

REQUEST FOR PROPOSALS

Consultancy Contract for Local Expert

Pre-study with focus on decentralisation and good governance at local level in the Democratic Republic of Congo (DRC)

PART 1: ABOUT THIS REQUEST FOR PROPOSALS

1. Background

SKL International is seeking to engage a Local Expert for a pre-study with focus on decentralisation and good governance at local level in the Democratic Republic of Congo (DRC).

The new strategy 2021-2025 for Sweden's development cooperation with the Democratic Republic of the Congo places emphasis on the promotion of human rights, democracy, rule of law and equality as well as peaceful and inclusive societies.

The Swedish Association of Local Authorities and Regions (SALAR) has been granted funding by the Swedish Embassy in the Democratic Republic of Congo for the implementation of a pre-study and development of a programme proposal for supporting the decentralisation process and the promotion of good governance at the local level. The pre-study is implemented by SKL International, a subsidiary of SALAR based in Stockholm, and will be conducted from January 2021 to January 2022. The pre-study will result in the design of a proposal for a multi-year intervention in DRC, in one or more provinces.

On these grounds, SKL International is seeking to engage a Local Expert (LE) in DRC who can facilitate the practical implementation of the pre-study in the country as well as provide strategic and contextual advice throughout the assignment. The LE will be engaged as a consultant and representative for SKL International.

2. Purpose and methodological principles

The purpose of the pre-study is to describe relevant conditions and challenges of DRC in order to facilitate the identification of possible project themes and partners for SALAR and SKL International. The pre-study aims to investigate how a possible support programme implemented by SALAR in DRC could be designed and developed. The objective of the pre-study is the following:

- To provide an analytical and situational overview of the current situation in the DRC in terms of the decentralisation process and local self-governance
- To propose and describe suitable interventions for a programme in support of decentralisation efforts in the DRC from 2021 and onwards

The principles that will guide the development of a future project proposal are 1) local ownership where the programme proposal must be based on expressed needs as defined by the stakeholders and attached to ongoing processes in DRC addressing current challenges 2) the issues to be addressed should be matched by the experience and competence of SALAR and SKL International to ensure capacity to obtain good project results. This analysis will also take into account the potential to reach relevant and sustainable results within the programme frame. 3) the proposed areas in the project proposal should match the prioritization for Swedish government support and the Swedish Country Strategy for DRC.

As a first step during the programme preparation phase, a Fact Finding mission will be carried out. The purpose of the mission is to deepen the understanding of local capacity needs and rationale of a potential project, meeting with Swedish embassy representatives, DRC representatives at national and sub-national levels and other international actors exploring the needs and prioritised thematic tracks to be included in the proposal. It will be followed by a second mission with the purpose of preparing the implementation of a project, further fine-tuning the objectives and scope of the programme as well as defining conceivable project activities within the defined period and budget.

Cross-cutting issues that will be integrated in the methodology of the intervention include a human right based approach and gender, Agenda 2030, conflict sensitivity and environment. SALAR and SKL International places a Human Right Based Approach (HRBA) in the heart of its support internationally. Sub-national governments play a critical role in the fulfilment of basic human rights and are often assigned as duty bearers of numerous economic, social and cultural human rights. Therefore, in the operations a range of initiatives that support citizen participation and non-discrimination in order to strengthen and mainstream human rights into local government activities are foreseen.

Further, the intervention should clearly correspond to the 2030 Agenda for Sustainable Development (SDGs) as local governments play a vital role in the achievement of all 17 SDGs as they often relate, directly or indirectly, to the daily work of local, regional and provincial governments. A conflict sensitive approach will also be applied as well as environmental aspects in all programme activities, in the content of capacity building courses and related training materials.

3. SALAR/SKL International Expertise

The Swedish Association of Local Authorities and Regions (SALAR) is a politically run, non-profit member organisation for all of Sweden's municipalities and regions. SALAR has existed for over 100 years and strives persistently to promote and strengthen local self-government and the development of regional and local democracy.

SKL International is the extended operational arm of SALAR in international development cooperation with a wide range of experiences in supporting decentralisation and local government reforms globally. SALAR's and SKL International's technical expertise, experiences and professional networks lie at the core of project design and implementation.

This encompasses SALAR's combined experiences from Sweden as well as internationally, which together form the basis for how projects are designed and carried out. Programme interventions are always adapted to national and local circumstances with a high level of integrity, being collaboratively designed together with local partners and stakeholders.

3. Time line

The Local Expert will perform tasks for a pre-study and support the development of a programme proposal in the DRC. The assignment is expected to be carried out for a maximum of 40 days (non-consecutive) between February/March 2021 and January 2022.

4. Terms of Reference for the assignment

It is foreseen that the Local Expert will act as representative in DRC (Kinshasa) for SKL International facilitating the pre-study. The LE will play a key role in facilitating contacts with key stakeholders in DRC and ensure that interpretation/translation is catered for when necessary. The LE will also contribute to the research and assessment of thematic areas of interest, draw conclusions that are of relevance for stakeholders in DRC as well as provide input to the final drafting of the programme proposal. S/he will report to the SKL International Team Leader/Project Manager.

The following tasks will be carried out and the Expert will ensure the following deliverables according to the agreed time schedule in cooperation with the SKL International Team and it will include but not be limited to the following tasks:

- Provide contextual advice and input relevant for the pre-study. This can include information (including maps, data, etc.), documentation and descriptions of political trends, national policies, strategies and institutional framework relevant for local good governance.
- Provide thematic advice and input to the pre-study team throughout the process and related to the identified thematic tracks. This can include information and description of thematic policies and strategies as well as past or ongoing initiatives, projects, etc. carried out by the government or other actors in the thematic areas of interest.
- Support SKL International in identifying and mapping relevant key stakeholders, e.g. national and selected local government representatives, donors, civil society actors and international organisations, as well as local experts in the field of decentralisation reform and local authorities.
- Be responsible for establishing, organizing and facilitating contacts and digital consultations/interviews with key stakeholders in DRC.
- Facilitate and support in the organization of the two missions, including logistics support and interpretation and translation when deemed necessary.
- Document information from digital consultations and interviews with key stakeholders in DRC.
- Provide input and advice to the pre-study team when drafting the programme proposal.

Further, the LE is expected to maintain close communication (zoom, email, Whatsapp etc.) with SKL International's pre-study team in Stockholm during the assignment and continuously report as agreed. The LE will also represent SALAR/SKL International in dialogue with key stakeholders in DRC and is therefore expected to get acquainted with the organisations and follow SKL International's Code of Conduct (CoC).

5. Team

It is foreseen that a Team Leader from SKL International and an International Decentralisation Expert in Stockholm, Sweden will work closely with a Local Expert based in DRC, together with the institutional support functions of SALAR and SKLI to carry out the pre-study and related activities.

When the pre-study team has been set up, a detailed work plan will be developed and roles and division of responsibilities will be further discussed and defined among the team members.

6. Number of expert days

The LE is a consultant that will work on a per hour/day fee rate, either as self-employed contractor or as representative of a company/organization that will provide the LE. A consultancy company/organization may also submit a joint proposal for the position. Most of the work is expected to take place either digitally or in Kinshasa.

The following table reflects the indicative number of expert days for different tasks, maximum 40 days as per contract. The distribution of time may change during the course of the assignment and in dialogue with SKL International's Project Manager.

Task	Days
Desk study and preparations	10
Mission 1: Fact finding and preparations	12
Input to draft Programme proposal	3
Follow up mission 1 and preparation mission 2	8
Mission 2: Project preparation	5
Input to final programme proposal	2
Total	40

PART 2: REQUEST FOR PROPOSAL

Essential information

Consultants interested in the role as Local Expert should prepare and submit proposal with the information below.

a. How to submit a Proposal

Proposals should be submitted in English electronically, via email to the following email address:

opportunity@sklinternational.se

b. Closing time – February 5th, 2021

Proposals must be received at this email address no later than **February 5th, 2021**. It is the Applicants' responsibility to ensure that documentation is prepared and sent within the timeframe. An automatic response will be generated from the email address, which is valid as proof of submission.

c. Clarification and questions

Any questions for clarification or additional information can also be sent to the above email and no later than January 29th, 2021.

Information to be provided by Applicants

Proposals shall comprise the following information:

- a) An **email and/or a personal letter** that includes the following information:
 - a. A brief description of the Applicant's suitability for the role and relevance to the Selection Criteria listed below
 - b. The Applicant's availability for the project period and possible start date (the LE is expected to start to work as soon as possible)
 - c. Other assignments/employments that may affect the availability and flexibility of the Applicant
 - d. Contact details: Full name, current job title, telephone number and email address
 - e. The total daily fee requested by the Applicant. For more information, see "Price" section below. The contract will be using the currency Swedish Krona (SEK).
- b) An up-to-date **curriculum vitae (CV)** of not more than seven (7) A4 pages length, showing relevant qualifications, experience and expertise

Selection Criteria & Assessment

Proposals will be evaluated against the Selection Criteria described below. The availability and readiness to start the assignment as soon as possible will also be taken into consideration. An interview will also be conducted with short-listed candidates and references may be taken. At the end of the selection process, the preferred Applicants will be assessed in terms of their proposed price relative to other Applicants. Based on this process, SKL International will make an overall and balanced assessment that will result in a final and formal decision on appointment.

Selection Criteria

- Graduate degree in a relevant area for the pre-study such as political science, public administration or any other relevant area
- At least 5 years' experience of working with good governance related issues preferably including both national, regional and local levels
- Experience in desk research and analysing data collected concerning different subjects such as public administration, policy development and public service delivery
- Access to a broad network of key stakeholders in DRC, including preferably government representatives, international representatives and NGOs. Capability of establishing and maintaining contacts and networks.
- Working experience from international development cooperation, experience in the field of local governance and decentralisation would be an advantage.
- Ability to plan, organize and facilitate digital interactions and other project logistical activities such as interpretation and translation
- Experience of working with international projects, demonstrating flexibility in responding to developments and different needs as these arise
- Working proficiency in French. Good knowledge of English required, working proficiency in English is considered an asset. Fluency in two local languages is considered a merit (Swahili, Lingala).
- Demonstrated experience with project/programme development, including through participatory methods. Either be self-employed or employed by a company/organization taking on the role as employer

Price

The LE will be paid a daily fee (8 working hours per day).

Applicants shall state their Price in the Proposal as a proposed daily fee. This shall be an all-inclusive fee that includes all relevant taxes (except VAT), social costs, insurances and any other overheads. Costs for travel, accommodation etc. will be reimbursed separately, on cost basis.

SKL International reserves the right to negotiate the proposed daily fee with the preferred Applicant on the basis of his or her experience and competitiveness for the position. Further, SKL International may need to negotiate the daily fee rate based on the fee levels defined in the overall pre-study budget.

Contracting arrangements

The Successful Applicant will be contracted by SKL International, based in Stockholm, Sweden. The contract is expected to be signed in February 2021 for a duration up to January

2022. Considering that SKL International also will submit a project proposal for a longer-term project, a next potential project phase may also open up for new opportunities for the LE.