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**THE THIRD SUSTAINABLE LIVELIHOODS PROJECT**

 **TERMS OF REFERENCE FOR CONSULTANCY**

**TO DELIVER THE LOCAL DEVELOPMENT FUND**

**GUIDELINE MODULE 1 AND 2 TRAINING**

**General Description**

The Government of Mongolia (GoM) is implementing the “Third Sustainable Livelihoods Project” (SLP3), which is funded by the International Development Association (IDA) and the Swiss Development Cooperation (SDC). SLP3 is the last stage of a-12 years program, the build-up of which would be determined by the performance of program components and the pace of institutional reform and capacity building at all administrative levels.

Within the broad framework of the Program, the specific project development objective under SPL3 is “to improve governance and community participation for the planning and delivery of priority investment in rural areas of Mongolia.” SLP3 comprises the following components:

i. Capacity building for Local Governance and Livelihoods;

ii. Good Governance Performance Based Support Program;

iii. Project Management, Monitoring and Evaluation.

The Project focuses on supporting participatory processes and building capacity in the governmental structure to successfully implement the Local Development Fund (LDF) introduced under the Integrated Budget Law (IBL) of 2011. In particular, it introduces an incentive mechanism to promote good governance at the soum level, rewarding those soums that embrace the participatory processes and incorporate good practice elements into their planning, budgeting, execution, monitoring and evaluation and fiduciary processes. The SLP3 principal beneficiaries are rural citizens throughout Mongolia, who would benefit from improved local governance and the implementation of LDF.

The results of three consecutive APAs conducted in 2016-2018 and other thematic studies carried out under the project indicate that there is a lack of knowledge and skills on the ground needed for practical implementation of the LDF. In an effort to enhance the capacity of local stakeholders and ensure sustainability of the capacity building efforts, SLP3 has been developing the following modules for a comprehensive LDF Guideline and the associated training materials:

Module 1. Participatory Planning

Module 2. Investment Appraisal and Prioritization

Module 3. Procurement and Project Implementation

Module 4. Monitoring and Evaluation

Module 5. Asset Management and Maintenance

The LDF cycle continues all around the year and involves a wide range of stakeholders starting with public officials in different branches of local government and citizens. For this reason, each module of the LDF Guideline covers a specific phase or function in the LDF cycle. The LDF training materials accompanying the modules are under finalization based on the revised LDF regulation and are expected to be in place prior to the training rollout starting in early 2019. The primary focus of the SLP3 capacity building activities in 2019 will be the rollout of LDF modules training.

Against the above background, the SLP3 intends to work with **five (5)** NGOs/firms for the delivery of training for Modules 1and 2 to the local target audiences nationwide under the Component 1: Capacity Building for Local Governance & Livelihoods of the project**.**

**Objective of the Assignment**

The main objective of the desired consultancy is to deliver nationwide training of Modules 1 and 2 of the LDF Guideline to the targeted local audiences.

**Scope of Work**

The detailed scope of work for the consultancy include the following:

1. The consultancies will travel to the assigned aimag centers for the delivery of the Module 1 and 2 training, which is envisioned to be a 2-day event for each run, to the target audiences.
2. The target audience for the Module 1 and 2 will be bagh khural leaders, bagh governors and soum LDF working group members. The total number of participants will be around 7500 nationwide:
3. The main audience for the Module 1 on Participatory Planning will be bagh khural leaders and bagh governors.
4. The Module 2 on Investment Appraisal and Prioritization is intended for LDF working groups of soum governor’s offices.
5. While some sessions of the 2-day training will be for both target groups of Module 1 and 2, other sessions will be dedicated to the target groups of Module 1 and 2, respectively.
6. The training must be organized according to the approved agenda, content and schedule, but not be strictly limited by them if additional clarification is required:
7. The training will include delivery of presentations/lectures and organization of practical hands-on and group exercises as well as open discussions among participants.
8. Training should largely employ participatory methods and allow among participants exchanges of information on the practical difficulties and problems faced in the implementation of the LDF and ways of overcoming those challenges.
9. Local cultural context and characteristics (ethnic minority) must be considered during plan and implementation of training.
10. To ensure quality of the training delivered, the number of participants per run will not exceed 40 people (participants of approximately three soums per run). In total, 110 runs will be conducted in 21 aimags.
11. The Module 1 and 2 training will be organized in February and March of 2019 nationwide.

The indicative content of the 2-day training for Modules 1&2, currently under finalization, includes the following:

**Module 1. Participatory Planning**

* Phase 1. Preparation for engaging communities at the bagh level
	+ Work plan for engaging communities in LDF planning
	+ Dissemination of information to citizens
* Phase 2. Proposal collection from citizens
	+ Collection methods and organization
	+ Consolidation of proposals
	+ Preparation of a list of proposals
* Phase 3. Prioritization and approval of the list of proposals in Bagh Community Meetings
	+ Validity of Bagh Community Meetings and ensuring participation
	+ Process of community meeting (clearly presenting purpose, rules to be followed, selection of vote counting person, recorder, reporter at meeting).
	+ Prioritization through voting on each proposal
	+ Presentation and approval of the prioritized list of proposals
* Phase 4. Submission of the approved list of proposals to the soum governor’s office, dissemination of the relevant information to bagh citizens
	+ Submission of the approved list of proposals to the soum Governor’s Office
	+ Dissemination of information on the CRH’s resolution to bagh citizens

Note: Identify and use existing best practices on citizen engagement methods during the training.

**Module 2. Investment Appraisal and Prioritization**

* Consolidation and prioritization of bagh proposals by soum LDF Working Group
	+ Phase 1. Initial assessment
		- Whether the list of proposals is approved by the Bagh Community Meeting’s resolution
		- Whether the proposals are eligible
		- Consistency of the proposals with the development policies of the soum
		- Social impact of the proposals
		- Compliance of the proposals with the applicable environmental requirements
		- Compliance of the proposals with special requirements with consideration to the national minority, if applicable
		- Whether the proposals require technical drawings, feasibility studies and special permissions
		- Whether the proposals can be considered for financing from other sources
	+ Phase 2. Review of the detailed profile of the project proposals
	+ Phase 3. Identification of priority investment project proposals
		- Whether a proposal of a remote bagh included in the final prioritized list
		- Identification of criteria
		- Pair-to-pair comparison for prioritization
* Preparation of the final list of prioritized proposals to be financed by the LDF

**Deliverables & Reporting**

The consultancies will prepare and deliver reports on each run as well as a consolidated report after completion of the entire assignment. The reports should include following:

* 1. Email updates from each training run with key observation and copy of the list of participants
	2. Final report including the main observations and recommendation on the content, organization and sustainability of the training
	3. Training feedback form from participants

**Institutional arrangement**

The consultancies will deliver the training in a professional and inclusive manner as best suited and understandable as possible for the participants. The consultancies will cooperate with the SLP3’s local project officers (LPOs) and Aimag Level Support Teams (ALSTs) in organizing the training. The LPOs and ALSTs will be responsible for the logistical arrangement of the training including organizing travel of the soum participants, arranging the training venue and other required resources necessary for conducting the training. The consultancies will be responsible for the travel to and from the aimag centers, meals and accommodation of the teams for the whole duration required for the training delivery.

**Invitation:**

Through this Request for Expression of Interest, the Ministry of Finance now invites eligible NGOs/firms to indicate their interest in providing the Services indicated above.

Interested NGO/firm should provide information demonstrating that they have the required qualifications and relevant experiences to perform the Services. Interested consultants must provide information indicating that they are qualified to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.) in accordance with the qualifications indicated below.

Each NGO/firm should mobilize three (3) teams with two members each. i.e. one member responsible for delivering the training for Module 1. Participatory Planning and the second member responsible for delivering training for the Module 2. Investment Appraisal and Prioritization.

**Requirements for the NGO/firm:**

* Demonstrated **experience** of at least 3 years in conducting training or similar activities covering topics of **civic engagement, social accountability, public financial management and fiscal decentralization** in Mongolia, preferably at the local level;
* Demonstrated experience in working with state and local administrative bodies in Mongolia;

**Requirement for the team:**

* Each team should consist of:
	1. an instructorwith expertise in civic engagement, social accountability and local development and at least 5 years of evident experience of conducting training or similar activities
	2. a second instructor with expertise in public financial management and local policy development and at least 5 years of evident experience of conducting training or similar activities in Mongolia, preferably at the local level.

Expression of Interest should contain **the following information**: (i) NGO/firm profile including key expertise/services information; (ii) previous experience of similar nature in the last 3 years. Relevant contracts, reports and evidence of acceptance of deliverables by the client should be submitted to the Client with the relevant supporting documents attached; (iii) organization of the NGO/firm, together with the CVs of the instructors’ teams. Evidence for the required qualifications should be submitted to the Client.

The assignment is expected to commence in February and completed by April 1, 2019.

Consultants will be selected in accordance with the Consultant’s Qualification Selection (CQS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours 09:00 to 17:00 hours, Ulaanbaatar time.

CONTRACT CONDITIONS: If you firm/professional association possess the above qualifications, please submit the expression of interest, with a detailed introduction of your firm/similar work experience history no later than 12:00 PM, 14 February, 2019. Submitted documents will not be returned to the firm/professional association. Online submission is NOT available for this selection.

Contact address: Third Sustainable Livelihoods Project, Room #510, Ministry of Finance, Government Building No.2, S. Danzan Street 5/D, Ulaanbaatar 15160, Mongolia; Tel: +(976)-70009828 (office)