



Ministry of Interior, Federal Affairs and Democratization, Puntland, Somalia

Call for proposal:	
Assignment	Call for Proposal: Capacity Building Consultant for Newly Elected District Council Members in Puntland
Tender Ref Number	RefNo.PNTB/74/2023
Type of Contract	Consultancy Firm/individual
Duration of the Contract	3 Months
Duty Station	Garowe, with requirement of regular travel to all Puntland regions
Reporting to	Director General of Ministry of Interior, Ministry of Interior, Federal Affairs and Democratization.

1. Background

Puntland, established in 1998, has been dedicated to implementing democratic processes in accordance with the region's constitution. As part of this commitment, Puntland Government of Somalia, has recently achieved a significant milestone in promoting democratization by successfully completing local district elections in 33 districts.

The completion of local district elections marks a significant step towards strengthening democratic governance and empowering local communities in Puntland. With the establishment of these local councils, there is now a pressing need to enhance the capacities of council members in order to effectively carry out their roles and responsibilities. The local councils play a crucial role in decision-making processes, policy formulation, and service delivery at the grassroots level. Recognizing the importance of effective local governance for the sustainable development of Puntland, Ministry of Interior, Federal Affairs and Democratization is seeking to engage a consultant who can provide specialized expertise and support to build the capacity of local council members. The consultant will be responsible for designing and delivering comprehensive training programs, and executing training sessions tailored to the specific needs and challenges faced by the local councils.

2. Objectives

The objectives of this consultancy are as follows:

- Assess the existing knowledge, skills, and needs of the newly elected council members in 30 districts in Puntland.
- Develop and deliver tailored training programs to enhance their understanding of governance principles, policy formulation, decision-making processes, and community engagement.

- Provide specialized training in areas such as budgeting and financial management, conflict resolution, project management, and leadership skills.
- Enhance the understanding of local councils regarding their mandates, laws, and service delivery mechanisms.
- Assist in the development of strategic plans and action plans for each district, focusing on local priorities and sustainable development.
- Offer ongoing mentoring and support to the council members during and after the training period.
- Review, improve and update the current training materials and capacity-building manuals in consultation with Puntland Local Governance Institute.

3. Scope of Work

The consultancy assignment focuses on capacity-building initiatives and prioritization for development in the local councils within the unique context of Puntland. It includes the following key components:

1. Conducting Training needs assessment to identify specific capacity gaps among the newly elected District Councilors across 30 districts. The assessment will serve as the foundation for developing a targeted training program.
2. Design and implement a customized training program that covers essential topics including, but not limited to:
 - *Government Structures and Service Delivery*: This topic focuses on understanding the structure and functions of local government bodies. It explores the roles and responsibilities of different departments, officials, and elected representatives within the council. Additionally, it covers the concept of service delivery, which involves providing essential public services to the community efficiently and effectively.
 - *Public Management*: Public management involves the application of managerial principles and techniques in the public sector. It encompasses various aspects such as strategic planning, organizational development, decision-making processes, resource allocation, and performance management. This topic aims to enhance the skills of council members and staff in managing public resources and delivering public services.
 - *Financial Management*: Financial management pertains to the effective management of financial resources within the local council. It involves budgeting, financial planning, accounting, financial reporting, and internal controls. This topic equips participants with the knowledge and skills required to handle financial matters responsibly and transparently.
 - *Conflict Resolution*: Conflict resolution focuses on developing skills to address and resolve conflicts that may arise within the local council or between the council and community members. It covers techniques for effective communication, negotiation, mediation, and consensus-building. This topic aims to promote harmony and collaboration among stakeholders.
 - *Reporting*: Reporting involves the preparation and submission of accurate and timely reports within the local council. It includes various types of reports, such as financial reports, performance reports, progress reports, and compliance reports. Participants

will learn how to gather relevant information, analyze data, and present it in a clear and concise manner.

- *Planning and Setting of Priorities:* This topic emphasizes the importance of strategic planning and priority setting in the context of local governance. It covers techniques for conducting needs assessments, setting goals and objectives, formulating action plans, and monitoring progress. Participants will gain skills in effective planning and decision-making, ensuring that resources are allocated to address the most pressing community needs.
- *Community Engagement:* Community engagement involves fostering meaningful participation and collaboration between the local council and the community it serves. This topic explores strategies for engaging citizens, soliciting their input, and involving them in decision-making processes. It emphasizes the importance of building trust, promoting inclusivity, and creating opportunities for dialogue and partnership.
- *Training on existing and emerging laws:* This topic focuses on familiarizing council members and staff with existing laws relevant to local governance, such as local government acts, planning and zoning regulations, and public procurement laws. Additionally, it covers emerging laws and regulations that may impact the council's operations in the future. The training aims to ensure compliance with legal requirements and enhance understanding of legal frameworks.

3. **Capacity-Building Training:** Deliver targeted training sessions to newly elected local councils in 30 districts. These sessions will cover understanding mandates, familiarizing councils with existing laws, and enhancing their competence in delivering essential services to their communities.
4. **Documentation and Resource Development:** Support the Ministry in reviewing comprehensive training materials, capacity-building manuals, and other necessary documents. These resources will serve as guidance tools for local councils training in effective governance and developmental planning.
5. **Understanding the Local Context:** To ensure support is tailor made to the needs of specific districts, the consultant needs to understand the local context, cultural dynamics, and socio-political intricacies within each district. Adapt strategies and approaches to suit the specific needs and nuances of each community.
6. **Stakeholder Engagement:** Engage community leaders, government officials, and local representatives to foster inclusivity and ensure the success and sustainability of proposed initiatives.
7. **Priority Development:** Facilitating the development and planning of district priorities is integral to the training sessions. This includes empowering local councils to identify, strategize, and prioritize the needs of their respective districts in 10 selected Districts.

Sustainability and Long-Term Impact: Focus on imparting sustainable strategies and practices to pioneer long-term positive impacts on governance, conflict resolution, and community development within Puntland

4. Deliverables:

The consultant will be required to deliver the following during the assignment.

1. *Training Needs Assessment Report:*

- Conduct a comprehensive assessment of the knowledge, skills, and needs of newly elected council members in the 30 districts of Puntland.
- Prepare a detailed report outlining the findings and recommendations for the capacity building program.

2. *Tailored Training Programs:*

- Review the existing training programs based on the identified needs of the council members.
- Revise the training modules on governance principles, policy formulation, decision-making processes, community engagement, budgeting and financial management, conflict resolution, project management, leadership skills, and other relevant topics in close coordination with Puntland Local Government Institute (LGI)
- Develop detailed program workplan and schedules for delivering the assignment including training agendas.
- Include interactive training methods, case studies, group discussions, and practical exercises to enhance learning and engagement.

3. *Training Delivery:*

- Conduct training sessions in each of the 30 districts, ensuring accessibility and participation of all council members.
- Deliver the tailored training programs developed in deliverable 2.
- Provide training materials, handouts, and resources to support the learning process.

4. *Strategic Plans and Action Plans:*

- Facilitate workshops and consultations with council members to develop strategic plans and action plans for each district.
- Ensure that the plans align with local priorities, sustainable development goals, District Development Frameworks (DDFs) and the mandates, laws, and service delivery mechanisms of the local councils.

5. *Ongoing Mentorship and Support:*

- Offer post-training mentoring and support to council members.
- Provide guidance and assistance in implementing the strategic plans and action plans.
- Address any challenges or issues that arise during the implementation process.

6. *Review and update of existing training materials:*

- Review the existing training materials and capacity-building manuals.
- Identify gaps and areas for improvement.
- Update and improve the materials in consultation with the Puntland Local Governance Institute.
- Ensure the materials are up-to-date, relevant, and aligned with best practices.

7. *Final Report:*

- Prepare a comprehensive final report summarizing the consultancy activities, including the training programs delivered, strategic plans developed, mentoring and support provided, and the review and update of training materials.

- Include an evaluation of the impact and effectiveness of the capacity building program.
- Provide recommendations for future capacity building initiatives.

5. Qualifications and Experience Required

The consultant/firm should possess the following qualifications and experience:

1. *Expertise in Local Governance:* The consultant/firm should have a strong background(both Educational and experience) and deep understanding of local governance principles, practices, and challenges, particularly within the context of Puntland or similar regions. They should be familiar with the legal and policy frameworks governing local councils and have experience working with local governments and elected officials.
2. *Training and Capacity Building:* The consultant/firm should have a proven track record in designing and delivering training programs and capacity-building initiatives for government officials, particularly in the areas of governance, policy formulation, decision-making, community engagement, budgeting and financial management, conflict resolution, project management, and leadership skills.
3. *Knowledge of Development Context:* It is essential that the consultant/firm has a comprehensive understanding of the development context in Puntland or similar regions. They should be familiar with the local priorities, challenges, and opportunities for sustainable development and have experience in aligning training programs with local needs and aspirations.
4. *Experience in Strategic Planning:* The consultant/firm should have expertise in strategic planning and action plan development at the local level. They should be able to facilitate the participatory process of developing strategic plans that reflect the priorities and goals of each district, ensuring their alignment with broader development objectives.
5. *Mentoring and Support:* The consultant/firm should have experience providing ongoing mentoring and support to government officials or elected representatives. They should be able to offer guidance and assistance to council members during and after the training period, helping them apply their newly acquired skills and knowledge effectively.
6. *Training Material Development:* The consultant/firm should have experience in developing, reviewing, improving, and updating training materials and capacity-building manuals. They should be capable of working collaboratively with the Puntland Local Governance Institute or relevant stakeholders to ensure the materials meet the specific needs of the target audience and are aligned with the local context.

7. Duration of the assignment: 3 months

The Ministry of Interior, Federal Affairs and Democratization proposes the following time breakdown and will also encourage the bidders to propose their timeline to implement each activity with 3 Months.

- Inception Phase (1 week):
- Needs Assessment (2 weeks):
- Training Program Development (2 weeks):
- Training Delivery (6 weeks):

- Strategic Planning and Action Plan Development (3 weeks):
- Ongoing Mentoring and Support (2 weeks):
- Final Reporting and Project Closure (1 week):

8. Eligibility Requirements

The consultant firm/individual that meets the following requirement will be eligible for selection:

- Nationally registered consultancy, training organization, research firm that has legal existence in Puntland and relevant experience on the forementioned areas.
- Proven records and working reputation in governance and capacity-building.
- Demonstrated technical experts and staff relevant to the areas of interest, e.g, public administration an policy, governance, international relations, development.
- Minimum three to five years experience in research conducting, research design and data collection, Mapping, laws and policy practices, local governments, reconciliation and capacity building.
- Good presentation of financial records. The organization should have administrative laws (financial management law, procurement) with capacities to conduct activities prior first instalment of payment.

9. Evaluation Criteria: a) Technical proposal

Technical proposal: The evaluation of technical proposals will be based on the following criteria: 70/100 out of the total scoring.

S/N	Specific evaluation criteria	Over all scoring	Scoring
1	Demonstrated understanding of the project requirements and context	10	
2	Methodology and approach for conducting the training needs assessment and designing the training program.	25	
3	Relevance and effectiveness of the proposed training topics and methodologies. Experience and qualifications of the proposed team members.	25	
4	Feasibility and clarity of the project timeline and work plan	10	
	Total scores	70	

Evaluation Criteria: b) Financial proposal

1. Financial proposal: The evaluation of the Financial proposal will be based on the following criteria: 30/100 out of the total scoring.

S/N	Specific evaluation criteria	Over all scoring	Scoring
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1	The financial proposal should provide a detailed breakdown of costs related to the project, including consultant fees, travel expenses, training materials, and any other relevant expense. Evidence of financial capacity to pre-finance including bank statement should also be provided	30	
	Total scores	30	

All bidders who pass the technical confirmation are then ranked according to their price offers from lowest to highest. The contract is then awarded to the supplier with the lowest priced offer passing the technical confirmation. The objective is to ensure that the selected bidder not only meets the minimum requirements but also provides the best overall value in terms of quality and cost-effectiveness.

10. Submission Deadline:

Proposals for the role of Capacity Building Consultant for Newly Elected District Council Members in Puntland must be submitted no later than 17:00 hours EAT on **10 December 2024**. Late submissions may not be considered.

Instructions:

1. Interested parties are invited to submit proposals for the role of Capacity Building Consultant for Newly Elected District Council Members in Puntland.
2. Proposals should be sent via email to: procurement@moifad.pl.so copying info.moifad@plstate.so with the subject line "Capacity Building Consultant for Newly Elected District Council Members in Puntland - [Your Company Name]".