
Project: Good Governance for Local Development South Caucasus
PN: 19.2204.6-002.00
Activity: Baseline study on use of gender disaggregated data and statistics for PBs and GRBs at the local level
Period: 10.05.2021 – 30.09.2021

1. Introduction

The “Good Governance for Local Development South Caucasus” Programme (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 Programme 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 Programme is implemented on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and in Armenia co-financed by Swiss Agency for Development and Cooperation (SDC). It is carried out in close cooperation with the Ministry of Territorial Administration and Infrastructure (MTAI) as the main political partner.

The Programme supports, among other things, the introduction of Gender-Responsive Budgeting (GRB) at local level in Armenia. Essential for GRB is the availability and usage of reliable and comprehensive gender-disaggregated data. Establishing new requirements to the statistical data collection system is crucial as significant imperfections in data collection prevent gender-sensitive analysis and hence effective application of GRB, which, in turn, may hamper gender-sensitive policymaking. The introduction of gender statistics in relation to GRB is closely linked to the introduction of Programme-based Budgeting at the local level.

A thorough analysis of the situation at the local level is necessary to support local governments in the introduction of GRBs. Hence, the assignment will focus on gender-disaggregated data collection and management in enlarged municipalities.

2. Background

Gender statistics will contribute to the elimination of stereotypes, that may exist in strategies, policies and in monitoring of gender equality processes. GRB can be a tool in the hands of the Government that best exemplifies how gender mainstreaming can be translated into tangible action and an example of reliable data integration in the decision-making process. The introduction of gender statistics is a key prerequisite for ensuring the successful implementation

of GRB and hence for achieving more gender-sensitive policymaking in local and central government.

Since 2014, Programme Budgeting (PB) methodology is being introduced at the local level in Armenia. As of 2021, all 52 enlarged municipalities are already using PBs. In the framework of PB, local level data is being collected, analysed, and used. Starting from 2018, the GGLD Programme has also been supporting in the introduction of GRB in the municipalities. For 2021, the Programme is planning to review the PB methodology and use this opportunity for mainstreaming gender aspects into the PB Methodology. Currently, 20 municipalities already have GRBs in PB format. It is necessary to note that the inclusion of the GRB concept in the budgeting process requires availability of gender-disaggregated data for the local level.

In general, Armenia has made some progress in collecting gender-disaggregated statistics. Gender-disaggregated data is presented in different publications. Among those are annual publications of the National Statistical Service (NSS) of Armenia, such Women and Men in Armenia, the Labour Market of Armenia, the Demographic Handbook of Armenia, Armenia in Numbers, the Analysis of the Gender Pay Gap and Gender Inequality in the Labour Market in Armenia, the Social Situation in Armenia, and many others, which have gender-disaggregated statistics on population, health, education, employment and earning, social protection, and household living conditions. Armenia also receives support from the United Nations to develop a statistical platform for monitoring the SDGs, including SDG 5 on gender equality. Besides NSS, many ministries and other state agencies have their own statistical data. However, not all of them are available in open access and often might be received only through official request.

One of the main constraints and challenges for using available data especially within communities is the lack of awareness on existing data, as well as limited knowledge and capacities for data collection and analysis. In addition, specifically at the local level a big portion of qualitative and timing data is missing due to the very specific and sometimes complicated nature of objectives set in the PBs.

This assignment shall accompany the process of GRB methodology application in the country, introducing gender statistics at local level in the framework of PB methodology and enabling transparent and accountable redistribution of expenditures for ensuring gender equality. More gender-related data need to be systematically collected to support evidence for decision-making and indicators for tracking the progress of development and gender equality outcomes. This should be provided through a baseline analysis of the status quo regarding gender-disaggregated data at the local level, which will show to what extent the local level strategic development processes are supplemented by necessary statistical data.

3. Purpose

The purpose of the assignment is twofold:

1. To conduct a baseline study on collection, maintenance and use of gender disaggregated data and statistics at the local level, and analyse whether the municipalities fulfil their responsibility, primarily to find out to what extent the existing base is satisfying the needs in designing local level PBs and GRBs,
2. Based on the findings of the baseline study to provide recommendations on how municipalities can improve existing or initiate new mechanisms and tools for data collection and usage broken down by gender affiliation (see Tasks).

4. Tasks

Task 1. Conduct a baseline study on gender disaggregated statistics and data at the local level and analyse to what extent the existing base is satisfying the needs in designing local level PBs and GRBs.

The proposed content and structure of the baseline study should be outlined as part of the Technical Proposal in the application process for this consultancy based on, but not limited to, the following core functions and questions:

- What is the scope of gender statistics/data used in local level strategic processes by the municipalities: annual plans, strategic 5-year plans, annual program budgets, etc.?
- What are the major gaps and problems with regard to the necessary package of data to be used?

The methodology applied should be outlined as part of the Technical Proposal in the application process for this consultancy and based on the following aspects:

- The baseline study should be conducted for a sample of enlarged municipalities (max. 10);
- The selection of the sample, incl. reasoning of their selection, should be described in detail;
- The results of the baseline study must be representative of the situation in 52 enlarged municipalities;
- A desk review of the current gender statistics database used at the local level processes (existence of baseline data and statistics on gender);
- The data may be collected through a combination of some of the following methods: field visits, surveys, exchange of documentation with municipal partners, online and phone interviews, focus group discussions;
- Under the current situation and conditions of the Corona pandemic, suggestions should be made on how to gather the data using digital tools/remote consultations as much as possible.

Task 2. Development of Recommendations

Based on the above findings, the consultant shall elaborate recommendations for the following topics:

- Measures for supporting the local level strategic processes through provision of reliable and precise gender data and statistics for the local level,
- Restructuring and improvements within the existing structures at the municipalities, assigning new tasks and responsibilities for municipal servants, social workers, Board of Trustees, and members of Consultative Body on Gender issues at the Mayor's office,
- Improvements within the NSS of Armenia for regularly collection of data recommended in the reports,
- Targeted description of new functions for bodies/unites, that may carry out new tasks in relation to the collection and recording of the statistical data at local level.

- Capacity development measures for relevant municipal staff;

Task 3. Presentation of results and finalisation of the assignment

After the completion of baseline study and recommendations, the contractor is expected to:

- Prepare a final presentation on the implementation of the assignment covering results, lessons learned and recommendations to relevant structures.
- Develop a final summary report on the implementation of the assignment in Armenian and English.

In the conditions **due to the COVID-19 pandemic** all above mentioned activities linked to and supporting the implementation of above-mentioned tasks (incl. interviews, presentations, submission of reports etc.) should be conducted wherever possible in online formats / on digital base, particularly:

- Task 1: Data may be collected through a combination of some of the following methods: electronic exchange of documentation with municipal representatives, phone interviews, online focus group discussions using available digital means.
- Task 3: Final Report and Presentation on the implementation of the assignment, results, lessons learned, and recommendations should be provided in an online format; PP presentation should be conducted on digital base.

5. Level of efforts, deliverables, and schedule

The assignment covers the period **10.05.2021 - 30.09.2021**. The level of efforts estimated is 45 expert days for the whole completion of the assignment.

Task	Deliverable	Expert days	Deadline	Language
Task 1	Final baseline study concept and methodology	2	12.05.2021	ARM and ENG
	Completed baseline study	40	31.07.2021	ARM and ENG
Task 2	Development of recommendations		15.08.2021	ARM and ENG
Task 3	Presentation of results	3	30.08.2021	ARM and ENG
	final report		15.09.2021	ARM and ENG
Total		45		

Please note, that within the assignment **up to 4 one-day field visits** to municipalities can be organised, including up to one overnight stay in case several partner municipalities are visited. Partner municipalities should not be farther than 180km away from Yerevan.

6. Expert profile

Individual experts proposed for this assignment shall, collectively, meet the following criteria:

- Academic degree in Statistics, Economy, Sociology, or similar related to data and statistical analysis;
- Professional experience (conducted research and analysis) in statistics, data collection and data analysis;
- Profound understanding of gender equality, gender mainstreaming, and gender disaggregated data issues;
- Experience in local level gender related issues.

7. 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 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;
- Proposed set-up for field visits, incl. indication of the total travel distance;
- Detailed experience of the bidder regarding the analysis, collection, disaggregation and processing of gender data;
- Detailed CVs of the consultants that the bidder plans to involve for the assignment;
- Detailed description of roles and responsibilities within the team of consultants.

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.

The Contractor shall take care of transportation for travelling to municipalities, accommodation, and other logistics. The travel costs are reimbursed by 70 AMD per km as a lump sum or based on market price upon provision of evidence, and the accommodation based on evidence provided by the Consultant. Foreseen transportation and accommodation modalities must be described in the Technical Proposal and the costs of transportation and accommodation **must be included in the Financial Proposal**. These expenses shall be settled directly by the incumbent according to the proposed schedule and will be closely monitored by the Programme.

Please note that the GIZ security regulations strictly frame and restrict operations in Tavush and Gegharkunik, Vayots Dzor and Syunik municipalities. Hence, GIZ approval will be needed prior to organising visits to these areas.