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# BACKGROUND INFORMATION

## Partner country

Republic of Armenia

## Contracting authority

## “Vanadzor Municipality Staff” Community Management Institution (from now on “Vanadzor Municipality”)

## Country background

Armenia local government system is 25 years old. Since 1996 it has been passing a long way towards its sustainability, viability and efficiency, particularly when Armenia became a member of the Council of Europe in 2001 and signed, among other documents, the European Charter of Local Self-Government, which entered into force on 1 May 2002. In 2002, the new Law on Local Self-Governance has been adopted taking into account many of the commitments of Armenia to Council of Europe.

On 13 May 2013, Armenia ratified the Additional Protocol to the European Charter of Local Self-Government on the right to participate in the affairs of a local authority (Utrecht, 2009, CETS No. 207). The provisions of the Additional Protocol became part of Armenian legislation (RA Law on local self-government) on 19 June 2013. On its way to continuous improvement, Armenia has already has committed to all articles of the European Charter of local Self-Government.

On 26 March 2014, the Congress of Local and Regional Authorities of Council of Europe adopted Recommendation 351(2014)[[1]](#footnote-1) on local democracy in Armenia. The Congress acknowledged the efforts made by the Armenian authorities to implement the provisions of the European Charter of Local Self-Government, while at the same time identified a number of areas of concern, such as the existence of numerous small municipalities, the limited powers and own resources of local authorities, the weak capacity of community councils and calling for further improvement.

Decentralisation and the creation of a strong local government system remains a priority for Armenian authorities. On 23 November 2015, following positive results of referenda on consolidation in three pilot clusters (Dilijan, Tumanyan and Tatev), the Parliament passed a package of legislative amendments to a number of laws, establishing the legal framework for the implementation of consolidation in the pilot clusters.

The constitutional referendum of 6 December 2015, introducing a shift to parliamentary governance on the national level, paved the way for further legal reforms in the field of local self-government. These reforms aim at strengthening the role of local councillors, particularly by enhancing their supervisory powers, giving emphasis to the role of inter-community bodies and organisations for enhancing the efficiency of local self-government. Constitutional provisions provide for the possibility of indirect elections of the community leaders and partisan structure of the community councils.

## Current situation in the sector

Currently, municipalities in Armenia need to constantly improve their capacities, knowledge and skills to mobilize more resources to ensure efficient and quality service delivery. In the course of public administration reforms the opportunities and potential of amalgamated communities are being increased, along with challenges they encounter as newly reformed communities.

## The amalgamated communities are gradually becoming competitors to the large cities. Vandazor is the third largest city of Armenia. Like other local governments, despite visible progress over years, it has been experiencing many challenges on the way of improvement of good governance, public participation, and municipal services. However, the potential competition from amalgamated communities provokes Vanadzor to further improve the efficiency and quality of municipal services. In addition, given the public demand of continuous improvement of municipal services and good governance, Vanadzor Municipality is keenly interested in further strengthening the capacities of its service provision departments, knowledge and skills of the municipal employees, get familiar with local and international best practices, leverage funding from alternative sources, and ensure broader transparency and visibility of municipal activities.

## Related programmes and other donor activities

Currently, Vanadzor municipality has been cooperating with different international organizations – EUD, EU Black Sea CBC, GIZ, World Vision, etc. Through different project, these organizations supports the municipality to improve its administrative and financial management, make investments in municipal infrastructure.

# OBJECTIVE, PURPOSE & EXPECTED RESULTS

## Overall objective

The overall objective of the project of which this contract will be a part is as follows:

The overall objective of the ABC.GoV Project which this contract is part is to contribute to the sustainable urban governance of the cities of Vanadzor and Gyumri, Armenia:

The project anticipates to achieve the following outcomes:

1. The municipalities of Vanadzor and Gyumri design and implement urban planning, waste recycling and transportation policies in line with national and European standards.
2. Users of municipal transports and waste management services have access to safe, healthy, inclusive and green services.
3. The residents of Vanadzor and Gyumri are more knowledgeable and aware of adverse effects of plastic waste and fuel transportation on human health and environment, change behaviour to contribute improvement of service delivery.
4. Vanadzor, Gyumri, and Piła municipal employees are more knowledgeable and skilled in urban governance and service delivery.
5. The project has rigorous management, monitoring, accountability, reporting and visibility mechanisms to ensure proper implementation and high visibility of the progress.

## Purpose

The purposes of this contract are as follows:

* Designing and conducting face-to-face baseline, mid-term and follow-up resident survey among population of the target areas and in depth interviews with experts, policymakers and practitioners in the sector of urban governance, waste management, public transport, environment, human rights (including gender, youth, minority and **PwD aspects**) as well as interviews meetings with ongoing and past EU-funded projects and **RBA (including gender, youth, minority and PwD aspects).**
* Designing and carrying out stakeholder analysis and mapping

## Results to be achieved by the contractor

* Providing face-to-face baseline, mid-term and follow-up data through population survey and in-depth interviews to guide the partners throughout the ABC.GoV while implementing the project activities, as well as to serve as a monitoring tool for measuring performance of the project activities in Vanadzor,  Gyumri, and Piła in the end of the project.
* The face-to-face baseline, mid-term and follow-up population survey should include inputs received from the ongoing and past EU-funded projects and key actors in Armenia on waste management, urban governance, environmental protection, as well as assessment of environmental capacity of RBA (including gender, youth, minority and PwD aspects.

# ASSUMPTIONS & RISKS

## Assumptions underlying the project

## Vanadzor Municipality is interested in improving its management and capacities therefore it will be supportive during the entire period of technical assistance.

## Risks

* Local government elections;
* Unstable political situation in the country
* Unexpected circumstances in regards of increased cases of Covid-19.

# SCOPE OF THE WORK

## General

### Project description

Vanadzor and Gyumri are Armenian cities sharing a common fate: once-thriving cities with the intrinsic urban environment, they struck severely by the 1988 devastating earthquake. Strong traditions in the urban economy helped them to recover, yet the cities have to overcome new challenges in urban governance. Plastic recycling and public transportation are among them being sources of carbon dioxide and methane emissions, dangerous for health and environment. The plastic in Armenia makes 30% of the waste. The emissions caused by transportation are estimated at 20%. Introducing plastic recycling, “green” transportation, related policies and procedures in partner cities will have a positive impact on public health and climate change, bring a new culture in waste governance, provide accessible transportation for over 6,000 Children/People living with a disabilities’ (PwD), and new economic opportunities. Recognizing the urgency of the mentioned issues the cities signed a Letter of Cooperation, an Alliance for Better City Governance (ABC.GoV), to jointly address them. Moreover, they partnered with Pita Commune, a green city in Wielkopolska, Poland to take advantage of peer-to-peer exchange with the EU counterpart with regard to the efficient, eco-friendly, and smart urban governance.

The **ABC.GoV** will promote the improvement of policies and procedures in urban planning and service delivery with the involvement of stakeholders: local and national authorities, experts and residents. The residents and CSOs of the main project beneficiaries - Vanadzor and Gyumri cities - will voice for the changes in urban policies and procedures through face-to-face and/or live-streamed town-halls meetings. They will be directly involved in the participatory urban planning process *(“placemaking”),* will have an access to urban planning data through geographic information system (GIS).

Public transportation and waste management are prioritized by the Armenian Government Long-term Strategy (2014-2025) and by СЕРА between EU and Armenia. The Government strategy plans a transition to the “green” economy, introduction of “green” taxes, contemporary system of waste recycling and low-emission green public transportation. Through СЕРА, Armenia and EU jointly commit to the "... promotion of “green” economy measures and eco-innovation ... waste management, strengthen their cooperation to combat climate change.” In relevance with those priorities, the project will institute a model of electric public transportation and innovative plastic recycling to produce construction materials for the improvement of public spaces in target cities. The project will create synergies with and complement several initiatives by EU and other donors: *“New Green Deal”* initiative and Innovating Cities initiative (making cities inclusive, safe, resilient and sustainable through innovative, coordinated and systemic solutions for the urban environment). The **ABC.GoV** also will contribute to SDG 11 targets (11.2, 11.3, and 11.6):"... accessible and sustainable transport systems for all, ... with special attention to ... persons with disabilities ...” (11.2), ... capacities for participatory, integrated and sustainable human settlement planning ...” (11.3), and reducing "... the adverse ... environmental impact of cities, including by paying special attention to air quality, municipal and other waste management” (11.6).

### Geographical area to be covered

Vanadzor and Gyumri, Armenia

### Target groups

The target group of the **ABC.GoV** are 3 municipalities (Vanadzor, Gyumri, Pila). 30 municipal employees will be capacitated through the peer learning (study tours) to have key roles in renewing urban governance policies and running upgraded green infrastructure (eco-transportation and waste recycling facility). Relevant and interested CSOs, 2,000 residents, and 4,000 school-children from 40 schools, as well as higher education institutions, vocational and educational training (VET) institutions in order to reach future teachers, managers and entrepreneurs, private business owners, larger employers and cultural institutions of target cities will directly benefit from environmental education and training. A Final Beneficiaries are 90,000 residents of Vanadzor, 120,000 residents of Gyumri, and 70,000 residents of Pila: they will benefit from better policies, improved public spaces due to local green deal initiatives, will have access to a cleaner environment due to eco-transportation, waste separation, and recycling, will be aware of adverse effects of carbon emissions on health and environment. 30 municipalities from Armenia and EU/EaP will benefit from participating in the networking conference on sustainable urban governance.

## Specific work

### Vanadzor Municipality solicits applications from Consultants (individual or organization) for fulfilling assignments described below in the framework of the Alliance for Better City Governance (ABC.GoV) project.

1. **Designing and conducting face-to-face baseline, mid-term and follow-up survey**.

The survey shall include analysis of quantitative and qualitative data.

For quantitative data, the selected organization/individual consultant will be responsible for designing and conducting face-to-face baseline, mid-term and follow-up survey among the population of the target cities (Vanadzor and Gyumri) as well as selected stakeholders to find out, inter alia, their awareness, attitudes, satisfaction and perceptions regarding the waste management, urban governance, environmental protection, public transportation, as well as the stakeholders' capacity to implement sustainable development. The findings of the population survey will help better design and implement policies and actions and will guide the partners in the course of project implementation.

**Tasks:**

The selected **organization/individual** will be responsible for the following tasks:

1. Development of methodology and sample design;
2. Review of the survey tool in cooperation with the project team and its pretesting;
3. Instruction of interviewers on face-to-face interviewing techniques and the subject matter of the survey;
4. Conducting face-to-face population survey (random checking of about 10% of interviews will be required);
5. Processing the data (entry, coding, cleaning);
6. Preparing survey report (in Armenian and English);
7. Power-point presentation in Armenian and English on the survey results;
8. Baseline and midterm should be completed during 3 months, follow–up survey should be completed during 4 months.

In addition to the collection of the quantitative data, a number of face-to-face **in-depth expert interviews** with relevant stakeholders will be carried out with the aim of getting deeper information on questions asked in the **face-to-face** baseline survey relating to waste management, urban governance, environmental protection and more sustainable practices and resource management policies. The selected organization will be responsible for the following tasks:

1. Development of the interview guide;
2. Carrying out in-depth interviews;
3. Preparation of the report on qualitative data.

**Deliverables:**

* Detailed face-to-face population survey methodology including sampling method
* Survey questionnaire;
* Transcript of in-depth interviews;
* Completed database with cleaned data;
* Analytical report of the survey including analysis of qualitative and quantitative data, findings and recommendations in Armenian and English;
* Power-point presentation in Armenian and English on the assessment results.

The assessment design will be finalized in consultation with the Project team.

1. **Stakeholder analysis and mapping**

The awareness of ongoing and past EU-funded projects and key actors in Armenia on waste management, urban governance, environmental protection and more sustainable practices will help to identify synergies and access already developed and tested materials, awareness campaigns etc. and new practices, which can be adapted to the different components of the project. Leveraging resources, knowledge and experience of others will not only allow for better coordination among the donor organizations, but also set the basis for the implementation of joint activities and reducing duplication of efforts and eventually amplifying the impact on the target sector.

Apart from donors, important stakeholders of the sector are Vanadzor, Gyumri, Pila Municipalities, residents, the RA Ministry of Territorial Administration and Infrastructure (MTAI), the RA Committee of Urban Development (CUD) and RA Cadastre Committee (CC), civil society, etc.

**Tasks:**

The selected organization/consultant will conduct stakeholder analysis and mapping to furnish the project team with explicit understanding on the interests, attitudes, roles and level of influence of different stakeholder groups.

**Deliverables:**

* Narrative stakeholder analysis in Armenian and English.
* A spreadsheet and graph/chart in Armenian and English representing the mapping of the stakeholders in Gyumri and Vanadzor per their focus areas.

1. **Focus Group session**

**ABC.GoV** has a strong public awareness and communication component. Appropriate elaboration of communication messages is key for its successful implementation. Messages will be elaborated by the project team in close cooperation with key stakeholders, however, they will need to be tested to check whether they are easily and unambiguously comprehended by relevant audiences. This will be done in a focus group session to ensure that the messages reach out potential audiences and for their feedback and comments.

**Task:**

* Elaboration of questions and the script
* Elaboration of method for selecting participants
* Facilitation of the focus group session (face to face only)
* Preparation of the report

**Deliverables:**

* Transcripts of the focus group session
* Report with recommendations

The tenderer is expected to conduct also Midterm and Follow-up surveys and provide summary description, and include the prices of Midterm and Follow-up Surveys in the total price of the tender. If awarded the Contracting Authority will require detailed scope of work, as well as specific deliverables and timeframe of the Baseline Survey, for Midterm and Follow-up Surveys.

## Project management

### Responsible body

Vanadzor municipality, represented by ABC.GoV Project.

### Management structure

“Vanadzor Municipality Staff” Community Management Institution will coordinate all aspects of the technical assistance through the Alliance for Better City Governance (ABC.GoV) Project.

# LOGISTICS AND TIMING

## Location

Vanadzor and Gyumri Cities, Armenia.

## Start date & period of implementation

The intended start date is 24, January, 2021 and the period of implementation of the contract will be 25 months from this date. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation. The organization/individual consultants should suggest timeline for the assignment which should start after the date of contract signing and should not exceed 3-month period for baseline and mid-term assessments and 4-month period for follow–up assessment. Preference will be given to the organization/individual who would be able to allocate resources to implement several tasks (face-to-face population baseline survey, stakeholder mapping and in depth interviews and focus groups), in parallel.

# REQUIREMENTS

## Experts

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

CVs for other experts working on the contract should be submitted in the tender to demonstrate that the tender have access to experts with the required profiles. The experts should meet the criteria such as professional qualifications, language skills and work experience.

## Office accommodation

Office accommodation for each expert working on the contract is to be provided by the Contractor.

## Facilities to be provided by the contractor

The contractor must ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

# REPORTS

## Reporting requirements

Before each instalment specified in the Article 29 “Payment and interest on late payment Special Conditions” the Contractor submits to Vanadzor Municipality one report with the list of implemented activities for the reporting period. The performance will be approved after signing an acceptance certificate by Vanadzor Municipality.

The 25-month assessment report should include:

* Analytical report of the assessment including analysis of qualitative and quantitative data, findings and recommendations in Armenian and English;
* Power-point presentation in Armenian and English on the assessment results;
* Narrative stakeholder analysis in Armenian and English;
* A spreadsheet and graph/chart in Armenian and English representing the mapping of the stakeholders in Gyumri and Vanadzor per their focus areas;
* Transcripts of the focus group session;
* Report with recommendations.

## Submission & approval of reports

The report referred to above must be submitted to the Project Team Leader identified in the contract. The Project Team Leader is responsible for approving the reports.

# MONITORING AND EVALUATION

## Definition of indicators

Monitoring and evaluation of the activity will be provided in accordance with the Project's policies and procedures.

\* \* \*

1. Recommendation 351 (2014): English version: https://wcd.coe.int/ViewDoc.jsp?id=2170873&Site=COE; Armenian version: <http://www.coe.am/docs/clrae/report1.pdf> [↑](#footnote-ref-1)