

# **Terms of Reference for a Local Consultant to support in strengthening Civil Society and public engagement in local governance of Maldives**

## **Project Description**

Local Government Authority (LGA) is mandated to build the capacity of councils under the Decentralization Act (7/2010). The commitment of LGA to honor this mandated provision has been reflected in various efforts by LGA. Some specific initiatives include the development of an online training portal, establishment of a specialized training institute on local governance and most importantly the perseverance demonstrated by continued delivery of a range of content to an increasing number of recipients despite various challenges posed in an unpredictable post-pandemic world.

LGA's Strategic Action Plan which sets a clear direction for the next three years in contributing towards the vision of the LGA for the period from 2021 to 2023. The document setting the strategic activities for the period also identifies targets through to 2023. Under Policy 7 of the document, promoting community participation at the local level, the identified strategic activities are pertinent to the objectives of this proposal including strengthening civil society involvement in development and decision making at local level amongst others.

The decentralization discourse would be incomplete without community and civic engagement as an imperative part of the dialogue. For governance actors such as councils, capacity is derived from the councilors and council staff and their ability to engage the local community and civic society to work constructively together as a team. Civic engagement is essential to undertake the entrusted roles of the council efficiently at the local level, therefore there is need to place particular emphasis on capacity building in this specific area. Proper knowledge and education on community engagement therefore becomes an essential requisite for councils.

As such, there is a need to strengthen the capacity of Local councils and LGA to engage more efficiently with the civil society and public. Hence, Local Government Authority with the support from The Asia Foundation is seeking the service of a local consultant to strengthen the Civil Society and public engagement in local governance to increase the role of civil societies, NGOs and public participation in the local governance system of Maldives.

## **Objectives**

Overall objective of the project is to deliver key concepts, values and strategies of civic engagement which would prove invaluable to the functioning at the local levels. The LGA and councils at the helm of local governance can make good use of the knowledge, skills, inputs, and exposure that the handbook strategies delivered through the planned handbook and awareness can provide to drive the design of a successful and fruitful civil society - local council engagements. Additionally, achieving the strategic activities and targets of LGA for the next 3 years could pave the way for achieving the decentralization vision of the country.

The main objectives are therefore to:

1. To promote collaboration between Local Councils and local CSO's through the impact of the planned development activities, and
2. Increase citizen participation in local governance.

## Scope of Work

Under the guidance of LGA and The Asia Foundation, the consultant will undertake the following key tasks:

- Conduct consultations with relevant stakeholders to assess the current situation of Local councils and civil society engagement and identify potential methodologies and entry points that can be leveraged to promote collaboration between Local Councils and local CSO's and to identify how to maximize effective citizen participation within the decentralization system, with the focus of ensuring participation of marginalized community
- Conduct a desk review of the current best practices, Strategic Action Plan (SAP), relevant Acts, relevant report, researches, other secondary data and findings from the stakeholder consultations to submit an inception report.
- Submit final handbook (in Dhivehi) for Civil Society and public engagement in local governance.
- Develop content for awareness video spot (to promote the civil society and local council engagement)
- Facilitate a Training of Trainers (ToT) programme to train staff of LGA and other trainers on Civil Society and public engagement in local governance.
- Develop a training module, contents and training evaluation tools for a physical training and for a self-paced e-training on Civil Society and public engagement in local governance.

## Expected Outputs and Deliverables

All documents shall be submitted as stipulated below and all documents will be submitted as drafts and upon review by Local Government Authority and The Asia Foundation, the consultant shall revise the draft documents. Once the revised deliverables are accepted by LGA, they will be termed as final reports for the consultancy.

**The following table shows an indication of the details and duration for the deliverables. The consultant will be responsible for the following deliverables;**

| Deliverables/ Outputs   | Maximum Duration to Complete             |
|---|--|
| <p>Conduct stakeholder consultations and a desk review and submit inception report. Consultations should take place in atleast 2 (two) geographical locations, preferably 1 city and 1 small island community. And also stakeholder consultations should be held at relevant institutions based in Male' City.</p> <p>Conducting desk review based on relevant literature including best practices on civil society and public engagement in local governance, relevant statistics, reports and researches on the topic, other secondary data, Strategic Action Plan (SAP) of LGA, council's mandate on civil society and public engagement, Decentralization Act 7/2010, and other relevant acts, regulations, and documents.</p> <p>Preparation of an inception report based on the inputs from the stakeholder consultation and based on the desk review to identify current</p> | <p>3 months from date of contracting</p> |

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| needs, existing gaps and how to bridge the gaps to improve the civil society and public engagement.  |  |
| Submit the first draft of Handbook (in Dhivehi).   |  |
| Submit final Handbook for Civil Society and public engagement in local governance (in Dhivehi).  |  |
| Develop content for awareness video spot - in Dhivehi (to promote the civil society and local council engagement). This will be 1 page of the video script content.  |  |
| Submit final content (in Dhivehi) for awareness video spot   |  |
| <b><i>The deliverables listed below will start on 2023</i></b>   |  |
| Develop training modules & tools (in Dhivehi) for the Training of Trainers (ToT) programme to train master trainers. Development of training program that addresses the needs and gaps identified in the inception phase. The program should feature supporting material such as detailed training modules for all topics to be covered, trainers' guides, training material (including but not limited to presentation slides and activity handouts), and external resources where necessary. The content of the training should be aligned with the handbook on Civil Society and public engagement in local governance. | 3 months from date of completion of deliverables stated above. |
| Facilitate a Training of Trainers programme to train staffs at LGA and other trainers (Master Trainers) on Civil Society and public engagement in local governance.  |  |
| Finalise and submit the training module, content & evaluation tools (pre & post evaluation) that will be used to measure knowledge and perception change of participants, to be used in the physical training programmes. The feedback collected and lesson learnt after conducting the ToT program will be used to modify the program and strengthen its components and delivery.   |  |
| Finalise and submit the final e-training script and evaluation tools (in Dhivehi) to be used in the self-paced e-learning module. The self-paced e-training will be hosted on LGA's e-learning management system <a href="http://www.kiyeveni.mv">www.kiyeveni.mv</a> . The content of the e-training should be aligned with the handbook on 'Civil Society and public engagement in local governance' and has to be based on the content of the physical training program.  |  |

## **Institutional Arrangement**

The consultant will work under the guidance of the Local Government Authority (LGA). The consultant is required to report to the Director – Policy, Planning & International Relations section of LGA, for each deliverable as stipulated in the scope of work. Meetings with LGA and The Asia Foundation will be held as and when needed.

## Location and Duration

The consultant must be based in Maldives, as physical meetings are expected to be conducted in order to start the project and before finalising the deliverables. The consultant will be home-based with the exception for the travel to 2 locations for the stakeholder consultations and any other physical meetings that are required. The cost of the travel for the consultation meetings at islands will be covered by LGA outside this consultancy.

The consultancy is expected to start in December 2022 following contracting.

The consultant should come up with a clear timeline while submitting the technical proposal taking into consideration the estimated time durations for each deliverable as stipulated above.

## Required Qualifications and Experience

The candidates applying for consultancy are required to fulfil the following criteria in terms of the expertise and qualifications;

1. Post graduate degree in Social Science / Social Policy / Public policy / Public Administration / Developmental Studies / Non-Governmental (NGO) and Civil Society Organization (CSO) Management / Management / Governance or related field;  
Minimum 3 years of work experience on similar areas such as Governance, Civil Society Organization and providing high quality advisory services;  
**Or**  
Under graduate degree in Social Science / Social Policy / Public policy / Public Administration / Developmental Studies / Non-Governmental (NGO) and Civil Society Organization (CSO) Management / Management / Governance or related field;  
Minimum 5 years of work experience on similar areas such as Governance, Civil Society Organization and providing high quality advisory services.
2. Proven experience in leading the design and formulation of handbooks, training materials and awareness materials related to local/governance, local councils and civil society engagement and working with local councils & civil society;
3. Proven experience in facilitating consultations and workshops;
4. Experience and knowledge of local governance system is an added advantage;
5. Fluent in Dhivehi and English.

## Documentation required

Interested applicants are required to submit the following documents to demonstrate their qualifications;

- A letter of interest
- Technical proposal
  - Technical proposal should details the implementation plan of the deliverables, methodology, clear timeline/workplan for the project, detailed Curriculum Vitae (CV) which includes at least three (3) professional references, details of previous related or similar projects and extracts of, or links to similar work.
- Financial proposal
  - Financial proposal should include lump sum fee which alignes with the deliverables and breakdowns with reference to schedule of payment of this ToR. All costs should be stated in Maldivian Rufiyaa. The total amount quoted shall be all-inclusive lump sum and include all costs components required to perform the deliverables identified in the TOR, including professional fee, internal travel costs or any other applicable cost to be incurred by the consultant in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration.
  - The cost of the travel for the consultation meetings at islands should not be included in the financial proposal as this expense will be covered by LGA outside this consultancy.

Curriculum Vitaes (CVs) submitted by applicant firms should be of select personnel for this consultancy. Applicant firms are additionally required to submit the following documents.

- Certificate of Business Registration
- GST Registration Certificate (if applicable)
- SME Registration

**Incomplete proposals may not be considered. The short-listed applicants will be contacted for interview. Shortlisted applicant firms should make lead personnel for the consultancy detailed in the technical proposal available for the interview.**

## Schedule of payment

The consultant will be paid in local currency under an **output-based lump-sum scheme** for the following deliverables stated below. The payments shall be released upon completion of the required deliverables/outputs with satisfactory reporting to the focal point in accordance with a set time schedule to be agreed in the contract.

| # | Milestone  | Payment                  |
|---|--|--------------------------|
| 1 | Upon Approval of final content for handbook, Video script, and content for training module (including module for physical training and e-training module.) | 60% of contracted figure |
| 2 | Conduct a Training of Trainers programme   | 40% of contracted figure |

## Selection process

Detailed below is the weightage given in selection of consultant.

| # | Detail                  | Weightage |
|---|-------------------------|-----------|
| 1 | Financial Proposal      | 40%       |
| 2 | Interview               | 30%       |
| 3 | Experience of applicant | 15%       |
| 4 | Proposed Timeline       | 15%       |

- Only relevant experience to scope of TOR for works valued over MVR 30,000.00 (Thirty Thousand Rufiya) will be considered for evaluation.
- For applicant firms, only the relevant experience of the firm and, educational qualification of lead personnel for the consultancy will be considered for evaluation.
- Applicants with highest marks will be contacted to form contract for the consultancy.