

Terms of Reference

Development of Transfer concept and Training Pilot Places (Activity 9 and 10)

Title of Project: Partnership for Democratic Local Governance in Southeast-Asia
Contract No: Project DCI-NSA PVD/2009/201-064
Reference: EuropeAid/127763/C/ACT/TPS

From January 2011 onwards, DELGOSEA is seeking for a National Senior Expert to support the project activities in Indonesia with specific focus on the development of transfer concepts and trainings. Details can be found below. Interested candidates are supposed to submit their CVs to the National Coordinator by email gesabah@yahoo.com until 15th December 2010.

A) Introduction into Project

On 1st March 2010 the project "Partnership for Democratic Local Governance in Southeast-Asia" has started its activities. The project is co-funded by the European Commission and covering five countries in Southeast-Asia: Philippines, Indonesia, Thailand, Cambodia, and Vietnam. The project has been designed and is run by Konrad-Adenauer-Stiftung (Germany), LOGODEF (Philippines), UCLG-ASPAC and APKASI (Indonesia), TEI (Thailand), ACVN (Vietnam), and NLC/S (Cambodia).

During its 30 months lifetime, the project will work on establishing a sustainable network of Local Government Associations (LGAs), Local Authorities (LAs), NGOs as well as Academic Institutions to exchange best practices in democratic local governance in the five participating countries. The network will concentrate its activities on four thematic fields: (1) peoples participation in planning and decision making, (2) institutional governance, (3) urban environment as well as (4) fiscal management/investment promotion strategies. 16 best practice cases shall be identified in the 5 countries and transferred to selected pilot local governments/municipalities. The transfer and exchange of best practices/success stories will follow a transnational approach – best practices shall strongly follow the criteria of being adaptable and transferrable to different political and cultural backgrounds. In this regard, it shall be possible to transfer e.g. an identified success story from Thailand to Vietnam or vice versa. Local Government Associations in the five participating countries will play a key role in this transfer process. They will be the main stakeholders of the network and will closely accompany and consult the selected pilot municipalities in the implementation of the transfer models. Overall the project wishes to contribute to the improvement of living conditions of poor and disadvantaged people through increased participation in local planning and decision making processes. This will be closely accompanied by supporting activities, such as political dialogue, transnational exchange meetings,



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networking activities with resource persons from all five countries as well as visibility activities, such as the project website.

Duration, Objectives, Expected Results, Target Groups and Activities

Project duration	30 month (1 st March 2010-31 st August 2012)
Objectives of the action	<p>The overall objective to which the action shall contribute is the improvement of living conditions of disadvantaged groups in South-East Asia through increased participation of people in local planning and decision making.</p> <p><u>Specific objective:</u> A sustainable network of LAs, LGAs, NGOs and Academic Institutions for the promotion of best practice exchange in democratic local governance in Southeast-Asia has been set up and contributes to the improved knowledge, attitude and practice of the LGAs in this field of services for their members.</p>
Partner(s)	<p><u>Applicant:</u> Konrad-Adenauer-Stiftung (KAS), Germany</p> <p><u>Partners:</u> Thailand Environment Foundation – Thailand Environment Institute (TEI), Thailand Local Government Development Foundation Inc. (LOGODEF), Philippines United Cities and Local Governments for Asia and Pacific (UCLG-ASPAC), Indonesia Association of Indonesian Regency Governments (APKASI), Indonesia Association of Cities of Vietnam (ACVN), Vietnam National League of Communes/Sangkats of the Kingdom of Cambodia (NLC/S), Cambodia</p>
Target group	<p>(1) 80 Senior Experts/trainers from 10 Local Government Associations; (2) 200 local leaders/decision makers from 20 municipalities; (3) 120 leading civil servants in these municipalities; (4) 200 representatives of CSOs in these municipalities; (5) 50 academic Senior Experts; (6) 50 journalists in these municipalities and on national level; (7) 20 representatives from national governments</p> <p>in the five target countries.</p>
Final beneficiaries	Major parts of about 5 Mio inhabitants in the municipalities involved, namely disadvantaged groups of the population.
Estimated results	<p>(1) Best practice examples and success stories of democratic local governance in ASEAN identified and analyzed, with a focus on innovative models in the thematic fields of</p> <ul style="list-style-type: none"> o peoples participation in planning and decision making,



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	<ul style="list-style-type: none"> ○ institutional governance: transparency, efficiency, accountability, access to administrative procedures, ○ inclusive urban public services with focus on urban environment, ○ fiscal management improvement and investment promotion strategies. <ol style="list-style-type: none"> (2) 10 LGAs of the 5 countries motivated and capacitated to assist member municipalities in adaptation and replication of best practice examples. (3) Transfer mechanisms and adapted models of these examples developed and replicated in 20 pilot municipalities in the 5 countries. (4) Partnerships established on local and national level between academic institutions, CSO-representatives and LAs on systematic cooperation on democratic local governance in the 5 countries. (5) National efforts initiated with involvement of local authorities in the 5 countries on political framework improvement for democratic local governance. (6) A sustainable regional network of LAs and NSAs established in Southeast-Asia as a Local Government Forum for the promotion of democratic local governance. At the core of this network UCLG-ASPAC, LOGODEF, the TEI, the national LGAs involved and KAS have developed a functional interconnectivity with substantial work synergies among them. (7) On the Website of UCLG-ASPAC the promotion of Local Government-Academic Partnerships and best practice transfer in the region have been established for continuation after end of the action.
Main activities	<ol style="list-style-type: none"> (1) Presentation of the project to 10 LGAs of the 5 countries (among them the 3 partner LGAs), all of them members of UCLG-ASPAC. (2) Basic research for identification of success stories/best practice models and preparation of pilot municipalities` selection; dialogue on research results with all main stakeholders in the action (3) Networking with academic institutions and CSOs on national level. (4) Establishment and servicing of a Project Website on transfer of best practice and on cooperation of LAs, LGAs, NSAs and Academic Institutions, connected with the UCLG-ASPAC Website (5) Capacity building for LGAs, training of 80 trainers on democratic local governance issues. (6) Drafting concepts, strategies, action plans and transfer mechanisms for the 20 municipalities selected in the 4 thematic fields of the action in respective working groups. (7) Drafting curricula for trainings and teaching guidelines, production of textbooks, implementation of trainings for 200



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	<p>political decision makers, 120 civil servants, 200 civil society representatives in the 20 municipalities.</p> <p>(8) Implementation of transfer concepts in the municipalities, monitoring/consulting by team and LGAs.</p> <p>(9) Exchange programs with Senior Experts/civil servants at and from best practice/success story places.</p> <p>(10) Midterm evaluation conference, drafting of exit strategy, suggestions for political dialogue.</p> <p>(11) Correction/update of action plans in the municipalities, refreshing trainings.</p> <p>(12) Final conference, awards, dissemination of results; visibility activities.</p>
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B) Scope of Mission

The Contractors wish to engage a Senior Expert whose role is to facilitate, consolidate and finalize the deliverables of the assignments with support from 4 Junior Experts per pilot city in accomplishing these tasks. The scope of this particular assignment will cover activity 9 and activity 10, consisted of the following details:

- a) Transfer Concept Development (Activity 9 - to be carried out both at local and national level):
 - 1) Undertake a field visit together with the National Coordinator/LGA representative in facilitating the development of transfer concept together with the established Local Working Group at each pilot city.
 - 2) Finalization of the transfer concept development from the selected BP to each respective pilot city.

- b) Transfer Concept Training (Activity 10 - to be carried out both at local and national level):
 - 3) Development of the transfer training curricula for each pilot city.
 - 4) Provide support and technical assistance to the local Working Group in the preparation of the training, including selection of the participants, training materials, follow ups etc.
 - 5) Act as the resource person during the training implementation.

Venue and Timeframe of Mission

No	Timeframe	Tasks	Venue	Notes
1	January - March 2011	Finalize the transfer concept	Pilot city + Jakarta**	<u>4 Junior Experts each spend:</u> 2 days at the pilot city & 4 days at the capital city



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				<u>1 Senior Expert for:</u> 8 days at 4 pilot cities & 16 days at the capital city
2	March - April 2011	Develop the local training curricula	Jakarta**	<u>4 Junior Experts:</u> 3 days at the capital city <u>1 Senior Expert:</u> 12 days at the capital city for 4 pilot cases
3	May 2011	Resource persons for the training implementation	Pilot city	Include assistance to the training preparation together with the Local Working Group. 5 days in each pilot city (effective 3 days training/pilot city) OR 20 days total for 4 pilot cities

** Further discussion may be required by the National Coordinator to verify these outputs.

Reporting Requirements

Complete report templates and annexes are provided in this contract. Aside from the given key deadlines in the above table (see previous page), the Senior Expert agrees to the following reporting obligations:

- i. Mission reports (for the field visits) deadline is generally 1 week after mission is completed or latest by end of the corresponding month; see Annex 2 for the report format
- ii. Submission of supporting documents from each report including but not limited to the financial documentation such as timesheet (see Annex 3), invoices (see Annex 4), original travel tickets and boarding passes

Required Expert Profile

- Outstanding experiences in local governance in Indonesia;
- Excellent knowledge and working experiences in dealing with the local governments, local decision-makers, and the local government associations in Indonesia;
- Experiences in drafting action plans and logical frameworks for local government units;
- Experience in need assessment and drafting training curricula for local governments in the thematic areas concerned;



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- Experience in carrying out trainings for local governments and other related stakeholders;
- Knowledge of DELGOSEA would be an asset;
- Excellent communication and reporting skills in English and Bahasa.

Interested candidates are kindly requested to submit their CV to Dr Rudolf Hauter (gesabah@yahoo.com) no later than 15th December 2010. The selection will be based on the above mentioned criteria.



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