

Supporting selected municipalities in developing and reforming the management of kindergartens

The GIZ Programme Good Governance for Local Development South Caucasus (GGLD) invites organisations to submit proposals for consultancy services.

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1. Brief information about GIZ Programme

Title: Good Governance for Local development, South Caucasus (GGLD)

- GGLD is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ).

Objective: Public institutions in the South Caucasus at the national and sub-national levels are better able to provide citizen-oriented services.

Fields of Action:

- a) Improving the legal and institutional framework for providing citizen-oriented public services;
- b) Strengthening the capacities of key stakeholders to deliver citizen-oriented services and to finance them;
- c) Introducing public participation mechanisms for the engagement of citizens in service delivery;
- d) Strengthening the procedures, institutions and instruments of regional and local economic development;
- e) Promoting cross-border learning and exchange of experiences.

Commissioning period: 01/04/2020 – 31/03/2023

2. Context

The objective of GGLD is to support public institutions in providing citizen-oriented, fair and qualitative public services. To achieve this objective, GGLD provides advisory support to municipalities in exercising competences in a need-based manner, including the development of structures and management processes of municipal institutions. Based on the agreement with the Ministry of Regional Development and Infrastructure of Georgia (MRDI), GGLD's focusses its support on one key area within the legislative competences of local governments: kindergartens. This includes advisory support to enable municipalities in improving and adapting the functions, structures, management processes of pre-school institutions to the needs of their citizens such as through the introduction of electronic registration systems for children in kindergartens. This will at the same time spur the preparation of kindergartens for the authorization process, which becomes even more relevant when considering recent legislative changes in the field of early and preschool education.

In February 2022, the Parliament of Georgia amended the Law of Georgia on Early Childhood and Preschool Education and the Organic Law of Georgia "the Code of Local Self-Government", which now say that kindergartens shall go through an authorization process that will be completed until January 1, 2030. During

this so called 'transition period' the National Center for Educational Quality Enhancement will authorize kindergarten instead of local self-government (as it was the case prior to the legislative change in February 2022). The transition period shall serve as a period for the local self-governments to prepare to take over the lead of this important process starting from January 2030.

To obtain authorization (no matter is by the national or the local level), pre-school institutions must have developed a suitable structure as well as a transparent and needs-oriented management model.

In 2021, GGLD cooperated with 10 municipalities, to elaborate citizen-oriented management structures for kindergartens (Telavi Municipality, Mtskheta Municipality, Gori Municipality, Akhaltsikhe Municipality, Borjomi Municipality, Kutaisi Municipality, Poti Municipality, Keda Municipality, Zugdidi Municipality, Tskaltubo Municipality). This included job descriptions for kindergarten personnel as well as a description of functions/duties tailored to the needs. Within this process, an electronic registration tool for children in kindergartens was developed. The developed methodological/ managerial recommendations as well as the electronic registration system are now gradually being implemented in selected municipalities.

GGLD continues its consulting activities in 2022 with the municipalities selected in 2021 and will elaborate further recommendations to them during the implementation process. Further more, 10 additional municipalities were selected for supporting their kindergarten management in the above-described way.

3. Objective of the consulting

The main objective of the tendered consulting service is to ensure that the municipal management of kindergartens (i.e. one of the municipal legislative competences) is tailored to the needs of the respective citizens. This support shall be based on the results of the pilot-phase results in 2021 and includes respective consulting to the municipalities in the improvement of their managerial structures, organisation and functioning of kindergartens as well as assisting them in the introduction of an electronic registration system for children.

The consulting service shall be performed in the same municipalities which were supported in 2021 and additionally start the consulting process in the following new municipalities:

1. Vani Municipality
2. Gardabani Municipality
3. Zestaponi Municipality
4. Khobi Municipality
5. Lanchkhuti Municipality
6. Sagarejo Municipality
7. Signaghi Municipality
8. Ozurgeti Municipality
9. Chokhatauri Municipality
10. Abasha Municipality

4. Scope of Work

The contractor shall provide consulting services to a total of 20 municipalities in order to adapt the respective kindergartens' existing functions, structures, management processes to the needs of the citizens, including the introduction of an electronic registration system.

This tasks includes the following sub-tasks:

4.1 Continued support to the 10 municipalities that already started the adaptation process of their kindergarten structures and the introduction of electronic registration:

- Telavi Municipality
- Mtskheta Municipality
- Gori Municipality
- Akhaltsikhe Municipality
- Borjomi Municipality
- Kutaisi Municipality
- Poti Municipality
- Keda Municipality
- Zugdidi Municipality
- Tskaltubo Municipality

The service provider shall accompany the further introduction/ development process in these 10 municipalities and elaborate further recommendations for them.

4.2 Supporting 10 additionally selected municipalities (listed under 3.):

4.2.1 Analyse all legislative acts and policy documents that are crucial for the provision of kindergarten services, including legal regulations and obligations set by the central level. Furthermore, this includes but is not limited to

- the analysis of existing regulatory acts of institutions providing preschool education, their functions, structure, job descriptions and management processes.
- key legal acts regulating the registration process of the children in the kindergartens on a local level as well as existing practices (including the registration of children with disabilities and/or special needs)

4.2.2 Based on the analysis of the above-mentioned documents, identify gaps in municipalities' management systems.

4.2.3 Based on the identified gaps, define recommendations for the improvement of the respective kindergartens' *Structures, functions, job descriptions and management process* (Recommendations for service providers/agencies that manage preschool education including):

- Several options of management models (so the municipalities can select the most appropriate for them)
- Clearly defined functions/obligations
- Needs-tailored Job descriptions

4.3 Adapting the electronic registration system to new challenges and outlining all necessary components to implement it (for all 20 municipalities):

The service provider shall support the introduction of the e-registration tool in all 20 municipalities by

- Discussing all relevant laws and rules on registration and admission/ exclusion of a child/ by public preschool educational institutions with selected municipalities and helping the kindergartens in adjusting to the needs of their citizens as well as in adopting appropriate rules.

- Listing all preschool educational institutions/kindergartens within the selected municipalities, as well as the number of registered children, including obtaining all necessary statistics.
- Practically introducing the developed electronic registration of children in selected municipalities

The assignment entails both visits to the municipalities as well as online meetings.

4.4 Interim and final report

- 4.4.1 The service provider shall hand in an **interim report** no later than 25.06.2022 which includes progress reporting on all tasks mentioned under 4.1, 4.2 and 4.3.
- 4.4.2 The service provider shall hand in a **final report** no later than 25.09.2022, that displays
- all conducted activities during the assignment period as defined under 4.1, 4.2 and 4.3 of these ToRs
 - Results and findings achieved through the activities
 - reflection on the gained experiences of the service provider
 - Good practice examples
 - Recommendations that can be shared with other municipalities and stakeholders (on implementation methods and approaches as well as strengths and weaknesses of the existing system of kindergarten management)

Both reports shall be written in Georgian and in addition include an executive summary in English.

5. Tentative contract period and reporting:

Start date: 05.04..2022

End date: 25.09.2022

Interim payment will be issued after submission of the interim report (on 25.06.2022).

Final payment will be issued after submission of the final report (25.09.2022).

6. Other terms

During the implementation of the assignment the service provider shall

- regularly inform GIZ on the above-mentioned activities and obtain GIZ's approval for all individual activities
- ensure close cooperation with the decision-making authorities on the central and local levels, as well as with the representatives and managers of the agencies
- closely cooperate with and regularly inform the representatives of the Ministry of Regional Development and Infrastructure (MRDI) of Georgia on her/his assignment's progress

7. Submission and selection of a proposal

The provider for this consultancy service will be selected based on a competition.

Eligible to participate in the competition are: Entrepreneurial (LLC) and non-entrepreneurial legal entities (NLC, NPO), legal entities under public law (LEPL), non-governmental organizations (NGOs) as well as further civil society organizations.

GIZ reserves the right to verify the information indicated in the application. In case of inaccurate information, the application will be cancelled.

Selection criteria

The service provider for the consultancy service will be selected based on the following criteria:

1. Experience of the organisation/team in implementing similar projects with local self-governments in the field of preschool education/ kindergartens. *(The experience of the organisation/team on implementing similar assignments should be verified within the application);*
2. The quality and compliance of the technical offer for achieving the specific objectives and regulations listed in the Terms of Reference (ToR) (including description of the assignment, the intended goals, the implementation plan, activities to complete the assignment and implementation schedule).
3. Efficiency of the activities and implementation schedule (that lists number of workdays per tasks);
4. Qualification of the respective experts assigned to the tasks outlined in the ToR: At least 5 years of proven experience related to the management of kindergartens *(such as municipal organisational arrangement, legal acts regarding the kindergarten, electronic registration and experience in procurement)*. Reference to similar work/projects shall be included in respective CVs.
5. Efficiency of budget allocation/calculation

More detailed information on assessment criteria is provided under the annexed assessment grid.

Submission of Application

Applications shall be submitted in English and Georgian and shall contain two parts: A technical offer and a financial offer.

The technical offer shall contain the following information *(according to the recommended structure):*

1. Title page

Name and registration number of organisation; legal address, telephone number, e-mail address, director of organisation, - signature and stamp of director.

2. Title of assignment and implementation period (month/year-month/year)

2.1 Description of assignment and goals

2.2. Implementation plan *(shall be in compliance with the terms of reference under this tender announcement);*

2.3 Activities planned to complete the assignment and implementation schedule

| # | Activity | March | April | May | Comment |
|-----|----------|-------|-------|-----|--------------------|
| 1 | X | | | | <i>If relevant</i> |
| 2 | Y | | | | |
| 3 | Z | | | | |
| ... | ... | | | | |

2.4 Persons involved in the project and their functions

Please, include a list with all persons and their functions, who will be involved in the implementation of the assignment and, in addition, insert them under the budget section of the financial proposal.

2.5 Annex

Respective Resumes (CV) of the staff involved in the implementation of the assignment

Any additional relevant information applicant may like to attach to the application.

The financial offer shall contain the following information:

Budget in GEL (excl. VAT)

| # | Category | Unit | Number of unit | Unit price (GEL) | Total value (GEL) | Comment |
|----------|----------------------------------|-----------|----------------|------------------|-------------------|---------|
| 1 | Expert Fee** | | | | | |
| 1.1 | | [man-day] | | | | |
| 1.2 | | | | | | |
| 1.3 | | | | | | |
| | ... | | | | | |
| | sum | | | | | |
| 2 | Other costs (if relevant) | | | | | |
| 2.1 | Transportation | | | | | |
| 2.2 | Accommodation | | | | | |
| 2.3 | Per-diem | 15 GEL | | | | |
| 2.4 | ... | | | | | |
| | Sum | | | | | |
| | | | | | | |
| | Total sum | | | | | |

Budget should not contain the cost that are not relevant for the activities of the assignment. Ongoing costs of the organisation won't be covered by budget.

*** indicated expert fees shall include income tax and pension fund costs.*

Fee rate of experts shall include all personnel costs, including ancillary personnel costs; backstopping, communication and reporting costs; and all overheads, profit, interest, risks, etc.