

Request for Offers & Terms of Reference

Engagement of a Consultancy Entity on Gender Mainstreaming in Solid Waste Management at Local Level in North Macedonia

1. Background

The Network of Associations of Local Authorities of South-East Europe – NALAS unites 13 local government associations across South-East Europe. Its mission is to enhance local governance and public service delivery by fostering knowledge exchange, building capacity, and advocating for policy improvements. NALAS promotes collaboration among its members, disseminates best practices and aids local authorities in pursuing sustainable development and effective decentralization.

Besides the gender responsive budgeting that was promoted and applied modestly in the local governments of the South-East Europe (SEE) region, there is an inadequate consideration of men and women's needs in municipal programs related to local infrastructure projects, public transportation, public space utilization, energy efficiency initiatives, and other local services resulting in persistent gender disparities. Therefore, women and girls may face limited access to essential services and public spaces, hindering their full potential and participation in community life. Also, the absence of local inclusive policies and services lead to social fragmentation and exclusion of certain disadvantaged groups, undermining social cohesion.

The NALAS methodology for mainstreaming gender in solid waste management services could be of significant benefit in overcoming the abovementioned issues. This methodology has shown positive results in enhancing gender-sensitive planning and implementation within this specific municipal service. However, this valuable tool has not been widely scaled-up to other municipal services, leaving a gap in addressing gender disparities, overlook the diverse needs and perspectives of men and women, leading to persistent gender disparities and ineffective service delivery and challenges across various municipal competencies. Critical areas like public infrastructure, public space and transportation, energy efficiency, and other aspects under municipal competence remain largely unexplored in terms of gender considerations. The NALAS methodology provides a structured approach to identify gender aspects and challenges within specific services. Applying this approach to other municipal sectors will enable a more comprehensive understanding of gender disparities and facilitate tailored solutions for mainstreaming gender in local services.

The project “Gender mainstreaming in local service delivery across SEE through NALAS” implemented in partnership with UN WOMEN, aims to integrate gender perspectives into local competencies by expanding the NALAS methodology for engendering local services. By applying this methodology to a selected local level service, the project will produce case studies and knowledge products, including a comprehensive booklet of best practices. Through NALAS, these resources will be widely distributed to local authorities across the SEE region. To address abovementioned challenges, it is essential for associations of local authorities to take a leading role as key actors in providing knowledge and expert support. This can be achieved by implementing advanced tools and initiatives and fostering the exchange of best practices at the national and regional levels, significantly contributing to enhanced gender equality within local governance structures.

One of the key project's results include the application of the NALAS Methodology for mainstreaming gender in solid waste management in North Macedonia, targeting one pilot municipality and the development of a related case study.

2. Invitation

Consultancy entities (organizations/companies) with proven experience and expertise in gender mainstreaming at local level, solid waste management, Gender Responsive Budgeting and facilitating effective and engaging learning experiences, are invited to respond to this Request for Proposals.

3. Objective and Scope of the Assignment

The objective of this Terms of Reference is to apply the NALAS Methodology for mainstreaming gender in solid waste management (SWM) in a pilot local government in North Macedonia, develop a related case study, and provide knowledge on gender-responsive budgeting through the delivery of the NALAS e-learning course and the collection of best practices. To achieve this, the consultancy entity shall provide expertise in gender mainstreaming and local-level SWM by engaging a team of two senior experts with relevant knowledge in these fields, responsible for implementing the following activities and tasks:

1. Selection of pilot local government in North Macedonia for application of NALAS Methodology for mainstreaming gender in the solid waste management

As part of the selection process, guided by established criteria, a pilot local government will be chosen in close consultation with the local government association. The team of experts in gender and solid waste management will provide selection criteria and support the entire selection process.

2. Adaptation and applying of the NALAS Methodology for mainstreaming gender in the solid waste management service delivery into the context of the pilot local government

In order for the NALAS methodology (<https://nalas.eu/wp-content/uploads/2022/12/Guide-22Including-gender-in-solid-waste-services22.pdf>) to be adapted and properly applied in the pilot local government, the consultancy entity's experts (in gender and SWM) will provide their inputs. In close cooperation with the pilot local government staff, the experts will lead the process of adaptation of the NALAS methodology to the local context by conducting assessment of SWM service from gender and service provision perspective (local public policies and services and their impact on gender equality etc). It will result in developed action plan for applying the methodology which shall start with the identification of needs of women and men in the solid waste service delivery. The needs assessment will help in designing of the respective measure which will contribute in engendering SWM service. Through online mentoring sessions, the entity experts' support shall be also available to local government's staff in the implementation of the measure.

The NALAS methodology has been applied in the City of Bijeljina, and the good practices, knowledge, and experiences gained will be considered when adapting the methodology to the selected pilot local government (<https://www.nalas.eu/wp-content/uploads/2022/12/CASE-STUDY-Gender-responsive-waste-management-service-delivery-in-the-City-of-Bijeljina.pdf>) .

The project will contribute to the expenditures for implementation of the Methodology in the pilot local government for conducting the surveys, promotion and awareness raising, as well as, purchasing of necessary equipment if needed in limited amounts. Considering the financial limitations and time constraints, the methodology might be implemented in the restricted area of the pilot municipality in order for the effects of the methodology to be measured and presented in a form of a case study.

3. Preparation of a Case Study on gender mainstreaming in the solid waste management service delivery

The Case Study from the selected pilot local government from the North Macedonia will be prepared by the gender and solid waste management experts and shared with local governments in the SEE region via NALAS Knowledge Management System.

4. Delivery of the e-Learning course on Gender Mainstreaming and GRB at local level

The e-Learning course “Introduction to Gender Mainstreaming at Local Level” (<https://uom.me/wp-content/uploads/2017/10/Brochure-Gender-Course.pdf>) available at the NALAS e-Academy (<http://nalas-academy.com/>) which is translated in Macedonian language will be delivered for the participants from the Macedonian local governments. The gender expert proposed by the expert entity in a capacity of a facilitator will guide and support the attendees in their learning journey. The e-learning course will be delivered in 4 weeks for the participants that will be identified in cooperation with local government association, in accordance with the NALAS standards.

5. Collection and dissemination of the best practices on human interest stories on Gender Responsive Budgeting at local level to local authorities in SEE

NALAS member association will be invited to collect best practices on human interest stories on GRB at local level. The practices will be formatted in accordance to the approach and form NALAS has for this particular purpose (example: <https://nalas.eu/compendium-of-gender-responsive-budgeting-best-practices-for-practitioners-on-local-level-in-south-east-europe/>). The consultancy entity’s gender expert will support the process of collection of the necessary data and information and preparation of the draft versions of case studies from two local governments from the North Macedonia, while a story writer will be engaged by NALAS to develop the final content of the Booklet of best practices that will be designed in electronic version. The Booklet will be disseminated to the local authorities in SEE through the NALAS Knowledge Management System, as well as, in the sessions of the Forum of Women Mayors.

4. Expected Deliverables and Timeline

Activities/timeline	Deliverables
<p>1. Selection of pilot local government in North Macedonia for application of NALAS Methodology for mainstreaming gender in the solid waste management</p> <p>January 2025</p>	<ul style="list-style-type: none"> ▪ Selection criteria identified ▪ Support the entire selection process provided by team of experts in gender and solid waste management
<p>2. Adaptation and applying of the NALAS Methodology for mainstreaming gender in the solid waste management service delivery into the context of the pilot local government</p>	<ul style="list-style-type: none"> ▪ The NALAS methodology for mainstreaming gender in the solid waste management service delivery adapted to the local context: <ul style="list-style-type: none"> ○ Assessment of SWM service from gender and service provision perspective conducted (Feb-March 2025)

<p>February – December 2025</p>	<ul style="list-style-type: none"> ○ Needs of women and men in the solid waste service delivery identified and Action plan for applying the methodology developed (April-May 2025) ▪ Respective measure that contributes in engendering SWM service delivery designed in close cooperation with selected pilot local government's staff (May-June 2025) ▪ Online mentoring sessions, for support to local government's staff in the implementation of the measure delivered (June – December 2025)
<p>3. Preparation of a Case Study on gender mainstreaming in the solid waste management service delivery</p> <p>March - April 2026</p>	<ul style="list-style-type: none"> ▪ Case Study on gender mainstreaming in the solid waste management service delivery from the selected pilot local government from the North Macedonia prepared
<p>4. Delivery of the e-Learning course on Gender Mainstreaming and GRB at local level</p> <p>April – June 2025</p>	<ul style="list-style-type: none"> ▪ Course participants identified in cooperation with local government association and NALAS ▪ E-Learning course delivered in according with the NALAS standards ▪ Participants' knowledge evaluated and certified
<p>5. Collection and dissemination of the best practices on human interest stories on Gender Responsive Budgeting at local level to local authorities in SEE</p> <p>May – September 2025</p>	<ul style="list-style-type: none"> ▪ Necessary data and information about the best practices collected from two local governments from the North Macedonia (May 2025) ▪ Draft version of the case studies prepared (June 2025) ▪ Final versions of the best practices are verified before publishing (September 2025)

Assignment Overall Report should be prepared and submitted to NALAS end of May 2026, before the last payment.

The table above outlines the tentative timeframe for the implementation of activities. The actual duration of this assignment is scheduled from 24 January 2025 to 31 May 2026.

5. Profiles of the Consultancy Entity and Senior Experts

Interested consultancy entities must provide a profile of the organization/company and senior experts that meet the following requirements:

5.1. Profile of the Consultancy Entity

The Consultancy Entity shall provide sound evidence for:

- at least **7 years of experience in the area of local government activities**, especially in the areas related to the topics of this assignment: gender mainstreaming, SWM,

capacity building and delivery of capacity development measures to local government administration

- at least **3 public surveys conducted for local governments**, preferably related to the topics of gender mainstreaming and SWM.
- Participation in at least **3 projects on gender mainstreaming and SWM** supported by the international donors.

5.2. Senior Expert's profile

The Senior Experts in gender mainstreaming and solid waste management shall provide sound evidence for:

- Status and needs, challenges, trends, and opportunities for improvements, particularly in areas related to local governance and this TOR. Therefore, the experts shall provide evidence for professional experience of **at least 6 years in working with local governments** in the North Macedonia
- Professional experience of **at least 6 years in the field of gender and solid waste management**. The **expert on gender shall also provide evidence in design and delivery of at least 5 capacity development measures to local governments**.
- Working experience of **conducting at least 3 research and survey-related work**, as well as, reporting in the field of gender and SWM.
- Experience in working with associations of local governments. **At least 5 projects implemented with the involvement of associations of local governments** and municipal officials.

- **Education**

The experts should have at least Bachelor Degree in an area relevant to public administration and social services (e.g., social sciences, political science, public administration, pedagogy, human resource management or another relevant field). Master's Degree will be considered as an additional asset.

- **Language and IT skills**

Fluency in English, both written and spoken, as all supporting documents and the final report, shall be delivered in the English language. Sound knowledge in MS Office (Word, Excel, PowerPoint).

- **Other**

Promptness, high flexibility, ability to work within a team under tight deadlines, and readiness to travel. Analytical, research, social and communication skills.

6. Structure of the Team of Senior Experts

The consultancy entity should provide one senior expert in gender mainstreaming at the local level and one senior expert in solid waste management at the local level. The Consultancy Entity should provide one of the senior experts who will be responsible for the overall coordination and implementation of the assignment's activities. S/he will act as a focal point between NALAS and the Consultancy Entity, as well as, in communication with the selected pilot local government.

7. Proposal and its submission

The interested Consultancy Entity is asked to submit a proposal, by **17 January 2025, 16:00 (CET)**. The proposal has to be submitted in **English language by e-mail**, at nalas@info.eu and shall contain the following components:

7.1. Technical component

7.1.1. Consultancy Entity profile

- Cover page, showing Consultancy Entity name, Authorized Person, address and contact information;
- Presentation of the Consultancy Entity and its suitability for this assignment with a detailed description of the understanding of the assignment and evidence for the requirements provided in the point 5.1. Profile of the Consultancy Entity
Note: Please group all your documents from this point into one (1) single text-searchable PDF document.

7.1.2. Exposure to applicants' expertise

- Provide CV of proposed Senior Experts
- Presentation of expert suitability and competence for this assignment with a detailed description of the understanding of the assignment and evidence for each of the requirements provided in the point 5.2 Senior Expert's profile.
Note: Please group all your documents from this part into one (1) single text searchable PDF document.

7.2. Financial component

The Consultancy Entity should provide a financial offer with costs for the services necessary for achieving each of the deliverables, as well as, the overall amount for this assignment.

The breakdown of the costs for each service shall be provided in the Annex 1 – Service Costs.

The costs shall be expressed in Macedonian Denars, VAT shown separately.

The assignment-related costs (coordination, office supplies, communication, travel and accommodation costs for visiting and implementing the filed activities in the pilot local government) shall be integrated within the costs for the services for each of the deliverables proposed by the Consultancy Entity.

8. Evaluation Criteria and Scoring

The selection of the Consultancy Entity will be made following the quality-cost based selection method (70 % technical component and 30% financial component).

9. Reference

The reference for this assignment is NALAS, Email address: info@nalas.eu

10. Modification of Terms

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

11. 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 Consultancy Entity 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.

NALAS is not obliged to provide information about the selection process.

12. 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.

13. Ownership

All materials, documents and information prepared, developed or adjusted by the Consultancy Entity and senior expert and used for the purposes of preparation, conduct and implementation of the social mapping activities, as well as reporting, remain the property of the NALAS. The service provider and senior expert agree that no part of the social mapping 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, without the prior permission of NALAS.

14. Reporting

The assignment report should be submitted, not later than 15 working days after the realisation of all activities and submission of deliverables. The standardized Report Format to be used will be provided as Annex to the Contract.

15. Terms and Payment

The Consultancy Entity will be hired under Service Contract, signed by NALAS and will be paid in instalments upon submission and approval of the deliverables listed above.

16. Performance indicators

The indicators reflecting the expert's performance are: Timely presentation of results and outputs, quality of task realisation, participants' evaluation results and quality of the reports to be provided to the reference person of this assignment. The expert's performance will be evaluated by NALAS at the feedback session with the Consultancy Entity, following the realisation of the assigned activities under this contract. The standardised RCDN Performance Assessment Form will be provided as an Annex to the Contract.

17. Evaluation of work

The performance of the tasks will be assessed by the NALAS.

18. List of Annexes:

Annex 1-Service Costs

Activities/Services	Amount in MKD (VAT excluded)	VAT	Amount in MKD (VAT included)
1. Selection of pilot local government in North Macedonia for application of NALAS Methodology for mainstreaming gender in the solid waste management			
2. Adaptation and applying of the NALAS Methodology for mainstreaming gender in the solid waste management service delivery into the context of the pilot local government			
3. Preparation of a Case Study on gender mainstreaming in the solid waste management service delivery			
4. Delivery of the e-Learning course on Gender Mainstreaming and GRB at local level			
5. Collection and dissemination of the best practices on human interest stories on Gender Responsive Budgeting at local level to local authorities in SEE			
Total amount in MKD:			