budgeting as one component of the Programme is being implemented at the local government level in Armenia. The municipal budgeting process is going in parallel with the Territorial and Administrative Reform in Armenia (TARA). To serve this end and support in further roll out of the Programme Budgeting methodology in the country and assist the enlarged municipalities in transformation phase, the Programme seeks to engage technical (municipal budgeting) expertise from the national level.

2. Background

Through the implementation of TARA, 52 enlarged municipalities were formed: 18 in 2016 (Tumanyan, Tatev, Dilijan, Amasia, Ashotsk, Arpi, Sarapat, Goris, Meghri, Gorayk, Tegh, Vayq, Jermuk, Zarithap, Noyemberyan, Ayrum and Koghb) and 34 in 2017 (Amasia, Arpi, Ashotsk, Ayrum, Byuregavan, Jrvezh, Areni, Tumanyan, Jermuk, Goris, Tegh, Aparan, Yegvard, Akhuryan, Dilijan, Kogb, Noyemberyan, Vayq, Zarithap, Alaverdi, Stepanavan, Ani, Meghri, Tatev, Gorayq, Sarapat, Urtsadzor, Gladzor, Qajaran, Sisian, Kapan, Aragatsavan, Berd, Charentsavan and Odzun). Program is continuing actively supporting the enlarged municipalities in preparation of their municipality Programme Budgets (PB), brief budgets and Monitoring and Evaluation (M&E) reports.

In 2019-2020, the Programme supported 34 enlarged municipalities to develop their 2020 PBs and 2019 M&E reports for 30 enlarged municipalities, through trainings for LSG staff and council

members of these municipalities. Technical assistance was based on the PB Methodology, PB and M&E Templates. The PB methodology is now available on the official website of the MTAD (in Armenian and English)¹.

In consultations with the Ministry of Territorial Administration and Infrastructure (MTAI), for disseminating the political importance of PB methodology and its further roll out in the country, the Programme intends to continue enhancing capacities of local authorities of 52 enlarged municipalities, through conducting trainings and providing technical assistance on PB methodology, highlighting its importance for Mayors, Council Members, sector responsible staff of the enlarged municipalities.

3. Purpose of the assignment

The purpose of this assignment is to provide technical assistance to **52** enlarged municipalities in designing their 2021 PBs and 2021 Brief Budgets with incorporated Disaster Risk Reduction (DRR) component through direct support (17 municipalities) and back stopping assistance (35 municipalities), as well as to provide technical assistance to 35 LSGs in design and preparation of annual M&E of 2020 Programme Budgets in accordance to the PB Methodology, PB and M&E Templates.

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

4. Tasks

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

Task 1. Technical assistance to 17 enlarged Municipalities:

- Development of a model for engagement of representatives from 17 **municipalities** (Yeghegis, Alagyaz, Tsaghkahovit, Akhtala, Gyulakarak, Lori Berd, Metsavan, Sarchapet, Shnogh, Tashir, Akunq, Meghradzor, Chambarak, Gegamasar, Shoghakat, Vardenis, Marmashen) in the capacity building and training workshops and agree the model with GIZ. It is intended to engage three representatives from each of the 17 partner municipalities.
- Organise and deliver 2 training programmes to representatives of 17 municipalities according to the above model. The Agenda includes but not limited to:
 - Information about the purpose and objective of the assignment, the role of direct technical assistance;
 - Introduction of the PB Methodology, PB templates/forms and steps of Programme Budget and Brief Budget preparation based on the PB Methodology;
 - Information about DRR Component, that should be highlighted in the Programme Budgets;
 - Preparation of a detailed work plan of support to the 17 municipalities in preparation of 2021 PBs and 2021 Brief Budgets;
 - Addressing the issues stemming from the implementation of the respective 2020 Programme Budget and design of 2021 Programme Budget.
- Provide direct technical assistance to the staff of the 17 partner municipalities targeting design of 2021 PBs and 2021 Brief Budgets.
- Support the 17 partner municipalities in organising and holding public discussions of their draft 2021 PBs and improving the PB according to comments and recommendations received from the public.

¹ <http://www.mtad.am/hy/methodological-guides/>

Task 2. Back stopping assistance to 35 municipalities:

- Development of a model for engagement of representatives of 35 enlarged municipalities (Amasia, Arpi, Ashotsk, Ayrum, Byuregavan, Jrvezh, Areni, Tumanyan, Jermuk, Goris, Tegh, Aparan, Yegvard, Akhuryan, Dilijan, Kogb, Noyemberyan, Vayq, Zaritap, Alaverdi, Stepanavan, Ani, Meghri, Tatev, Gorayq, Sarapat, Urtsadzor, Gladzor, Qajaran, Sisian, Kapan, Aragatsavan, Berd, Charentsavan and Odzun) in the PB orientation workshops and agree upon the model with GIZ.
- Organize and facilitate a 2-day Introductory workshops for the relevant staff of the 35 enlarged municipalities. 3 Workshops should be organized for the staff of the target municipalities. It is intended to engage three representatives from each of the 35 partner municipalities. The Agenda includes but not limited to:
 - Information about the purpose and objective of the assignment, the role of backstopping assistance;
 - Short introduction of the PB Methodology, steps of programme budget, Brief Budget and M&E preparations;
 - Information about DRR Component, that should be highlighted in the Programme Budgets;
 - Preparation of a work plan of backstopping assistance to the 35 municipalities in preparation of 2021 PBs, 2021 Brief Budgets and in design of 2020 M&Es;
 - Addressing the issues stemming from the implementation of the respective 2020 Programme Budget and design of 2021 Programme Budget.
- Backstopping assistance to 35 municipalities in designing 2021 PBs and 2021 Brief Budgets.

Task 3. Technical assistance in preparation of the 2020 M&E for 35 municipalities.

- Provide backstopping assistance to the staff of the 35 partner LSGs in design of 2020 M&E Reports.
- A detailed work plan of support activities (agreed during the Introductory Workshop) in designing 2020 M&E reports for Programme Budgets will be introduced to 35 enlarged municipalities.
- By backstopping assistance Municipalities will design 2020 M&E Reports, which will show the results and the impact of the 2020 Programme Budgets.

Task 4. Final Presentations and Report

- Preparation of a final presentation on the implementation of the assignment, lessons learned from the direct and backstopping support and recommendations to MTAD and GIZ on the future support to be provided to the partner municipalities.
- Develop a final summary report on the implementation of the assignment.

Taking into consideration the conditions due to the COVID 19 in Armenia, **2 alternative concepts for the implementation of the above-mentioned Tasks must be submitted as part of the Technical Proposal**, considering the following scenarios:

- 1) The State of Emergency is lifted, and physical face-to-face trainings and travels to the regions can be organised in a safe manner
- 2) The State of Emergency is not lifted, and all activities need to be organised through online solutions (MS Teams, Skype for Business, Webex, etc.)

5. Deliverables, level of efforts and schedule

The deliverables expected on implementation of this assignment, expert days and deadlines are provided in the table below. The assignment covers the period **15.07.2020-20.02.2021**.

The level of efforts is estimated: **280** expert Days.

Tasks	Deliverables	Deadline	Language	Expert Days
Task 1.	Detailed Work plan of the assignment submitted.	17.07.2020	ARM and ENG	63
	Training Program (offline /on-line) for 17 LSGs designed and agreed.	20.07.2020	ARM and ENG	
	2 Training workshops (offline /on-line) delivered to representatives of 17 mentioned LSGs.	31.07.2020	ARM	
	2021 PBs of 17 LSGs designed, publicly discussed and accordingly reviewed.	25.01.2021	ARM	
	2021 Brief Budgets of 17 LSGs designed and printed.	27.01.2021	ARM	
Task 2.	Introductory Workshop Program for 35 LSGs designed and agreed.	22.07.2020	ARM and ENG	144
	3 Introductory workshops (offline /on-line) delivered to representatives of 35 mentioned LSGs.	20.08.2020	ARM	
	2021 PBs of 35 LSGs designed, publicly discussed and accordingly reviewed.	29.01.2021	ARM	
	2021 Brief Budgets of 35 LSGs designed and printed.	05.02.2021	ARM	
Task 3.	M&E reports of 2020 PB of 35 LSGs designed and accordingly reviewed.	15.12.2020	ARM	70
Task 4.	Final report on the results of Feedback Questionnaires distributed to all 52 LSGs.	15.09.2020	ARM and ENG	3
	Final presentation on implementation of the assignment delivered.	11.02.2021	ARM and ENG	
	Final report on implementation of this assignment submitted	18.02.2021	ARM and ENG	
	Total			280

6. Submission of Technical and Financial proposal

The present assignment is subject to an open tender for which only Armenia-based consultancy firms or consortium of local experts represented by a Private Entrepreneur 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 Terms of Reference;

- Proposed methodology and conceptual approach for each of the assignment's Tasks as presented in the Chapter 4 of the Terms of Reference incl. both scenarios described in the context of the current State of Emergency;
- Detailed experience of the bidder regarding 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.

For Financial proposal 2 alternative concepts are requested as well, considering the following scenarios:

- 1) The State of Emergency is lifted, and physical face-to-face trainings and travels to the regions can be organised in a safe manner
- 2) The State of Emergency is not lifted, and all activities need to be organised through online solutions (MS Teams, Skype for Business, Webex, etc.)