

Request for Proposals

Development of an Online Portal on Decentralisation Reforms in Armenia

About SALAR International

SALAR International is a subsidiary to the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 20 county councils in Sweden. We are a leading consultancy company supporting local democracy and good governance in developing and transition countries. Our expertise covers areas such as capacity building on municipal management and service delivery; local and regional development; decentralisation policies; support to local government associations; and European Integration. Geographically, SALAR International's projects covers countries in Central and Eastern Europe as well as Africa, Asia and Latin America.

Description of the assignment context

The DeaLoG Project of the Swedish Association of Local Authorities and Regions (SALAR), implemented by SALAR International and funded by the Swedish International Development Cooperation Agency (Sida).

The Project aims to support the government of the Republic of Armenia with decentralisation reforms and strengthening of local self-governments building on a longstanding history of local self-governments in Sweden and on the global cooperation experience, expertise and networks of SALAR International.

The Project is developed in cooperation with the Ministry of Territorial Administration and Infrastructure (MTAI) and other government bodies, as well as in consultations with local actors and relevant representative organisations in Armenia.

The overall objective of the Project is to increase political and institutional awareness, commitment, competence and trust among national and local stakeholders to advance decentralisation, manage the change processes and expand local self-government autonomy, responsibilities, capacities and accountability vis-a-vis citizens (women, girls, men and boys).

SALAR International's work in Armenia consists of two areas of support:

- 1) Institutional framework for decentralisation with focus on political dialogue, advocacy and reform communication to advance evidence-based decentralisation reform
- 2) Fiscal decentralisation focusing on establishing a consensus about key concepts of fiscal decentralisation among all reform stakeholders, strengthening capacities of the actors at central and local levels on different aspects of management of public finances and fiscal decentralisation, developing models and tools for financing of decentralised functions. The following strategies are used:
 - strengthening political leadership and local governance reform by providing policy advice and advocacy support to the Ministry of Territorial Administration
 - awareness raising about the decentralisation, its benefits, the principles of the European Charter of Local Self-Governments and its meaning. providing mentoring, analytical and advisory support to improve capacities of actors on central, regional and local levels. Support to the design and implementation of a more decentralised democratic governance system.

- supporting the creation and communication of horizontal and vertical cooperation and consultation mechanisms and frameworks between relevant actors in the targeted local government competence areas

The Project is implemented in phases and its first implementation phase runs from September 2022 till end of February 2024.

Objective and Scope of assignment

In the framework of current assignment the potential contractor will design an online Platform on Decentralisation Reforms in Armenia, which will accumulate all information (including visual materials) on decentralisation and local governance reforms in Armenia, assure access to all data in user-friendly visible interface, have possibility for further development of online discussions function and for provision of online trainings for registered users, ensuring also compliance with all cyber security requirements of SALAR/SALAR International and the Government of Armenia. The potential contractor will also provide further technical support in maintaining the online platform from the moment of launching it till end of February, 2024, with further possible extension of maintenance services till February 2026.

Requested services

The potential contractor shall carry out the following tasks:

1. Develop a detailed Technical Description of the web portal in agreement with SALAR International.
2. Develop design and structure proposals for the portal and agree them with SALAR International.
3. Work closely with the relevant designated staff of DeaLoG Project in a process of design and development of all sub-structures of the portal.
4. Develop a mock-up version of the platform and finally agree it with DeaLoG project by February 10, 2024.
5. Register website name, chose host and ensure secure hosting (including the back-up solution) until end of February 2024 (with further possible extension).
6. Develop final product and the agreed functionality
7. Test final product and functionality.
8. Launch the platform by the latest end of February 2024.
9. Provide 10 hours a month of technical support until end February 2024 (this shall include guidance related to use of CMS, regular tests of functionality, hyperlinks, search, filter and visualisation-ability, additional design, etc.) The platform should satisfy the following criteria:
 - Consistent with organisational identity and brand design requirements of SALAR/SALAR International and the Government of Armenia
 - Meaningful and user-friendly URLs
 - Based on CMS or other functionality enabling easy portal management by relevant designated staff of DeaLoG Project
 - Adaptable to various screen resolutions, mobile devices
 - Compatible with various operating systems and web browsers
 - Reasonable load-time, reasonable data processing and visualisation time
 - Possibility to download information in different formats (such as PDF, Excel)

- Possibility for user registration Possibility for interactive online discussions (external solutions or own solutions)
- Site search function
- Functional search engine submission / visibility
- Functional and direct redirection to the other information sources through the hyperlinks
- Full compliance with all cyber-security requirements of SALAR/SALAR International and the Government of Armenia
- Site statistics measurement
- Social media integration
- Error page / function

The necessary content for the website shall be provided by the designated staff of DeaLoG Project.

As an orientation and an example, you may find Decentralization portal of Ukraine (which has been developed with the support of SALAR International in Ukraine) <https://decentralization.gov.ua/>

Deliverables

By end of January 2024, the potential contractor shall have completed the tasks 1 to 8 and delivered a fully functional Decentralisation Platform.

Communication & Reporting

The potential contractor shall work under direct supervision of the designated staff member of DeaLoG Project.

Administrative oversight of the assignment will be conducted by the Senior Local Project Manager/Team Leader in Armenia, Mrs. Varsenik Mnatsakanyan.

Value of the Contract

The maximum value of the Contract is 300 000 SEK (aprx. 25 000 EUR) including VAT.

Request for Proposals

This Request for Proposal is issued on December 8, 2023.

Last date for questions on the ToR is December 19, 2023, after which a summary of replies will be sent to tenderers who have expressed their intention to submit a proposal.

Final date for submission of proposals is December 19, 2023.

Proposals and questions should be sent by email to: armenia@salarinternational.se.

The full project description can be accessed at: www.salarinternational.se