

Call of Express of Interest (EOI) for a tender Provision of consulting service – Strengthening the capacity of provincial councils on, Provincial Budgeting, local planning and Role of Provincial councils

About GIZ

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a public-benefit federal enterprise that, on behalf of the German Government, supports many public and private sector clients in around 120 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

Introduction and Project Background

The administrative, political, and fiscal decentralisation enshrined in the 2005 Constitution and Law 21 (Law on Governorates not Incorporated into a Region) establishes a gradual transfer of competences from seven sector ministries to the 15 provinces of Central Iraq. In Kurdistan region, the law number 3 (Law of governorates for Kurdistan - Iraq region) legislated to organize the powers and specialties of provincial councils and to meet decentralization principle represented by distributing powers to facilitate and improve the service delivery to the citizens and protect the rights and interest of the society. This should make the provision of services the responsibility of subnational authorities. To date, the provincial administrations are however not yet able to offer public services in an inclusive manner and to provide them efficiently. Processes among the national level, the provinces and districts are not clearly regulated nor standardised. There is a lack of approaches as to how service provision can be designed in a participatory and citizen-oriented manner.

As a result of the popular demonstrations that began in October 2019 in protest, the poor services provided to citizens and the spread of corruption in state institutions, among the decisions taken by the Iraqi authorities to contain the popular protest movement was the decision of the Iraqi Council of Representatives to freeze the work of the provincial councils and end the district and sub-district councils.

To continue the work of the provincial councils and fill the administrative vacuum resulting from their freezing, the Iraqi Council of Representatives decided in March 2023 to repeat the elections of the provincial councils not affiliated with a region, which were held in Iraq on December 18, 2023. To elect members of the provincial councils of Iraq not affiliated with regions. The elections were supposed to be held in 2018, but due to demonstrations and protests, they were postponed more than once.

The Strengthening inclusive local Governance Project (iLG) advises partners at a provincial level on improving the efficiency and inclusivity of selected administrative processes. In the last two years iLG has supported partners by adapting administrative procedures, optimizing core processes and internal coordination in 5 governorates: Anbar, Nineveh, Diwaniya, Muthanna and Wassit. **In this year the project is looking for to support the governorate councils from Anbar, Muthanna and Diwaniya in their internal capacity development.**

Description of Services Requirements

This tender is separated into three Lots.

Each bidder is free to submit for one or more lots. Please make it clear in your bid for which lot you are submitting your request to participate (self-declaration).

In a first step, please only submit your request to participate (self-declaration of eligibility) by **2nd of July 2025** in English stating the lot.

If we receive more than 3 requests to participate per lot, we will select based on the criteria laid out in the self-declaration of eligibility and invite tenders **only from the 3 tenderers with the highest scores per lot**. We reserve the right to cancel the contract award procedure if we receive fewer than three requests to participate.

In the **second step**, these three tenderers per lot are then invited to submit a technical and financial proposal.

For the second step: **A different technical offer and price offer stating the lot must be submitted for each lot. A bidder can win one or more lots.** If one lot is not awarded the remaining lot may still be awarded.

In case a bidder is submitting an offer for the three Lots, three experts must be presented as the implementation runs in parallel and only 1 expert per Lot can be presented.

Lot 1:

Tasks to be performed by the expert: “Enhancing the capacity of Provincial Council members and advisers on Role of councils”

The expert is responsible for providing the following services:

- **Assessment:** the Expert is responsible for assessing the available capacities in field visits to the provincial councils in selected governorates: Anbar, Muthanna and Diwaniya. He/ She conducts meetings with the members and advisors of the provincial councils, to evaluate their understanding of their **roles as part of the council**, as well as to prepare them for training courses and identify their training needs.
- **Training courses:** The Expert is responsible to offer 24-30 representatives from the provincial councils supporting them to improve their performance.

In this training should be emphasized:

- 1) The role and responsibilities of the provincial councils' members in meeting the needs of the local community.
- 2) The role of the provincial council in supporting the enhancement of community participation in projects' selection and in work with communities' priorities.
- 3) All council legal roles.

- 4) Training should be developed as a 2-3 days event for all governorates. The content should be prepared and discussed with enough time and approved by iLG and partner focal points at least 10 days before the event, including discussion with HCCP and work in partnership with the last one. All necessary trainings materials should be prepared by the expert including visualisation of workflows, analysis, optimization, Visio, PPT, etc. The training must consider the national regulation and laws and international experiences, besides of practical advisory cases to be discussed with the staff. The overall goal of the training is to have a common understanding to the technical and advisory issues related to the duties of the Provincial Council according to the Law of Non-Regional Provinces No. 21 of 2008.
- **Coaching:** The Expert offers consultation on the topics of the training mentioned above and clarifying the duties and responsibilities of the provincial council members and developing the performance of the provincial council. The consultation will be provided to iLG staff and partners at the provincial level partners are members, advisors and employees of provincial councils. Individual and team meetings in presential and online formats could be used in the development of this service
 - **Final workshop:** The Expert is responsible for the development of a one-day workshop (concept, planning, technical input, and co-moderation with iLG National Staff) together with HCCP and GIZ as a final event after all trainings. The goal is to offer collective spaces for the reflection about the achieved steps at the end of the trainings and consulting /coaching process.
 - **Curriculum:** The Expert is responsible for handover the written content from the trainings (Curriculum) and materials used and the feedback of partner, iLG feedback to the material should be consider, modifications and suggestions must be integrated in the final product
 - **Reports:** The Expert reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. (ongoing process)
 - The Expert is obligated to submit all products (curriculum, guide, report, recommendations ...etc) to iLG as all these products owned by ILG. At the same time iLG has the right to change or correct in the content where is needed.
 - A workday is considered an 8-hour workday.

Lot 2:

Tasks to be performed by the Expert: “Enhancing the capacity of provincial council members and advisers on rectification of Provincial Budgeting”

The aim of this consulting is to enhance the capacity of the provincial council members on the topics of process related to **rectification of local budget**. The Expert is responsible for providing the following services:

- **Assessment:** the Expert is responsible for assessing the available capacities in field visits to the provincial councils in selected governorates: Anbar, Muthanna and Diwaniya. He/She conducts meetings with the members and advisors of the provincial councils, to evaluate the capacity for evaluating and rectifying the local budget, as well as to prepare partners for training courses and identifying their training needs.
- **Training courses:** The Expert is responsible to offer a training for 24 to 30 representatives from the provincial councils supporting them to improve their performance. The following content should be considered:
 1. Training in the field of governorate local budget and the role of the Council in the evaluation and ratification of the governorate budget.
 2. The training should be developed as a 3 days event for all governorates. The content should be prepared and discussed with enough time and approved by iLG and partner focal points at least 10 days before the event, including discussion with HCCP and work in partnership with the last one. All necessary trainings materials should be prepared by the expert including the necessary visualisation of workflows, analysis, optimization, Visio, PPT, etc. The training must consider the national regulation and laws and international experiences, besides of practical advisory cases to be discussed with the staff. The overall goal of the trainings is to have a common understanding to the issuing of local development plan and linked it with local budget prepared by the governor office.
- **Coaching:** The Expert offers consultation on the topics of the training mentioned above, process related to, and rectification of local budget. The consultation will be provided to iLG staff and partners at the provincial level: advisors and employees of provincial councils. Individual and team meetings in presential and online formats could be used in the development of this service.
- **Final workshop:** The Expert is responsible for the development of a one-day workshop (concept, planning, technical input, and co-moderation with iLG National Staff) together with HCCP and GIZ as a final event after trainings. The goal is to offer collective spaces for the reflection about the achieved steps at the end of the trainings and consulting /coaching process.
- **Curriculum:** The Expert is responsible for handover the written content from the trainings (Curriculum) and materials used and the feedback of partner, iLG feedback to the material should be consider, modifications and suggestions must be integrated in the final.

- **Reports:** The Expert reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. (ongoing process)
- The Expert is obligated to submit all products (curriculum, guide, report, recommendations ...etc) to iLG as all these products owned by iLG. At the same time iLG has the right to change or correct in the content where is needed.
- A workday is considered an 8-hour workday.

Lot 3:

Tasks to be performed by the Expert: “Enhancing capacity of Provincial Council members and advisers in Local Planning”

The Expert is responsible for providing the following services:

- **Assessment:** the Expert is responsible for assessing the available capacities in field visits to the provincial councils in selected governorates: Anbar, Muthanna and Diwaniya. He/ She conducts meetings with the members and advisors of the provincial councils, to evaluate the capacity of issuing local planning, as well as to prepare them for training courses and identify their training needs.
- **Training courses:** The Expert is responsible to offer a training for 24-30 representatives from the provincial councils supporting them to improve their performance. The following content should be considered:
 1. Training in the field of Local planning, decentralization policies, and the role of Council in the ratification of the governorate planning.
 2. The Training should be developed as a 2-3 days event for all governorates. The content should be prepared and discussed with enough time and approved by iLG and partner focal points at least 10 days before the event, including discussion with HCCP and work in partnership with the last one. All necessary trainings materials should be prepared by the expert including visualisation of workflows, analysis, optimization, Visio, PPT, etc. The trainings must consider the national regulation and laws and international experiences, besides of practical advisory cases to be discussed with the staff. The overall goal of the trainings is to have a common understanding to the issuing of local development planning.
- **Coaching:** The Expert offers consultation on the topics of the training mentioned above, a process related to the planning and implementation of local development plans. The consultation will be provided to iLG staff and partners at the provincial level: advisors and employees of provincial councils. Individual and team meetings in presential and online formats could be used in the development of this service.
- **Final workshop:** The Expert is responsible for the development of a one-day workshop (concept, planning, technical input, and co-moderation with iLG National Staff) together with

HCCP and GIZ as a final event after trainings. The goal is to offer collective spaces for the reflection about the achieved steps at the end of the trainings and consulting /coaching process.

- **Curriculum:** The Expert is responsible for handover the written content from the trainings (Curriculum) and materials used and the feedback of partner, iLG feedback to the material should be consider, modifications and suggestions must be integrated in the final product
- **Reports:** The Expert reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. (ongoing process)

The Expert is obligated to submit all products (curriculum, guide, report, recommendations ...etc) to iLG as all these products owned by iLG. At the same time iLG has the right to change or correct in the content where is needed.

- A workday is considered an 8-hour workday.

Application Instructions - How to Apply:

A) For Consulting Firms\ Companies Applicants

Required Documents:

Interested companies are requested to send a Letter of Interest with the following documents:

- Introduction of the firm/company
- A scanned copy of the license and registration that the company is able to work in Iraq and KRI.
- Bank data with all details from a local bank (Bank Name, Account Holder, IBAN).
- Provide an Affidavit that the firm has been neither blacklisted by any Government, semi-governmental institute, or private institute nor involved in any litigation in the current or during the last two (2) years or a (self-disclosure).
- Annual turnover of the last three financial years (minimum 20.000 EUR)
- Structure of the company and number of employees (0 employees)
- Please provide proof that you fulfil the requirements stated in the eligibility grid.
- Provide the requirements per the attached assessment grid for checking the eligibility of companies.
- Valid Tax clearance certificate.
- Provide a letter directed to GIZ exploring:
 - Your company is interested and will participate in the tender.
 - Full names of the owner and representatives, with their signature samples.
 - The stamp samples

The technical information must be provided as follows:

- Please provide proof that you fulfil the requirements stated in the eligibility grid.

B) Individual Consultant Applicants:

Required Documents:

Interested consultants are requested to send a Letter of Interest with the following documents:

- C.V. (Please use the standard attached C.V)
- Iraqi ID Card
- Bank data with all details from a local bank (Bank Name, Account Holder, IBAN).

The technical information must be provided as follows:

- Please provide proof that you fulfil the requirements stated in the eligibility grid.

Submission Format and Email Instructions:

The interested bidder must submit the above-mentioned within the specified date.

The Interested bidder must submit above mentioned documents via email to:
procurement.iraq@giz.de, in a proper digital filing order as the above-listed order by the consultant. Otherwise, the consultant's interest will be considered non-responsive. The email subject must be named as below

The email subject line must be for Applicants for Lot 1: “Enhancing the capacity of Provincial Council members and advisers on Role of councils in Anbar, Muthana and Diwaniyah Governorates”

The email subject line must be for Applicants for Lot 2: “Enhancing the capacity of provincial council members and advisers on rectification of Provincial Budgeting - in Anbar, Muthana and Diwaniyah Governorates”

The email subject line must be for Applicants for Lot 3: “Enhancing capacity of Provincial Council members and advisers in Local Planning - in Anbar, Muthana and Diwaniyah Governorates”

Deadline for submitting is on Thursday 10.07.2025 at 17:00 Iraqi local time

Disclaimer

This expression of interest is a market search for qualified firms\ companies, or consultants. GIZ keeps the right to the appropriate selection of the best-qualified firms\ companies, or consultants for future demand of the provision of above-mentioned services and representation for the project mentioned above.

Yours Sincerely,
Procurement and Contracting
Unit Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
E procurement.iraq@giz.de
I www.giz.de