

**Programmatic Cooperation Framework for
Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine and Belarus**



TERMS OF REFERENCE

Title:	Preparation of a background paper on the practices and legislation on the general assemblies of settlements, to be discussed at a national roundtable
Contract type	One-off contract – national consultant (see Annex I - Template contract)
Deadline for submission of offers:	30 March 2017 (<u>by midnight, UTC +2</u>)
Estimated duration:	April - June 2017
Duty Station:	Georgia

I. Background:

The thematic programme “Strengthening institutional frameworks for local governance” is part of a regional programme to be implemented by the Congress of Local and Regional Authorities of the Council of Europe (the Congress) under the CoE/EU Eastern Partnership Programmatic Co-operation Framework (PCF) during 2015 – 2017 in Armenia, Azerbaijan, Georgia, Moldova, Ukraine and Belarus.

The purpose of the thematic programme is to support the on-going processes of local government reform and to promote ethical behaviour by local elected representatives in the respective countries. In particular, it aims to foster a more efficient, transparent and ethical governance at the local level, and increase citizen participation.

In 2015, a Study on roles and responsibilities of mayors and local councillors in Armenia, Azerbaijan, Georgia, Moldova, Ukraine and Belarus was prepared as a baseline for the work with local elected representatives in the EU Eastern Partnership region. [The Study](#) provides a set of key findings, conclusions and recommendations on strengthening the role and powers of local elected representatives, to enable them to better contribute to local democratic governance. In order to promote the implementation of the Study recommendations, a number of activities have been planned for 2017. These include a round table in Georgia to discuss the practices, challenges and legislation regulating the general assemblies of settlements.

II. Objective of the assignment:

Prepare a background paper on the legislation, practice, challenges and recommendations regarding the functioning of the general assemblies of settlements in Georgia, and present it within a national round table to be organised in May 2017.

III. Specific tasks and deliverables:

1. Prepare a background paper on the situation, legislation, functioning, (good) practices, challenges and drawbacks in the functioning of the general assemblies of settlements in Georgia, in application of the provisions of the Organic Law Of Georgia, Local Self-Government Code, and in particular the Section IV on Participation of citizens in the exercise of local self-government. The paper should contain concrete and practical recommendations to improve the functioning of this democratic instrument. The paper should be no longer than 20 (twenty) pages and should be developed in Georgian, while the executive summary and recommendations should also be provided in English three weeks before the round-table. Additional information (description of best practices, results of interviews and case studies) can be appended to the document.
2. Participate in a roundtable to be organised in May 2017 in Georgia (exact dates and location to be confirmed), and present the main conclusions and recommendations of the study, collect participants' feedback and update the paper accordingly. The presentation should be in Georgian and reach Congress Secretariat at least one week before the round table.
3. Contribute to the discussions as based on your experience during the aforementioned roundtable.

IV. Requirements:

Eligibility criteria

- At least 5 years of experience and expertise in a relevant field, i.e. public administration, local governance, citizen participation, legislative review, civil society, etc.;
- Be a resident in Georgia and have excellent knowledge of the Georgian language;
- Excellent spoken and written English;
- Studies in law, political sciences, sociology or other relevant field.

Only bids submitted in English shall be deemed eligible.

Award criteria

- Quality of the offer (90%), including:
 - Methodology proposed.
 - Ability to focus on activities/deliverables from a quality, efficiency and accuracy perspective, respecting deadlines indicated in the Terms of reference.
 - Capacity to adapt to the context.
 - Capability and proven experience in conducting studies and facilitating discussions.
 - Capacity to meet the expectations in regard to oral and drafting skills; the ability to translate complex ideas and concepts into clear and concrete language.
 - Language skills, full proficiency in Georgian and good working knowledge of English.
 - Experience with international organisations, in particular the Council of Europe where relevant.
- Financial offer (10%).

Exclusion criteria

(by submitting your tender, you declare on your honour not being in any of the below situations)

Tenderers shall be excluded from participating in the tender procedure if they:

- have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence.

V. How to apply:

Incomplete submissions will not be considered. Applications must be submitted in English and in electronic format (Word and/or PDF) to ion.beschieru@coe.int, and should include:

- Letter of interest highlighting the experience of the applicant in conducting similar tasks with a clear mention of the all-inclusive fee (a maximum of 3,000 EUR, including VAT).
- A document outlining the plan of action, describing the approach to the development of the study and organisation of the round tables in accordance with the tasks described and the timeframe provided within the Terms of Reference.
- An up-to-date CV highlighting experience in conducting similar tasks.

* * *