

**Terms of Reference**

**for a local consultancy to undertake an analysis and preparation of the series of virtual events on Municipal Response to COVID-19 for sustainable urban development in Southeast Europe and Caucasus**

**in the context of the GIZ-Project**

**“Connective Cities – The Community of Practice for Sustainable Urban Development”**

**PN: 19.6253.9-001.02**

**Expected timeline:** August 2020 – November 2020

## 1. Background

Connective Cities - the International Community of Practice for Sustainable Urban Development is a multi-stakeholder project between the German Association of Cities, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and Engagement Global/Service Agency Communities in One World (SKEW) commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ).

The Project supports cities and municipalities in Germany as well as in the world regions Sub-Saharan Africa, Latin America, Asia, South East Europe/South Caucasus and North Africa/Middle East in their mutual learning and development of innovative projects for sustainable urban development, especially in the areas of Good Urban Governance, Integrated Urban Development, Local Economic Development and Municipal Services.

The project is designed in response to the world's growing population, an unprecedented scale of urbanisation and climate change that are contributing significantly to the fact that municipalities around the world are facing new challenges in urban development. Dealing with these challenges is central to the implementation of Agenda 2030 with its global Sustainable Development Goals (SDGs) and the associated global target systems (Paris Climate Agreement, New Urban Agenda, Sendai Framework for Disaster Risk Reduction).

## 2. Context

A series of virtual events will be organised in Southeast Europe (SEE) and Caucasus under the Corona-workstream of the Connective Cities project with the focus on 1) Municipal response to COVID-19 pandemic and enhancing disaster risk reduction (DRR); 2) Green recovery integrated into the urban development processes; 3) Effective health protection and disease control embedded into the urban planning; 4) Mainstreaming an awareness of climate change processes into urban development planning. This municipal knowledge-exchange activity aims at analysing and discussing practical examples from municipalities in SEE as well as from other parts of the world. The events will thus provide a platform for learning how to plan, manage and evaluate effective measures to curb the impacts of the pandemic. It will also be possible to discuss individual questions with urban practitioners. In parallel, the continuation of the Connective Cities learning process on climate resilient urban development is envisaged back to back to the municipal response activities.

### 3. Objective

Under direct supervision of ‘Connective Cities - the International Community of Practice for Sustainable Urban Development’, the objective of this assignment is to perform the following work: 1) Identifying good practices in the field of municipal response to COVID-19 pandemic; 2) Analyse the perspectives of green recovery from the impacts of the pandemic in the fields of integrated urban development/climate resilient urban development; 3) Elaborate ideas of possible support to the municipalities in the region in the aftermath of COVID-19 outbreak; 4) Plan, organize and moderate professionally and with a team the virtual events on the previously mentioned topics in selected countries in South East European Region and Caucasus. Linkages with the European Union and German experience is highly recommended including the EU’s green deal, Next Generation EU endeavours and the impact of German presidency to the countries in Western Balkan and the EU’s Eastern Partnership region.

The countries of focus cover: Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Kosovo, North Macedonia, Moldova, Montenegro, Serbia, Ukraine.

The consultancy provided by the respective service provider will complete the following tasks:

<b>I. Elaboration of analysis on stakeholder mapping for sustainable urban development in selected countries</b>	
Tasks	Timeline
1. Familiarise him/herself with the Connective Cities’ objectives, themes and services.	August 2020
2. Familiarise him/herself with the current knowledge-exchange activities of Connective Cities on municipal response planned for the SEE and Caucasus region.	August 2020
3. Identify at least 8 good practices of responding COVID-19 in the field of sustainable urban development under the following sub-topics: 1) Municipal response in the areas of health, education, communication and in general adequate preparedness of the cities on the pandemic; 2) Effective risk management and green pandemic recovery integrated into the urban development process; 3) Potential of increasing digital literacy in the municipalities in SEE and Caucasus and elaborating ideas on further	September 2020

support to municipal actors. Emphasis on climate resilience and gender sensitivity is highly desired.	
4. Assist the regional coordinator in planning and moderating a number of virtual events on the thematic topics explained above within 2020.	October 2020
5. Documentation of the virtual events, preparation of short narratives of the identified good practices and the recommendations by the consultant for future steps to be undertaken by the Regional Coordinator.	November 2020

GIZ shall hire the contractor from 30.07.2020 until 30.11.2020

#### 4. Reports/deliverables and timeframe

##### *Deliverables*

*The hired consultant/s will provide:*

1. An Excel file listing at least 8 good practices (incl. contact information) in the fields of: 1) Municipal response to COVID-19 pandemic in the areas of health, education, communication and general preparedness on pandemic; 2) Green recovery integrated into the urban development processes; 3) Effective risk management and disease control embedded into the urban planning; 4) Potential of increasing digital literacy in the municipalities in SEE.
2. Detailed information of at least 20 selected cities in the region on Connective Cities Corona Project (these cities should have interesting examples or benchmarks on Corona response or preparedness on the project or at least should have challenges, which can be interesting to many other cities in the region)
3. Preparation of virtual exchange events along the guidelines of connective cities including the own ideas on the CC platform in close cooperation with the team of CC and the Technical support team.
4. Professional moderation within a team of at least 5 virtual events on Corona Municipal response within the region SEE and Caucasus
5. A summary report that includes a documentation of the process, short narratives of the identified good practices and the recommendations by the consultant for future steps to be undertaken by the Regional Coordinator.
6. A succinct PowerPoint presentation outlining key results of the assignment.

The report and the presentation shall be delivered no later than 7 days after the end of the contract.

### Timeline of Deliverables

Key Milestones	Due date
<b>1. Assignment starts</b>	August 2020
2. Introduction to Connective Cities & planning with the Regional Coordinator	August 2020
3. Desk review of the region and identification of key stakeholders	31 August 2020
4. Final debriefing to the Regional Coordinator	15 September 2020
5. Desktop review and identification of good practices on municipal response	30 September 2020
6. Planning the virtual events as per described above	1 <sup>st</sup> September 2020 - 30 November
<b>7. Preparation, Concept and moderation of the virtual events</b>	1 <sup>st</sup> September- 30 November
<b>8. Submission of deliverables</b>	30 November
9. A succinct PowerPoint presentation outlining key results of the work progress	15 November 2020
10. An Excel sheet with “good practices” names and contact information of people	15 November 2020
<b>11. Final report of the assignment</b>	30 November 2020

All deliverables shall be prepared in English and sent (by e-mail) to Mr. Irakli Samkharadze ([irakli.samkharadze@giz.de](mailto:irakli.samkharadze@giz.de)), Connective Cities Regional Coordinator.

## 5. Working Modalities

- The consultants (or expert/s in the hired company) will work in close coordination with Connective Cities Regional Network Coordinator Southeast Europe;

- Overall supervision for the assignment is provided by the Senior Project Manager (Ms. Ricarda Meissner) with the engagement of Regional Network Coordinator (Mr. Irakli Samkharadze);
- In addition, the consultant will work in close coordination with other national and international stakeholders as s/he might deem necessary and useful for an effective implementation of the assignment. The Regional Coordinator/GIZ will provide support identifying relevant stakeholders and will provide all relevant available documents.

## 6. Number of working days

It is expected that the work will be carried out in up to **25** consultancy days within the period of **15 August 2020 – 30 November 2020**.

## 7. Consultancy qualifications

The consultant (or expert/s in hired company) working for this assignment, will have to qualify the following qualifications:

- At least a master's degree and related work experience in the region;
- Proven experience in urban planning, public policy and administration, municipal service delivery or similar.
- Proven experience in delivering the similar service within the framework of international development cooperation and capacity building activities

**Language skills:** Excellent knowledge of English (working language). The language/s of the countries (e.g. Russian) in the region is an asset. Previous work experience with Connective Cities is also an asset.

## 8. Required documentation

- Letter of expression of interest (English)
- Application/Technical proposal (English)
- CV/s of the respective consultants or experts (English)
- Copy of the relevant university diploma/s and any additional documentation proofing the suitability to the ToR

The expert/s qualification will be evaluated on the basis of the competence and references for the task assigned to her/him.