

With funding from



Terms of Reference

Consultancy for the development of a Local Development Strategy

Consultants funded under:

Austrian Development Agency (ADA)

with funds of Austrian Development Cooperation (ADC)

Project:

Improving local governance through inclusive development approaches

Location:

Zugdidi/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, Water and Sanitation, Agriculture, Economic and Rural Development.

With the support of the Austrian Development Agency (ADA) with funds of Austrian Corporation Agency, Action Against Hunger is implementing the project “**Improving local governance through inclusive development approaches**”. The project began in October 2020 and aims to contribute towards increased inclusion of women, youth and the most vulnerable in local development decision-making processes and socio-economic support. The project supports bottom up, participatory development approaches, bringing together a broad cross section of local actors to determine development priorities and support socio-economic initiatives.

The principal mechanism of this approach is the Local Action Group (LAG), which is a public-private partnership of local community members that represent a broad cross section of different groups and sectors. Under this project, Action Against Hunger has helped to establish a new LAG within Zugdidi municipality. The LAG members have already been trained on the principles of Community-led Local Development (CLLD) and the next phase is to support the LAG to design and draft a Local Development Strategy (LDS).

2. GENERAL OBJECTIVE

Action Against Hunger is looking to employ 2 consultants – one international consultant and one Georgian consultant – to facilitate the development of the Zugdidi LAG Local Development Strategy (LDS). The consultants should provide one joint application for this opening.

The LDS should be created in a participatory way, incorporating inputs from all communities, LAG members and from experts in their respective sectors. It will also incorporate, and be in line with, existing municipal, regional and national development strategy goals and other initiatives run by UN agencies and NGOs. The consultants will work together with the AAH team and the LAG in gathering all necessary information for the design, drafting and finalisation of the LDS document. The drafting process should also integrate three specific elements into the LDS design: **women’s economic engagement, youth inclusion and environmental protection, including climate action** with a cross-cutting focus on the **inclusion of vulnerable communities and individuals**.

In order to support this process, prior to the LDS development, Zugdidi LAG members will be supported with targeted trainings provided by Action Against Hunger on environmentally sustainable and climate smart agriculture, Disaster Risk Reduction and climate action, which will increase knowledge and awareness. Likewise, a specific focus will be placed on supporting the LAG to gain a deeper understanding of **social vulnerability and inclusion** so that these concepts will be integrated into the LDS drafting process. The final LDS document will be instrumental in guiding the LAG in assessing and selecting initiatives to be funded within Zugdidi that will assist the development of municipality.

The development of the LDS should be provided over two separate consultancy visits to Zugdidi Municipality each totalling of 6 working days (excluding travel) and an additional home-based consultancy of 10 working days. The consultants will work together with the Action Against Hunger

team and the LAG in gathering all necessary information for the design, drafting and finalisation of the LDS document.

Given the current situation regarding the COVID 19 pandemic, the LDS workshops 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.

Please note: In the case that international travel is not possible, and the international consultant cannot travel to Georgia the workshops will be conducted using a combination of online and face to face communication. If restrictions on the gathering of people are put in place, then the workshops will be changed to a home-based online mode. AAH will negotiate alternative planning arrangements and respective costs with the selected consultants.

3. TASKS AND RESPONSIBILITIES

The following tasks and responsibilities are expected to be accomplished over the consultancy period. Please note that this list is not exhaustive and Action Against Hunger would require inputs and ideas from the consultants on other inputs for this LDS design process:

Phase 1: Desk Review

- Elaboration, distribution and assessment of needs analysis questionnaires;
- Review of available relevant national, regional and local strategies and reports. **(3 home-based working days)**

Phase 2: In-country meetings and 1st LDS workshop

- Perform in-country information-gathering meetings and focus group discussions
- Host workshop with LAG working group on the situation and needs analysis (including SWOT analysis) to define priority areas **(3 working days + 2 travel days)**.

Phase 3: 2nd in-country LDS workshop

- Host in-country workshop with LAG working group on LDS Vision, Objectives, Strategic Priorities and Action Plan
- Facilitate LDS design and development **(3 working days + 2 travel days)**

Phase 4: Draft LDS document for review and revision (7 home-based working days)

4. EXPECTED OUTPUTS

1. Provide high quality training/workshop materials for LDS workshops in English and Georgian languages
2. Run interactive and participatory LDS development process
3. Provide high-quality Local Development Strategy document in English and Georgian languages

5. CONSULTANCY TIMEFRAME

The consultancy timeframe is negotiable based upon the needs of the project and the consultants' availability. The following is an outline of the anticipated consultancy period for the four phases for the consultancy. *Please note that this information is indicative and AAH would request a technical proposition with an outline of the consultancy workplan from the consultant when applying for this opening.*

Action	Responsible	Date
Submission of bid (electronically)	Consultants	21/07/2021
Interviews with Consultants	AAH & Consultants	Week of 26/07/2021
Contract signed	Contract signed between the AAH and consultants	End of July 2021
Kick-Off meeting and home-based preparation	Meeting between contractor and consultants	Middle of August 3 home-based working days
1 st LDS workshop	Consultants	Late August 2021 3 working days + travel
2 nd LDS workshop	Consultants	September 2021 3 working days + travel
Drafting LDS documents	Consultants	7 working days on drafting of LDS to be completed by 8th October 2021

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 workshops on LDS development
- ✓ Strong presentation and communication skills
- ✓ English language fluency (Georgian national consultant should be fluent in the Georgian language)
- ✓ Strong writing skills

6. GENERAL CONDITIONS

Required start date: To start by the middle of August 2021

Duration of work: 16 working days + 4 travel 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 recruitment of the consultants

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

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

Payment: 50% of the fees to be paid on completion and approval of both in-country visits and a further 50% to be paid on delivery of the LDS.

Travel: Travel to the Georgia and back for the international expert will be paid directly by Action Against Hunger and all internal travel cross in country for both international and national experts 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.

Report: The consultancy reports be submitted in an electronic version in both the English and Georgian languages.

Rights: The ownership of the LDS documents will belong to Action Against Hunger and the donor exclusively. The document, or any publication related to it, will not be shared by the consultants to anybody prior to the delivery of the final document to the donor by Action Against Hunger.

Action Against Hunger may share the results of the report with the following groups:

- Donor(s)
- Key Stakeholders
- Various co-ordination bodies

Insurance: The consultants shall manage their own insurance and provide the details of coverage to Action Against Hunger before departure.

Translation: The Georgian national consultant should provide English/Georgian translation at the LDS workshops.

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 consultants should send their **CV** and a **joint 2-3 page** technical proposal on proposed content of the LDS development process based upon the proposed tasks and responsibilities provided above.
- The technical proposal should also include the **proposed gross total daily rate for remuneration (in Euros) for both consultants**. This daily rate should include the consultancy fee and per diem (home based preparatory and LDS drafting days should not include per diem). A modest daily rate for the four 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 LDS consultancy**" no later than **21:00 p.m. on 21 July 2021**.