



Co-funded by the  
European Union



EU-DARKHAN FRIENDSHIP



ДАРХАН-УУЛ АЙМГИЙН  
ЗАСАГ ДАРГЫН ТАМГИЙН ГАЗАР



ХААМС  
MONGOLIAN  
UNIVERSITY OF LIFE  
SCIENCE



NALAS  
Network of Associations of  
Local Authorities of South-East Europe



FRIENDSHIP  
FOR INNOVATION,  
PROSPERITY  
AND GREENING

## **Friendship project, co-funded by European Union**

### **Open call for proposals – Curriculum development for capacity-building training of Darkhan-Uul Government officials and elected representatives**

Within the framework of the project proposal call by the European Union, “Europe Aid/171273/DH/ACT-Multi-2 Local Authorities: Partnership for sustainable cities”, the Darkhan-Uul Province Municipality Team (lead applicant), the School of Agroecology and Business, Mongolian University of Life Science (co-applicant) and Network of Association of Local Authorities of South-East Europe (co-applicant) submitted a joint application and received a grant for the implementation of the Friendship project strengthening EU-Mongolia friendship through Equitable, Resilient and Innovative Growth in Darkhan-Uul province. The project implementation started on February 1, 2022. As a result of the project, e-governance tools will be developed in the Darkhan-Uul province, and citizens’ participation in governance policy development will be increased. In addition, capacity building of civil officers, managers, and elected representatives will enable them to deliver public services fairly and equitably, so the quality and accessibility of public services will be improved. For more information, please visit our social pages at: <http://eudarkhan.mn/>, *FB: Найрамдал төсөл / Friendship project.*

Within the scope of Pillar II: Participatory Governance “Europe-Darkhan Innovation and Entrepreneurship Hub” (EU-DIEH) activity of the “FRIENDSHIP” project, the development and implementation of a needs-based training curriculum for the capacity building of government officials has been foreseen.

#### **The objective of the training curriculum:**

Accelerating the transition to a smart city by improving the knowledge and skills of government officials, developing equally accessible public services, and improving access to quality delivery of public services.

#### **Aims to:**

1. To address problems faced by the citizens pertaining to public or general services, to evaluate the effectiveness of the public policies, to enhance the integrated public network and both hard and soft infrastructure, and to facilitate collaboration between the public and private sectors in ensuring project and program coordination.
2. To set the benchmark for the provision of public services, analyze the situation where capacity is compromised, deliver effective services, and offer tools and methods to identify areas of governance that need reform and improvement. Furthermore, to enhance ethical knowledge, IT proficiency, and skills of the employees within local administrative organizations at all levels, fostering a corruption-free environment.
3. To develop innovative, outstanding technological solutions capable of addressing challenges faced by citizens when accessing public services. Those solutions aim to simplify the problems, promote multifaceted participation, and ensure comfortable, healthy, and safe working and living conditions.

#### **Curriculum content:**

1. To have practical and skill-based modules focusing on soft skills, including personal career development planning, teamwork, decision-making, and communication skills.

2. To incorporate a module that addresses civil service reform, civil service and human resource management, performance management, and methodological approach for public service delivery.
3. To include a module for educating government officials on essential IT foundations, including cyber safety, data analytics, e-transition, e-ethics, and policy recommendations. This module will guide officials on effectively utilizing emerging technologies in digitizing government services.
4. To include a module utilizing a competence-based training methodology focused on nurturing the entrepreneurial mindset of government officials. The module fosters collaboration between government officials and citizens to pursue local, sustainable development goals. Additionally, the module promotes adopting smart solutions to create healthy and safe working and living environments for the local population.
5. To have a module focused on enhancing citizens' participation in improving water supply and sanitization, public health, and solid waste management.
6. The training curriculum should provide a clear and comprehensive explanation of the goals, objectives, content, topics, duration, methodology, evaluation method, and materials for each module.

### **Scope of the program:**

200 people from Darkhan-Uul Province Municipality, citizens' representatives, and government officials will be included.

### **Implementation activities:**

1. Conducting a needs assessment survey in capacity building for government officials and developing a curriculum based on the survey analysis conducted among civil servants.
2. Each module within the curriculum clearly defines its goals, objectives, content, topics, durations, methodology, evaluation methods, and learning materials.
3. The two selected modules are tested and refined with the target group.
4. The applicant organization will develop a curriculum comprising 10 modules, 8 main areas, and 2 additional modules focusing on personal career development planning.
5. Needs assessment survey report and curriculum should be available in Mongolian and English.

### **Requirement for applicants:**

- a) To be a qualified organization specializing in and possessing human resource capabilities required to conduct a needs assessment survey in the areas of capacity building for Darkhan-Uul province's government officials and to develop a comprehensive curriculum based on the survey findings.
- b) To have prior experience in this field.

### **Suggested Methodology for curriculum development.**

The curriculum should encompass a comprehensive methodological approach to the program. The "FRIENDSHIP" program encourages applicants to propose innovative delivery methods for students, including case studies, role-plays, presentations, and lectures. A consultative and cooperative approach should be employed during the curriculum development process, with feedback from "FRIENDSHIP" at all stages, including preparation, development, and delivery of the capacity-building training. Curriculum content should prioritize social inclusion, poverty reduction, good governance, and public service issues. The curriculum should also incorporate the opinions of the public, focusing on addressing the challenges faced by citizens with an income level below the subsistence level. Moreover, the curriculum should encompass gender-sensitive content, the inclusion of women and female staff, and gender equality, as well as the gender composition of the curriculum development team.

**Submission materials:**

1. Letter requesting to perform consultancy.
2. Introduction of the organization
3. Copy of the legal entity certificate
4. Proposal template filled out
5. CVs of team members
6. Quotation /Budget breakdown/

**Fees and other related expenses:**

The contractor shall submit an offer that considers all costs associated with the development of the curriculum and its accompanying products. This includes expenses for stationery, equipment, communication, transportation, meals, and any other costs not explicitly mentioned in the proposal. Upon contract signing, the payment will be transferred within 5 working days after the project team has accepted the offer according to the following financing schedule:

| No | Activities  | Financing percentage |
|----|---|----------------------|
| 1  | Final submission of the curriculum, which includes the research methodology and a detailed work plan, for approval      | 40%                  |
| 2  | Curriculum prepared according to the plan consulted with the employer and after obtaining approval of the final version | 40%                  |
| 3  | Within 5 days of submission of the survey report and curriculum   | 20%                  |

**Submission of materials:**

Those interested in developing a curriculum shall submit their proposals to [dieh@friendship.mn](mailto:dieh@friendship.mn) /PDF form/ before June 12, 2023, at 5:00 pm (ULN).

Address:

Room #213, Europe-Darkhan Innovation Entrepreneurship Hub, School of Agroecology and Business, Mongolian University of Life Sciences, Darkhan Soum, Darkhan-Uul province

Phone number +976 70373737, +976 88713710 /Gantulga B./



**FRIENDSHIP PROJECT, CO-FUNDED BY EUROPEAN UNION**

**PROPOSAL TEMPLATE**

|                         |   |
|-------------------------|---|
| Name of the tenderee    | “FRIENDSHIP” project  |
| Name of the competition | Capacity training curriculum development for government officials |
| Selection #             | 2023/EDIEH/05   |

**ONE: General information about the contractor**

|       |   |  |
|-------|---|--|
| 1.1   | Organization name:                            |  |
| 1.2   | Types of operation:                           |  |
| 1.3   | Date of establishment:                        |  |
| 1.4   | Address of organization:                      |  |
| 1.5   | Webpage:                                      |  |
| 1.6   | Social media: FB, Twitter, Instagram, Youtube |  |
| 1.7   | Contact person:                               |  |
| 1.7.1 | Full name:                                    |  |
| 1.7.2 | Position:                                     |  |
| 1.7.3 | Phone number:                                 |  |
| 1.7.4 | Email:  |  |

**TWO: CONSULTING SERVICE EXPERIENCE**

|     |  |
|-----|--|
| 2.1 | Please write 300 words about the technical skills and experience required for the consulting services. |
| 2.2 | <i>Please write information about similar activities and projects experience (300 words)</i>           |

**THREE: MANAGEMENT SKILLS**

|     |  |
|-----|--|
| 3.1 | <i>Policies and procedures implemented by the contractor to provide quality consulting services to the client (300 words)</i>  |
| 3.2 | <i>Please explain how your organization ensures the quality of consulting services during the contract period. (200 words)</i> |

|     |   |
|-----|---|
| 3.3 | <i>Measures will be taken to ensure the stability of specialists responsible for the tender work and the continuity of their professional activities. (200 words)</i> |
| 3.4 | <i>Other information (400 words)</i>  |

**FOUR: A LIST OF SIMILAR WORK EXPERIENCE**

*Please mention similar work experience completed in the last 3 years.*

| <i>N<sup>o</sup></i> | <i>Name of the work/ service</i> | <i>Completion period</i> | <i>Tenderee</i> | <i>Budget</i> |
|----------------------|----------------------------------|--------------------------|-----------------|---------------|
|                      |                                  |                          |                 |               |
|                      |                                  |                          |                 |               |
|                      |                                  |                          |                 |               |
|                      |                                  |                          |                 |               |
|                      |                                  |                          |                 |               |

**FIVE: The primary methodology employed in the implementation of consulting service**

|     |  |
|-----|--|
| 4.1 | <i>Please clearly outline the planned tasks, including the main methods and approaches for implementation, the respective duration, and the responsible individuals for each activity. Additionally, ensure that the sequence of stages for all significant activities is indicated.</i> |
|     |  |

**SIX:**

| <i>N<sup>o</sup></i> | Types of expenditure | Expenditure details | Measurement | Unit | Per price | Total |     |
|----------------------|----------------------|---------------------|-------------|------|-----------|-------|-----|
|                      |                      |                     |             |      |           | MNT   | EUR |
| 1                    |                      |                     |             |      |           |       |     |
| 2                    |                      |                     |             |      |           |       |     |
| 3                    |                      |                     |             |      |           |       |     |
| 4                    |                      |                     |             |      |           |       |     |
| 5                    |                      |                     |             |      |           |       |     |
| 6                    |                      |                     |             |      |           |       |     |
| 7                    |                      |                     |             |      |           |       |     |
| TOTAL BUDGET         |                      |                     |             |      |           |       |     |

**SEVEN: SUBMISSION MATERIALS**

1. Letter requesting to perform consultancy.
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