
Project: Good Governance for Local Development South Caucasus
PN: 19.2204.6-002.00
Activity: Accreditation of Training Providers: Best Practices and Applicability in Armenian context
Period: 01.07.2021 - 30.11.2021

1. Information on the Programme

The “Good Governance for Local Development South Caucasus” (GGLD) Programme advises and supports respective partner organisations at national, regional (sub-national) and local levels in Armenia, Georgia, and Azerbaijan in the implementation of cooperation initiatives towards improved local governance. It supports the improvement of frame conditions, addresses regional (sub-national) governance issues and works towards the improvement of municipal services and citizens’ participation at municipal level. In the context of the German international cooperation approach, the Programme’s objectives are oriented within the framework of the Caucasus Initiative; thus, the improved professional exchange among the countries of the South Caucasus and their increasing cooperation are also objectives at regional South Caucasus level.

The Programme is implemented on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and in Armenia co-financed by the Swiss Agency for Development and Cooperation (SDC). It is carried out in close cooperation with the Ministry of Territorial Administration and Infrastructure (MTAI) as the main political partner.

2. Background Information on the Activity

The review of the National Training System for municipal servants (NTS) is one of the main target areas of the Programme. GIZ has invested significant efforts over the past years. The achievements include:

- Establishment of HR/NTS (Human Resources/ National Training System) Working Group (WG) in 2016¹
- Stock-taking of the situation and challenges in the areas of NTS and HR at local level²
- Pilot training needs assessment (TNA) exercise in two municipalities (Dilijan and Tegh)
- Conference in Yerevan in June 2017
- Concept Paper of revision of the NTS Armenia (2018)
- TNA in 40 LSGs³
- Launch of training of staff secretaries to carry out TNA
- Review of accreditation system of training providers in Armenia

¹ The WG was re-established in 2021, under the MTAI Ministerial Order.

² Ulle Purga and Tigran Grigoryan, Stock Taking Analysis Report, May 5, 2017

³ Done in two goes, in 2019 and 2020. The Report for 2019 activities was officially submitted to the MTAI in December 2019, and the Report on 2020 in December 2020. The last lot of 12 LSGs is implemented in 2021 under a separate assignment.

The above priorities have been identified and developed into activities in collaboration with the MTAI, both through the NTS/HR Working Group and the Department of Territorial Development and during the MTAI-GIZ joint fact-finding visits, as well as daily contacts of GIZ GGLD with partner municipalities.

At the same time, because of the political changes in the country in 2018 followed by restructuring of the Municipal Service Unit in the MTAI, the Concept Paper mentioned in the list above on revising the NTS had temporarily been put on hold. Therefore, there is currently not much clarity over next steps towards improvement and modernisation of NTS. However, the NTS in Armenia continues being unresponsive to the real needs of municipal servants. To build upon previous efforts on improving the NTS in the country, GGLD is now aiming to resume its support to the MTAI in this area. This assignment thus aims at conducting a comprehensive study on the best international practices in accreditation of training service providers, as one of the main components of NTS review, and proposing recommendations on improving the process in Armenia.

3. Objective

GGLD envisages a review of best international practices in accrediting training service providers to accommodate relevant arrangements in the Armenian realities. This assignment is devised to replenish the support to implementation of ingredients of the Concept Paper and provide MTAI with broader knowledge in pursuing the review of NTS.

The assignment should be implemented by a tandem of **two consultants, international and local** (Consultant 1 and Consultant 2), with clear distribution of roles and inputs to the overall objective.

4. Tasks and Deliverables

The following **tasks** are expected to be fulfilled in the context of this assignment:

Task 1: Presentation of at least 3-4 best cases of various systems of accrediting training service providers (Consultant 1)

This should be a selection of 3-4 best cases, preferably in European countries, containing detailed description of procedures and budgeting to enable MTAI localise relevant arrangements and accommodate them to Armenian realities.

The deliverable of Task 1 shall be a report containing the above described information and inputs to the Final Report (See **Task 4**)

Task 2: Delivery of two workshops with the WG and selected enlarged municipalities (Consultants 1 and 2)

This Task is undertaken primarily to present the best cases as above and obtain grassroots information on the how this can be accommodated to Armenian realities. It will be a testing of the work of the two Consultants against the knowledge and perceptions of policy makers at national (namely, MTAI as the state authorised agency and the WG) and practitioners at local levels.

The deliverable of this Task shall be the workshops and minutes to inform and feed into the Final Report (see **Task 4**)

Task 3: Review of the national system of accreditation of training service providers (Consultant 2)

The Consultant shall explore the existing documentation, including legal and sub-legislative framework, budgeting and procedures applicable to the NTS, and design a report and recommendations on improvement thereof.

The deliverable of this Task shall be the report and recommendations, as well as inputs to the Final Report (see **Task 4**).

Task 4: Final Report (Consultants 1 and 2)

The Consultants 1 and 2 shall combine the results of their activities into a single document, i.e. the Final Report, that should set out the way forward for the Armenian authorities towards improvement of the system of accreditation of national training providers for municipal servants. Applicability of the best practices to Armenian realities and/or part thereof shall be substantiated and explained. The relevant presentation shall be delivered to the MTAI and WG, as well as the cooperating partners at local level, in a form of a joint workshop.

The deliverable of this Task shall be the Final Report and the presentation material as above.

5. Schedule and Implementation Details

The assignment is planned to commence on second half of July – first half of August 2021 and be completed by November 30, 2021. In total, up to 60 expert days are foreseen.

Deliverables		Expert days (up to)	Deadline
Task 1	At least 3-4 best cases of various systems of accrediting training service providers		By end-September 2021
	Consultant 1	25	
Task 2	Delivery of two workshops with the WG and selected enlarged municipalities (Consultants 1 and 2)		Workshop 1 by end-August 2021; Workshop 2 by mid-October 2021
	Consultant 1	2	
	Consultant 2	2	
Task 3	Review of the national system of accreditation of training service providers		By end-September 2021
	Consultant 2	25	

Task 4	Final Report and Closing Presentation to the MTAI, WG and LSGs		November 15, 2021
	Consultant 1	3	
	Consultant 2	3	
Total		up to 60	

The Contractor is obliged to perform the assignment based on these ToR while ensuring close contact and cooperation with GIZ throughout the implementation of the assignment. The Contractor is further required to submit all the deliverables to GIZ. Approval from GIZ is mandatory at each stage before moving onto the next level.

Please note that GIZ security regulations strictly frame and restrict operations in Tavush and Gegharkunik, Vayots Dzor, and Syunik provinces. Hence, GIZ approval will be needed prior to any visits to municipalities in these provinces.

6. Professional Requirements

Consultant 1 (International) shall have the following profile:

- Relevant academic background or practical experience in the subject matter,
- Knowledge and demonstrated experience in HRM,
- Knowledge and demonstrated experience in HRM budgeting and organisational development,
- Knowledge of various European systems of municipal/civil service with particular emphasis on accreditation of training service providers.

Consultant 2 (Local) shall have the following profile:

- Relevant academic background or practical experience in the subject matter,
- Knowledge and demonstrated experience in HRM,
- Knowledge and demonstrated experience in HRM budgeting and organisational development,
- Deep understanding of the Armenian and legislation and regulatory framework in HR and municipal service.

7. Submission of Technical and Financial Proposal

The Contractors are required to provide a Technical and Financial Proposal. The **Technical Proposal** shall outline in detail how the contractor is planning on providing the services requested through these ToR. The proposal must at least contain the following elements:

- Presentation of a strategy on how to implement the assignment,
- Description of methodology,
- Presentation of work plan,
- Foreseen transportation and accommodation modalities, and allocation of working days,
- Introduction and CVs of proposed experts.

The **Financial Proposal**, which must be submitted separately, needs to contain the following information:

- Expert fee(s), per working day and in total,
- Foreseen transportation and accommodation costs, if field visits are planned, based on the following guidance: Travel costs are reimbursed by 70 AMD per km as a lump sum or upon provision of evidence based on market price of transportation service, and accommodation by 14.000 AMD per night as a lump sum or upon provision of evidence based on market prices for overnight accommodation,
- Any other expenses essential for implementing the assignment, e.g., costs for materials. Evidence of these expenses must be submitted.