

Request for Proposals and Terms of Reference

Team of External Experts/Consultants for Preparing and Delivering a Training on the Elements of a Successful Local Government Association Committee

1. Summary of Requirements

The Network of Associations of Local Authorities of South East Europe (NALAS), within the project "Institutional strengthening of RCDN+ partner associations for sustainable contribution to the water and sanitation sector", supported by GIZ, requests proposals from interested Consultants to prepare and deliver a training on the elements of a successful Local Government Association Committee.

2. Invitation

Consultants with proven experience and expertise in working with, and providing capacity development to local governments and local government associations are invited to team up and respond to this Request for Proposals.

3. Request for Proposals Terminology

The following terms will apply to this Request for Proposals (RfP) and Terms of Reference (ToR) and to any subsequent Contract. Submission of a proposal in response to this Request for Proposals indicates acceptance of all the following terms:

Terminology

- a) "NALAS" means the Network of Associations of Local Authorities of South East Europe;
- b) "Contract" means the written agreement resulting from the Request for Proposal executed by the NALAS Secretariat and the successful vendor;
- c) "Contractor" means the successful vendor selected from this Request for Proposal;
- d) "Must", "Mandatory" or "Required" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Consultant" means an individual that submits, or intends to submit, a proposal in response to this Request for Proposal.

4. Closing Date and Location

To be considered, proposals must be received in electronic form not later than **9 September 2024 (Monday), 16:00 (CET)** at info@nalas.eu, with Subject: Offer for consulting services for the training on the elements of a successful Local Government Association Committee.

5. Enquiries

This Request for Proposal can be downloaded from the NALAS website at www.nalas.eu. For any questions about the content of this RfP, please contact NALAS Grant Manager, Ms. Vanja Starovlah, at starovlah@nalas.eu, or +38267271210.

6. Ownership of Proposals

All documents, including proposals submitted in response to this Request for Proposals become the property of NALAS. However, only the submissions by the successful contractor will be used. Once a contract has been awarded, the name of the successful consultant will be available to the public upon request.

7. Project Overview

The project Institutional strengthening of RCDN+ partner associations for sustainable contribution to the water and sanitation sector aims at increasing the effectiveness and efficiency of the Associations of Public Utilities (APUCs) and of Local Government Associations (LGAs) in the six Western Balkan economies, which contributes to better service provision for and by their members, ultimately allowing to deliver equitable, safely managed drinking water and sanitation services to the population, in line with international standards.

The project is jointly financed by the Government of Switzerland – State Secretariat for Economic Affairs (SECO) and the German Federal Ministry of Economic Cooperation and Development (BMZ), and it is administratively embedded in the GIZ Project “Open Regional Fund Modernisation of Municipal Services (ORF MMS)”, commissioned by BMZ.

Four key sets of activities will contribute to achieve the project outcomes:

Outcome 1: (Stronger associations). APUCs and LGAs are capable to perform their organisational functions in line with their mandate.

Outcome 2: (Adequate capacity development offer). APUCs and LGAs are capable of responding satisfactorily to the water sector-related capacity development needs and requests of their members.

Outcome 3: (Policy dialogue led by associations). APUCs and LGAs are recognised by competent national agencies, able to establish strategic collaborations, and to facilitate policy dialogue in order to advocate for the interests of their members

Outcome 4: (Regional services). Regional capacity development services address the needs and requests and add value to the capacity development offer of APUCs and LGAs.

RCDN+ partner LGAs have planned number of activities for establishing and strengthening their committees dealing with WSS, as the key institutional mechanism for providing expertise in setting associations' WSS agenda, related to its CD and advocacy activities. Within this project, NALAS will provide support in all phases of establishment, operationalisation and work of the committees. As a starting point, NALAS will organise a regional training for the elements of a successful LGA committee.

Therefore, NALAS is looking to engage a team of two consultants with relevant experience and expertise to deliver the regional training on the elements of a successful LGA committee.

8. The Aim of the Assignment

The objective of this assignment is to develop and deliver a training on the elements of a successful LGA committee. The training shall include, but not limited to the following topics:

- Composition of the committee,
- Terms of Reference,
- Mobilisation of members,
- Rules and procedures,
- Workplan,

- Motivation,
- Communication,
- Institutional links, etc

9. Deliverables under the contract

Activity	Timeframe	Deliverables
1. Developing and preparations for the training on the elements of a successful LGA committee	11-30 September 2024	Training agenda Training design Participants' pre-assessment summary
2. Delivering training on the elements of a successful LGA committee	01-31 October 2024	Presentations Training report

All deliverables under this ToR should be approved by NALAS Grant Manager.

10. Proposal submission

The complete proposals submitted by the teams of two consultants shall include the following elements:

Technical Offer:

- Cover Letter, explaining consultants' suitability for the assignment, as specified in this RfP.
- Proposed approach, including draft training agenda and methodology.
- Detailed CVs of the two consultants. The CVs shall clearly demonstrate how the consultants meet the criteria stated under Chapter 11.

Financial Offer:

- Financial offer submitted in the template below. The travel and accommodation costs for the training shall be covered by the consultants themselves. The fees should be gross and stated in euros. The gross amount should include the personal income taxes and other taxes obligatory under the laws of the Republic of North Macedonia (at the moment 10% of the gross amount) and will be calculated and paid by NALAS. The Consultant will receive the amount reduced for the paid personal income tax.

Activity	Deliverables	Consultant 1 (gross amount)	Consultant 2 (gross amount)	Total in EUR:
1. Developing and preparations for the training on the elements of a successful LGA committee	Training agenda Training design Participants' pre-assessment summary			
2. Delivering training on the elements of a successful LGA committee	Presentations Training report			
Total:				

11. Technical or professional ability of the Consultant

To qualify as capable of performing the contract in terms of its technical and professional qualifications, the consultants must meet the following requirements:

- Each consultant from the team has at least 7 years of experience with local government.
- Each consultant from the team has at least 5 years of experience in local government development through training and other capacity development measures.
- Each consultant from the team has regional experience, working in South-East Europe.
- Each consultant from the team has strong understanding of the functioning of LGAs' committees, including those on communal services, or specifically water and sanitation services.
- Understanding the challenges and dynamics of the WSS sector in South East Europe is an asset.
- Fluency in English.
- Knowledge of local languages is an asset.

12. Evaluation Criteria and Scoring

Evaluation of proposals will be undertaken by NALAS Evaluation Committee. The proposals will be evaluated and rated based on the criteria set out in this RfP. In order to do so:

- The proposal must be submitted in English;
- The proposal must be submitted by the stated deadline;
- The proposal must clearly list, in detail, what services will be provided with the associated costs for each component;
- The proposal must be complete, containing all the elements listed in Chapter 10 of this RfP.

The Evaluation Committee will evaluate the proposals based on the following criteria:

- 40% Consultants' Capacity: relevance of consultants' expertise and experience for fulfilling the tasks under this RfP. Previous experience with NALAS and familiarity with NALAS and RCDN capacity development approach and quality standards will be considered as an asset;
- 30% Technical Offer: proposed approach including draft training and meeting agenda and methodology;
- 30% Financial Offer.

13. Terms of Payment

The payment will be made after completing the assignment and approval of all deliverables, as described in Chapters 8 and 9 of this RfP. *(to be submitted no later than 11 November 2024).*

14. Modification of Terms

NALAS reserves the right to modify the terms of the RfP at any time at its sole discretion.

15. Consultant Expenses

Consultants are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with NALAS. Short-listed proposals may be asked to make a presentation to the Evaluation Committee, which will be solely at the Consultants own expense.

16. Acceptance and Rejection of Proposals

NALAS may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, NALAS reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. NALAS is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Consultants who have responded. NALAS reserves the right to accept the proposed offer in total

or in part, to reject any or all offers, to waive any minor informalities, irregularities, or technicalities, and to accept the offer deemed most favourable to the Network.

17. Contract Negotiation

NALAS reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract. NALAS also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

18. Ownership

All materials, documents and information prepared, developed or adjusted by the contractor for the purposes of realisation of the assignment under this ToR, remain the property of NALAS. The contractor agrees that no part of the training materials, documents and information may be reproduced or distributed in any form, or by any means, or stored in a database or retrieval system, for any other purposes and objectives than those related to this ToR.

Thank you for your interest in submitting a proposal. It is hoped that the information provided is of value and should anything be unclear, please contact NALAS directly.