

Partnership for Good Governance



TERMS OF REFERENCE

Title:	Developing a handbook for local authorities in the Republic of Moldova on transparency and citizen participation
Contract type:	One-off contract – national consultant (see Annex I - Template contract)
Deadline for submission of offers:	30 August 2017 <u>(by midnight, UTC +1)</u>
Estimated duration:	September – December 2017

I. Background

The thematic programme “Strengthening institutional frameworks for local governance” is part of a regional programme implemented by the Congress of Local and Regional Authorities of the Council of Europe (the Congress) within the CoE/EU Partnership for Good Governance (PGG) during 2015 – 2017 in Armenia, Azerbaijan, Georgia, the Republic of 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 authorities 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.

Following a Call for proposals for ‘Local initiatives on ethical governance and transparency’ in Armenia, Georgia, the Republic of Moldova and Ukraine, launched in November 2016, 12 local authorities (three per country) are implementing local initiatives, promoting ethics, transparency and citizen participation in their communities, with support which extends beyond funding and includes expert assistance, and sharing the experience, skills and knowledge with peer mayors from the region.

In this regard, four handbooks on transparency and citizen participation for local authorities in Armenia, Georgia, the Republic of Moldova and Ukraine will be developed under the co-ordination and guidance of an international expert, in close co-operation with the Secretariat of the Congress.

The handbook for the Republic of Moldova, in the same way as for the other three countries, is intended to support local authorities in their efforts to improve the quality of local governance. The handbook will provide local authorities with practical guidelines on transparency and citizen participation, based on the Council of Europe principles and with reference to the Congress reports, resolutions, recommendations, strategies and action plans.

II. Objective of the assignment

Prepare a practical handbook on transparency and citizen participation for the local authorities in the Republic of Moldova. The handbook should include country-specific information about transparency policies and citizen participation, relevant national legislation, examples of risks, good practices and preventive measures. Moreover, the handbook should make reference to the general European and international standards, in particular to the Council of Europe principles and Congress documents on public ethics, transparency and citizen participation (inputs will be provided by an international expert).

III. Specific tasks and deliverables

1. Under the co-ordination and guidance of the Secretariat of the Congress and an international expert, the national consultant will:
 - 1.1. Collect information on transparency and citizen participation in the Republic of Moldova, based on a guidance paper prepared by the international expert. Please note that, for translation purposes, all references to the national legislation included in the handbook must be provided in the original language and in English.
 - 1.2. Develop specific sections of the handbook on transparency and citizen participation in the Republic of Moldova and complement the glossary of ethics- and corruption-related terms already identified and developed by the international expert, providing further country-specific information as regards the national legal framework (including case law examples), good practices, and local specificities and challenges.
 - 1.3. Submit a final draft of the handbook to the Secretariat of the Congress, along with a set of recommendations on dissemination and practical use(s) of the handbook by the local authorities.
2. Finalise the *Handbook for the Republic of Moldova*, based on the inputs received from the Secretariat of the Congress and the international expert. The handbook should be written in English, not exceed 25 (twenty-five) pages in length and follow the structure indicated by the international expert.
3. Participate in the Best Practices seminar to be held in Tbilisi, Georgia from 4 to 7 December 2017. In particular:
 - 3.1. Act as a facilitator during the thematic sessions where appropriate (to be determined), in co-ordination with the programme team and experts.
 - 3.2. Report on the conclusions of the thematic sessions and, based on the discussions held during the seminar, update the recommendations on dissemination and practical use(s) of the handbook by the local authorities.
 - 3.3. Contribute to the discussions held throughout the seminar, based on your experience.
4. Provide complementary information on transparency and citizen participation in the Republic of Moldova if requested by the programme team.

IV. Requirements

Eligibility criteria

- Sound knowledge of the national legal framework, policies and practices relating to transparency, anti-corruption and citizen participation in the Republic of Moldova.
- Proved experience (at least 3 years) in working with local authorities, especially on issues related to citizen participation, transparency and accountability.
- Extensive experience in the development of handbooks, guidelines and other manuals.
- Knowledge of recent developments in key areas of local governance in the Republic of Moldova.
- Awareness of the Council of Europe principles and standards for local democracy.
- Sound experience in working with international organisations.
- Professional knowledge of English.

Award criteria

- Quality of the offer (90%), including:
 - Ability to provide qualitative, efficient and accurate deliverables within the timeframes indicated in the Terms of Reference.
 - Capacity to meet expectations in regard to oral and drafting skills and ability to translate complex ideas and concepts into clear and concrete language.
 - Full proficiency in English.
 - Experience in working with international organisations and in particular with the Council of Europe.
- Financial offer (10%).

Exclusion criteria

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

Offeror shall be excluded from participating in the tender procedure if he/she:

- has been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- is 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 is subject to a procedure of the same kind;
- has received a judgment with *res judicata force*, finding an offence that affects his/her professional integrity or serious professional misconduct;
- does not comply with his/her obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of his/her country of incorporation, establishment or residence.

V. Timeframe

Expected start date: **1 September 2017**. The tasks shall be undertaken as per an agreed work-plan between the consultant and the programme team, and finished no later than **20 December 2017**.

Tasks & expected deliverables	Submission schedule
Collect information on transparency and citizen participation in the Republic of Moldova. ¹	22 September 2017
Complement the glossary of ethics- and corruption-related terms with country-specific information. ²	8 October 2017
Develop specific sections of the handbook on transparency and citizen participation in the Republic of Moldova.	22 October 2017
Submission of the final draft version of the <i>Handbook for the Republic of Moldova</i> , along with a set of recommendations on its practical use. ³	
Submission of the final version of the <i>Handbook for the Republic of Moldova</i> .	12 November 2017
Act as a facilitator during the thematic sessions and participate in the Best Practices seminar in Tbilisi, Georgia.	4-7 December 2017
Report on the conclusions of the seminar and update the set of recommendations	15 December 2017

Note: The format and structure of all deliverables should be further discussed and agreed between the consultant and the Council of Europe programme team during the assignment.

VI. How to apply

Incomplete submissions will not be considered. Applications must be submitted in English and in electronic format (Word and/or PDF, no larger than 5 MB) to congress.cooperation@coe.int and should include:

- Letter of interest and an up-to-date CV highlighting the experience of the applicant in conducting similar tasks.
- Financial offer of the service. The consultant is requested to propose an all-inclusive fee (a maximum of 2,400 EUR, including VAT), reflecting the competitive procedure laid out in the award criteria. All travel related costs (transportation, subsistence, accommodation, etc.) will be covered by the Council of Europe.

Annex I – Template contract

¹ The Secretariat of the Congress will disseminate a guidance paper, which will serve as a basis to structure the handbook, by 7 September 2017.

² The Secretariat of the Congress will provide you with the glossary, summarising the international framework and standards relating to each identified typology, by 22 September 2017.

³ The international expert will review the final draft version of the handbook by 8 November 2017.