

With funding from



Terms of Reference

EXTERNAL CONSULTANCY

Community-led Local Development / LEADER expert

Consultant funded under:

Austrian Development Agency (ADA)

with funds of Austrian Corporation Agency

Project:

Improving local governance through inclusive development approaches

Location:

Georgia

1. BACKGROUND

Action Against Hunger (AAH) - Spain, as part of the Action Against Hunger International network, is a non-governmental, private, apolitical, non-confessional and non-profit organisation that fights hunger and its root causes worldwide. It has been operating in the South Caucasus region since 1994 and its current programmes focus on the following areas: Food Security, Livelihoods, Agriculture, Economic and Rural Development.

Under the project “**Improving local governance through inclusive development approaches**”, financed by ADA, AAH is continuing to support the introduction of a bottom up, participatory development approach to local development in Georgia. The project builds upon the community-led local development / LEADER processes introduced into Georgia through the EU ENPARD programme supporting a broad cross-section of local actors to determine development priorities and support socio-economic initiatives.

Under this ADA-financed project, AAH is supporting the initiation of a Local Action Group (LAG) in Zugdidi Municipality. Following a wide-reaching information campaign at the start of the applications have already been received from approximately 75 interested individuals in Zugdidi from the civil, private, and public sectors across the municipality who are interested in engaging in the LAG and the project now aims to further develop their knowledge and understanding of the Community-Led Local Development / LEADER approach providing experiences and lessons learned from the European (or broader) context.

2. GENERAL OBJECTIVE

The consultant will be responsible for providing detailed information through a series of presentations on the principles and main features of the CLLD / LEADER approach to assist prospective LAG members in Zugdidi better understand their future roles and responsibilities. This support will be provided together with a local Georgian consultant (to be contracted separately by AAH) who will be able to provide information on the introduction of the CLLD / LEADER approach within the Georgian context

This expert assistance will be provided over a 9-day consultancy to Georgia in late May / early June 2021 with a total of 7 working days in country and 2 travel days. An additional 3 home-based days are allocated for consultation with AAH, the local Georgian consultant and for preparation time.

Given the current situation regarding the COVID 19 pandemic, the trainings will be performed to groups of up to 25 persons in a sizeable auditorium allowing for physical distancing. All other COVID 19 protocols will be observed.

The trainings described below will be for two-days in duration and repeated over a six-day period for each group of 20-25 potential LAG members.

Please note: In the case that international travel is not possible the trainings will be changed to a home-based online mode and AAH will negotiate alternative planning arrangement and respective costs with the selected consultant.

3. TASKS AND RESPONSIBILITIES

The following tasks and responsibilities are expected to be accomplished over the consultancy period. Please note that this list not exhaustive and AAH would welcome inputs and ideas from the consultant on other areas of expertise that can be included in the TOR:

1. Home-based:
 - Kick-off meeting with AAH.
 - Preparation of all training materials.
 - Liaising with the local Georgian consultant on the training format and schedule.
 - Sharing the final programme with AAH. **(3 working days)**
2. In-country: Provide a briefing to AAH on the LEADER approach used within the consultant's country of origin and best practices used in other European countries. Finalise training modalities and make preparations for the training with the local, Georgian consultant **(1 working day)**
3. In-country: Facilitate the three 2-day workshops in collaboration with the local Georgian consultant to the potential Zugdidi LAG members on the following aspects of the CLLD/LEADER approach
 - General principles of the CLLD / LEADER approach
 - The structure and management (including statute, code of conduct, conflict of interest etc.) of the LAG
 - The concept of the Local Development Strategy (LDS)
 - The relationship of the LDS and the provision of sub-grants

(2-day training x 3 different groups, totalling **6 working days**).

Please Note: The above training will focus on the conceptual framework of the LDS and will not actually assist in the designing or drafting the LDS – this will be performed under a separate consultancy contract.

4. EXPECTED OUTPUTS

1. High quality presentations and training materials (including videos and visual aids that can be translated by AAH) for all training exercises
2. Examples of sample documents for Zugdidi LAG organisational structure, management plan, statute, code of conduct etc.
3. Delivery of high-quality presentations and supporting question and answer sessions.

5. CONSULTANCY TIMEFRAME

The following is a tentative outline of the anticipated consultancy recruitment process and timeframe.

Action	Responsible	Date
Submission of bid (electronically)	Consultant	05/05/2021
Interviews with Consultant	AAH & Consultant	07/05/2021
Contract signed	Contract signed between the AAH and consultant	Week of 10/05/2021
Kick-Off meeting and home-based preparation	Meeting between contractor and consultant	Week of 17/05/2021 3 working days
Training delivery	Consultant	Week of 24/05/2021 6 working days

5. QUALIFICATIONS & EXPERIENCE REQUIRED

- ✓ University degree or masters in relevant discipline
- ✓ Demonstrable knowledge and experience of working on LEADER programming and CLLD
- ✓ Experience of conducting training programmes on CLLD/LEADER
- ✓ Strong presentation and communication skills
- ✓ English language fluency
- ✓ Knowledge of Georgian or Russian language an advantage
- ✓ Report writing skills

6. GENERAL CONDITIONS

Required start date: To start the week beginning 17th May 2021

Duration of work: 7 working days in country + 2 travel days + 3 home based working days

Location of work: Zugdidi, Georgia & home based

Work Plan and Methodology: The work plan will be made together with Action Against Hunger prior to departure to Georgia

Fees: The total amount for consultancy fees to be negotiated based on the proposition and experience of the consultant.

Per diem: The amount of requested per diem should be included within the consultancy fee.

Payment: 100% of the fees to be paid on successful completion of the consultancy

Travel: Travel to the Georgia and back will be paid directly by Action Against Hunger and all internal travel cross in country will be arranged and paid for by Action Against Hunger.

Accommodation: Hotel or guesthouse accommodation in Tbilisi and Zugdidi will be arranged and covered by Action Against Hunger.

Insurance: The consultant shall manage his/her own insurance and provide the details of coverage to Action Against Hunger before departure.

Translation: Action Against Hunger will provide spoken translation from Georgian-English and English-Georgian by the consultant.

Other: Any materials required to carry out the assigned consultancy (laptop, mobile phone etc.), must be provided by the consultant.

Should a PCR test(s) be required for travel this will be paid by Action Against Hunger

6. APPLICATION PROCESS

- Interested applicants should send their **CV** and a **1-2 page** technical proposal on proposed content of the two-day training (the consultant should plan sessions of up to five hours per day, as the Georgian consultant will also host additional sessions).
- The letter should also include the **proposed gross daily rate for remuneration (in Euros)**. This daily rate should include the consultancy fee and per diem (home based preparatory days should not include per diem). A modest rate for the two travel days

should also be provided. *Please note that international and internal travel and accommodation will be covered by Action Against Hunger*

- Applications to be sent to the Action Against Hunger email address: procurement@sc.acfspain.org with the subject “**Zugdidi LEADER consultant**” no later than **5th May 2021**.