

Council of Europe Project “Promoting local democracy in Ukraine”

TERMS OF REFERENCE

Title:	Follow-up on local initiatives aimed at enhancing local democracy
Estimated duration:	September – December 2016
Duty Station:	Kyiv and travel to other regions of Ukraine

Introduction and background

The project “Promoting local democracy in Ukraine” is implemented by the Congress of local and regional authorities of the Council of Europe (hereafter the Congress) as part of the Action Plan for Ukraine for 2015-2017 to assist the country in its continued efforts to meet its statutory and specific obligations as a Member State. It aims to improve the implementation of democratic principles in Ukraine, by enhancing the institutional and leadership capacities of local elected authorities and disseminating nation-wide best practices of local democracy.

The objectives of the project are the following:

- To strengthen institutional and leadership capacities of local elected representatives;
- To reinforce capacities of local and regional elected representatives to provide support to the implementation of the local self-government reform;
- To foster active democratic citizenship and support the implementation of local democratic participatory processes.

To this end, the Congress Secretariat has developed activities which consist of a series of peer-to-peer exchanges with the participation of Congress members, both from Ukraine and other member states of the Council of Europe, as well as local and international experts. Comprehensive and tailor-made support to various target groups (such as mayors, councillors and young local leaders) are proposed in different settings to improve their co-operation as well as their management and communication skills, in particular towards the citizens. Building the ownership and strengthening the capacities of local stakeholders to co-produce local policies will allow them to participate in the overall decision-making and reforms in the country.

Activities designed for young local leaders¹ aim at increasing their participation in local politics and local and regional elections, with a better understanding of the role of local and regional authorities and European standards for local self-government. Around 200 participants already took part in a series of seminars, which were organised as following:

¹ These include the following:

- leaders of NGOs (human rights, professional organisations, e.g. lawyers, students, alumni of universities, women’s associations, representatives of Tatar people and other minorities);
- recently elected city councilors or mayors (up to 25%) or who were candidates for such posts during the last local elections;
- members of political parties, including youth organisations of political parties;
- informal leaders : bloggers, journalists, in particular journalists representing local media, so that they could also post information on this event and spread news;
- persons involved in democratic participation, e.g. « committees of participatory communities », active community groups.

City	Regions represented
Truskavets	Zakarpattia, Ivano-Frankivsk, Lviv, Ternopil, Chernihiv
Chernihiv	Chernihiv, Poltava, Zhytomyr, Cherkassy, Sumy
Odessa	Odessa, Kherson, Kirovograd, Mykolayiv
Dnipropetrovsk	Dnipropetrovsk, Kharkiv, Donetsk, Lugansk, Zaporizhzhya
Kyiv	Kyiv, Khmelnytsky, Rivne, Vinnytsa, Kirovograd
Kyiv	Kyiv, Cherkassy, Poltava, Kirovograd
Vinnytsa	Vinnytsa, Zhytomyr, Ternopil, Khmelnytsky
Chernihiv	Chernihiv, Rivne, Volyn, Sumy

As a result of each seminar, participants have been invited to develop and implement local initiatives in their community to further enhance and strengthen local democracy, taking into account issues such as citizen participation, youth involvement, ethical behaviour/anti-corruption, etc. As a follow-up, the results of the initiatives implemented will be periodically monitored.

Purpose of the consultancy

The objective of the consultancy is to monitor the intermediate outcomes and eventually the short term impact of the specific activities addressed to young local leaders; to analyse the typology and numbers of local initiatives implemented; to earmark relevant success story and where applicable best practices; and to further disseminate them among beneficiaries of the project.

Local consultant(s) hired through these terms of reference will conduct their tasks in close co-operation and in coordination with the project team in the Office of the Council of Europe in Kyiv. The call is opened to a team of local consultants which includes one lead and up to three junior consultants. The call is also open to NGOs and companies. Application should clearly specify identity and credentials of the experts involved into the execution of these terms of reference.

Main tasks and responsibilities of the lead consultant

The following tasks should be undertaken in the framework of the consultancy:

1. Develop a concept for the follow-up of the initiatives and change in the communities resulting from participation to activities. Each step will be discussed and validated by the project team before implementation. The concept should:
 - a. include a set of indicators to monitor the intermediate outcomes and short term impact of specific activities addressed to young local leaders;
 - b. include a set of indicators to analyse the local initiatives;
 - c. include a draft general survey questionnaire -to be sent out to all participants (e.g. survey monkey)-, to collect raw data on the outcomes of the seminars and on the initiatives implemented;
 - d. propose a quantitative and qualitative methodology to monitor at least 50 initiatives led by a representative sample of participants. The methodology should provide elements from a SWOT analysis and indications for a periodical follow-up;

2. Collect and analyse the relevant data, according to the methodology and tools discussed and agreed with the project team.
3. Prepare a monitoring report which should include the results and analysis of the survey, a general assessment of the initiatives and typology of actions developed by young local leaders following the seminar and a more detailed review of 50 initiatives implemented. This report will be for internal use; it should be developed under the guidance of the project team and finalised taking into account the comments received.
4. Propose to the project team a selection of 20 success stories already largely implemented/ finalised that could be further promoted and shared with other beneficiaries of the project, and suggest means to document them;
5. Select with the project team not less than 10 success stories which will be documented within a maximum of 6 regional on-sight visits;
6. Deliver a report on the success stories including visibility for their promotion.

Deliverables

All deliverables should be in Ukrainian or English.

1. Concept for the follow-up of the initiatives;
2. Draft and final monitoring report;
3. Draft and final report on the success stories with visibility evidence.

Main tasks and responsibilities of the junior consultant(s)

The following tasks should be undertaken in the framework of the consultancy:

1. Assist the lead consultant with the monitoring of the local initiatives;
2. Collect and analyse the relevant data, according to the methodology and tools proposed by the lead consultant, as agreed with the project team.

Deliverables

All deliverables should be in Ukrainian or English.

1. Report on the initiatives followed individually in the preparation of the monitoring report, as agreed with the lead consultant with in annex a detailed plan describing the services/tasks delivered. The report should be provided both to the lead consultant and the project team ;
2. Mission report on the on-sight visit, if applicable.

Required qualifications

Lead Consultant:

1. University degree in social sciences or other field relevant to the assignment;
2. Experience in conducting similar research work and monitoring of project;
3. Experience of working with civil society organisations and local authorities in Ukraine would be a strong asset;
4. Ability to propose activities/deliverables with a high quality, efficiency and accuracy perspective, observing deadlines;
5. Excellent communication skills in English; the ability to translate complex ideas and concepts into clear and concrete language to report to Council of Europe headquarters in Strasbourg (France) if necessary;

6. Full professional proficiency in Ukrainian.

Junior consultant(s):

1. University degree or full-time student in the area of social sciences or other field relevant to the assignment;
2. Experience in sociological surveys and/or data collection;
3. Excellent spoken and written Ukrainian;
4. Proficiency in English would be an asset.

Timeframe

Expected start date: 12 September 2016

The tasks should be undertaken as per an agreed work-plan between the consultant and the project team, and finished no later than 16 December 2016.

Tasks & Expected deliverables	Working time	Indicative schedule
Desk review of relevant documentation provided by the project team and briefing	10%	Week 37
Design of the concept for the follow-up of initiatives, feedback and review	20%	Weeks 37 – 38
Dissemination of the survey, collection of data, analysis, drafting of the monitoring report, feedback from the project team and finalisation of the monitoring report on the implementation of 50 initiatives	30%	Weeks 39 – 44
Selection of success stories to be further promoted , on-sight-visits, and preparation of the report and visibility material	30%	Weeks 45 – 47
Finalisation of the report on at least 10 success stories with visibility evidence	10%	Weeks 48 – 50

Procedures for submission of applications

Interested candidates/companies/NGOs are requested to send their application with:

1. CV highlighting experience of the persons to be involved on the side of the applicant (each member of the team of individuals/NGO representatives/company employees) in conducting similar tasks;
2. Letter of Interest from the applicant highlighting the experience in conducting similar tasks;
3. Clear mention of the all-inclusive fee (a maximum of 8,500.00 EUR). Prices must be in EUR or UAH including VAT. In case of individual application for the lead consultant, a maximum fee of 4,500.00 EUR is applicable. The local consultants will travel under Council of Europe travelling and insurance rules and procedures, as referred in the contract to be signed with the Secretary General of the Council of Europe. Therefore traveling expenses should not be included in the calculation of the offer;
4. Examples of previous works (reports, surveys etc.);
5. Registration information for NGOs and companies.

The applications should be submitted by e-mail to Ms Kristina Bagramian, Project Officer, kristina.bagramian@coe.int. with copy to Ms. Svitlana Gryshchenko, Project Manager Svitlana.Gryshchenko@coe.int

Applications will be reviewed as received. Please note that the deadline to submit application is **21 August 2016 (midnight)**.

The Terms of reference with Annexes will constitute one of the parts of the contract between the Secretary General of the Council of Europe and the individual consultants; company and NGO.

For more information and contact:

Ms Kristina Bagramian, Project Officer, kristina.bagramian@coe.int.

Ms Viktoriia Tereshchenko, Project Assistant, viktoriia.tereshchenko@coe.int

Tel: +38 097 866 79 66