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CALL FOR EXPRESSION OF INTEREST

FOR LOCAL AUTHORITIES OF EUROPEAN UNION (EU) MEMBER STATES (MS) & EU-ASSOCIATED COUNTRIES AND ASSOCIATIONS/UNIONS OF LOCAL AUTHORITIES ON PEER-TO-PEER COOPERATION WITH IRAQI GOVERNORATES

under the Programme

'Supporting Recovery and Stability in Iraq through Local Development'

Funded by the European Union and Implemented by UNDP

1 GENERAL

UNDP is launching a Call for Expression of Interest (Eoi) under the aforementioned programme to identify and select a minimum of **NINE EU MS/EU-ASSOCIATED LOCAL AUTHORITIES** (see list below) & **ASSOCIATIONS /UNIONS OF LOCAL AUTHORITIES** of the eligible countries **that will work alongside NINE Iraqi Governorates** to build the capacity of the latter on the decentralisation and devolution of powers from central to local government, and thus facilitate the implementation of Law 21 in reality.

Interested local authorities of **EU MS and EU-Associated countries, as well as Associations/Unions of local authorities/municipalities (acting in consortium with local authorities)**, should express their interest by completing and submitting the Eoi form, as per Annex 1 and the corresponding Appendices below. Applicants will need to fill in, sign and return to UNDP all the documents listed in Annex 1.

[Appendix 5 is a checklist and Annex 2 details eligibility and selection criteria, which the local authority will be marked against].

The closure date for receiving applications for this Call for Eoi: **13th March 2020.**

Applicants are only eligible if compliant with the eligibility criteria and scoring a grade equal or above 50% of the maximum points, as defined in the selection criteria.

The eligibility criteria (as detailed in Annex 2) is as follows:

- a) the Applicant is a local authority within an EU MS; a local authority within one of the EU-Associated countries below; **or** a union/association of local authorities/municipalities (acting in consortium with the respective local authority/(ies)) in an EU MS country or one of the respective EU-Associated countries below **wishing to act as a 'facilitator' between local authority(ies) Peer(s) and an Iraqi Governorate Peer:**
 - Albania
 - Armenia
 - Azerbaijan
 - Belarus
 - Bosnia-Herzegovina
 - Iceland
 - Georgia
 - Kosovo
 - Liechtenstein
 - Moldova
 - Montenegro
 - Norway
 - Republic of North Macedonia
 - Serbia
 - Switzerland

- Turkey
- Ukraine

- b) the local authority/(ies) (either acting as Applicant or as subsidiary to association's status as Applicant) has experience in the decentralisation of powers from central to local level; and
- c) the Applicant complies with the requirements of this EoI (more details in Annex 2).

****More than one local authority of an EU MS or the above eligible countries can apply to this Call, as long as consent has been given from all concerned local authorities. In such a case, one local authority should apply on behalf all local authorities as the lead Peer.****

The selection criteria (as detailed in Annex 2) is as follows:

- a) the local authority/(ies) has/have a profile matching to the profile of the Governorate they apply to peer with and justification thereof;
- b) the local authority/(ies) must have a proven track record of expertise and experience in the devolution of powers from central to local government as a complete process (including internal decentralisation policies, procedures, institutional structures and mechanisms). It is also preferable for any association applying, to have experience in acting within a consortium and/or facilitation of such project activities; and
- c) Any evidence that supports the above.

The timetable for this Call for EoI, which may be subject to change, is:

Activity	Timing
Deadline for request for any clarifications or additional information	28th February 2020
Deadline for submission of the EoI	13th March 2020

All Applicants will be informed about their selection or non-selection as soon as is reasonably practicable after evaluation of their application.

2 INTRODUCTION

The Peer-to-Peer Cooperation aims to do the following:

- (1) **Capacity Building:** local authorities from the eligible countries are expected to provide on-the-job training and transfer knowledge/skills/experiences on the process of the decentralisation of powers;
- (2) **Networking and Advocacy:** Greater cultural understanding between the local authority/(ies) of the eligible countries and Iraqi Governorate Peers and their respective constituencies; and
- (3) **Exchange of best practices, policies and intervention** on the decentralisation process from eligible local authorities that have already undergone such a process.

The nine Iraqi Governorates involved in the Peer-to-Peer Cooperation include: Anbar, Basra, Dohuk, Erbil, Missan, Nineveh, Salah ah-Din, Sulaymaniyah and Thi Qar.

EU MS and EU-Associated local authorities and/or associations of local authorities/municipalities will work alongside their respective Iraqi Peers to develop a detailed Scope of Work and Project Document focusing on decentralisation, including: a) decentralisation needs gap assessment; decentralisation needs gap plugging; on-the-job training and coaching; study visits; and any other innovative approach and/or tools related to the topic.

The maximum budget for each Peer-to- Peer agreement is **US\$500,000**.

3 BACKGROUND

The *Law of Governorates Not Incorporated into a Region* – i.e. Law 21 of 2008, as known as the Provincial Powers Act 2008– outlines the decentralisation of functions from central to local level Governorates in Iraq - and was introduced to: a) ensure local officials can make decisions best suited to the local needs on the ground, b) ensure decisions can be made efficiently, c) give local provinces more control over their own money; and d) to prevent the monopolisation of power by central government. The implementation of this law is vital in a country with many ethnic groups, sects and religions with different needs and where the conflict has had varying impacts on different parts of the country.

The Second Amendment to Law 21 (Law 19 of 2013) provides for the devolution of “sub-directorates, departments, tasks and competencies of parts of 8 federal ministries”¹ and it affects greater provincial self-determination. Devolution was supposed to have been carried out over a 2-year period, to be completed by Aug 2015 but is still far from completion.

The Power of Peer-to-Peer

The processes of democratisation, decentralisation and structural reform within countries, coupled with the phenomenon of globalisation, have generated an increment in the international interaction moving towards a phenomenon in which sub-national units have acquired their own participation in the international arena with their peers in other countries, and thus building new scenarios for national and local development². As in the present case, regional provinces are now willing to take advantage of international possibilities and want to learn and benefit from international good case practices and resources.

Decentralised cooperation began in the aftermath of World War II, mainly in the form of Twinning agreements. As the situation demanded, the main issues involved in the agreements were aimed at

¹ Gol/MoP (2018). Strategy for the Reduction of Poverty in Iraq 2018-2022 – Executive Summary.

² Ruiz Alanís, 2009

“building bridges of understanding and confidence between peoples of nations which had been at war” (UNPAD, 2008), based on the primary necessity of avoiding a new global confrontation.

Decentralised cooperation has thus become a modern vehicle for regional governments to achieve international competitiveness as it allows the territories to address specific needs for the improvement of the welfare of the population and the promotion of economic and social development. Therefore, decentralised cooperation can be said to be considered as one of the key strategies for achieving the Millennium Development Goals because it is seen as a tool for creating mutually rewarding cooperation ties that can foster sustainable development.

4 INSTITUTIONAL CAPACITY ASSESSMENT

Applicants have to be aware that the success of the assessment phase depends on the capacity and the willingness of the Applicant to provide all necessary information, as listed in the form of a checklist in Appendix 4.

The Applicant should provide all relevant data and documents that can act as evidence for information provided in the Eol form and the attached Appendices. It is, nonetheless, advised that interminable documents are not sent at this stage unless otherwise requested by UNDP.

Should the documents provided as evidence not fully reflect the information in the Eol form, UNDP reserves the right to submit questions to the Applicant on any gaps in documentation that may be required to assess the capacity of the Applicant and/or respective local authorities to take part in the initiative. Furthermore, any documentation submitted on decentralisation expertise (structures, policies and procedures) will be compared to internationally recognised best practices in decentralisation with the focus being on organisational and qualitative aspects of the local authority.

5 HOW TO APPLY

5.1 Content of the Application

Applicants interested in applying to this Call for Eol shall submit an Eol to UNDP on or before the deadline, to be considered as a possible Peer/ facilitator of Peers (if association/union of local authorities/municipalities).

The Eol form to be submitted, duly filled in and signed is attached hereto as Annex 1 and is composed of five appendixes. In order to be valid and assessed by UNDP, the Eol has to include:

- a. Information about the Applicant (template available under Appendix 1 to the Eol);
- b. Declaration of absence of conflict of interest (template available under Appendix 2 to the Eol);
- c. Justification on why the Applicant is the most suitable candidate including any relevant evidence in support of this (template available under Appendix 3 to the Eol); and
- d. Any other supporting documents (as listed in Appendix 4 to the Eol).

5.2 Language of the Application

The Eol, including related documents, shall be prepared in English.

5.3 Submitting the Application

All mandatory documents have to be sent to UNDP as a scanned copy, signed by the authorized person (if indicated), by email on or before **the deadline stated in Section 1**.

After the submission of the application, UNDP sends out an acknowledgement of receipt to the relevant Applicants via e-mail. The acknowledgement of receipt is not to be considered confirmation of completeness of the Eol and the documents submitted therewith, nor any kind of assessment to this effect.

The deadline applies in case of e-mails to the date of the date sent by the Applicant.

If you wish to participate in this Call for EoI, please forward your EoI, prepared in accordance with the instructions in this document to the following addresses:

E-mail Address

Subject: Supporting Recovery and Stability through Local Development in Iraq:
Peer-to-Peer Cooperation
Attention: Ms. Leila Taleb
Leila.sabrina.taleb@undp.org
In cc: Mr. Abdulkerim Al-Khafaji
Abdulkerim.al-khafaji@undp.org

5.4 Requests for Additional Information

Applicants may request clarifications on the Call for EoI no later than 14 calendar days before the deadline but are recommended to do so well in advance. Such requests must indicate the Call for EoI, the name and respective country of the Applicant, and shall be submitted in English via e-mail to the email address above.

Answers to all questions will be provided to the Applicant no later than 10 calendar days after their submission and will be sent to the Applicant's e-mail address used to submit the questions. Please note that UNDP's responses to any queries or clarification requests may be circulated to all applicants at UNDP's discretion to avoid duplication of questions and to ensure fairness and transparency.

6 SELECTION PROCEDURE

UNDP may, on its own initiative, inform Applicants of any error, inaccuracy, omission or any other error in their application. If clarification is required or if obvious clerical errors in the application need to be corrected, UNDP may request the Applicant to provide clarifications and/or additional information provided the terms of the EoI are not modified as a result. In addition, UNDP may request missing documents of an administrative nature requested in this Call for EoI.

Applicants should only participate in the selection procedure on the understanding that they would not be entitled to any form of compensation.

Participation in the Call for EoI shall be taken as acceptance of all the terms mentioned in this Call for EoI.

The selection shall be deemed complete upon written confirmation by UNDP to the Applicant.

Upon request, Applicants not selected may ask for further information from UNDP on the reasons for their non-selection.

ANNEXES

Annex 1. Expression of Interest
Annex 2. Eligibility and Selection Criteria

ANNEX 1

TEMPLATE FOR EXPRESSION OF INTEREST FOR THE PEER-TO-PEER COOPERATION

EXPRESSION OF INTEREST

Deadline for the submission of the Expression of interest: 13th March 2020

Expression of Interest for: Peer-to-Peer Cooperation

Applicant submitting the Expression of Interest: _____
(local authority name or association name & country)

Dear Sir or Madam,

The undersigned:

.....
acting in his/her own name (if head of local authority/association or person with powers of representation, decision-making or control over the local authority/association)

or

acting as a representative
official name in full (only if a legal person):

.....
official legal form of the local authority:

registered under (statute):

.....
official address in full:

.....
declares that he/she/the local authority/the association for which he/she represents:

- a) is submitting this application in response to the Call for Expression of Interest under the *Supporting Recovery and Stability in Iraq through Local Development* programme, financed by the European Union and implemented by UNDP;
- b) all information contained in this application and its appendices is complete and correct in all its elements;
- c) the undersigned shall, upon request, provide all evidence to that extent;
- d) if selected to become a Peer or 'facilitator' of Peers, to commit to comply with all requirements set by UNDP necessary for the successful completion of the Peer-to-Peer Cooperation.

Yours Sincerely,

Signature(s):

Stamp of the Applicant:

Name of Applicant and position in capital letters:

Place:

Date (day/month/year):

Appendices

Appendix 1 Information about the Applicant

Appendix 2 Declaration of Absence of Conflicts of Interest

Appendix 3 Persuasive Explanation on why Applicant should be selected

Appendix 4 Checklist of documents to be attached for evaluation

INFORMATION ABOUT THE APPLICANT

1.1 Applicant identification

Information required	
Name of local authority/association (region/city and country)	
Contact Details	Address (registered office): Telephone: Fax: E-mail:
Legal Form and statute under which local authority operates	official legal recognition evidencing the statute under which it operates

1.2 Person authorised to submit the Expression of Interest

Information required	
Title	Mr/Ms/Dr/other (delete or complete as appropriate)
Name	Surname: First name:
Position	
Contact Details	Address: Telephone: Fax: E-mail:

1.3 Person for communications/focal point (only if different from paragraph 1.2)

Information required	
Title	Mr/Ms/Dr/other (delete or complete as appropriate)
Name	Surname: First name:
Position	
Contact Details	Address: Telephone: Fax: E-mail:

DECLARATION OF ABSENCE OF CONFLICTS OF INTEREST

The undersigned declares that neither (i) the Applicant nor (ii) he/she/they personally as authorised representative(s) of the local authority administration/association have a direct or indirect interest of such a nature and scale that may affect the technical assistance provided to the Iraqi Peer Governorate and/or any other work and relations within the scope of this Cooperation. The undersigned commits to immediately declare any potential conflict of interest that may arise as referred to in the Call for Expression of Interest.

The undersigned is/are aware that a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest.

The Applicant will inform UNDP, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest.

Furthermore, the Applicant and the undersigned in his/her/their capacity as duly authorised representative(s) of the Applicant confirm to have read the UNDP Anti-Fraud Policy and declare not to have made nor to make any offer of any type whatsoever from which an advantage can be derived under the initiative and not to have granted nor to grant, not to have sought nor to seek, not to have attempted nor to attempt to obtain, and not to have accepted nor to accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the Peer-to-Peer Cooperation.

Yours sincerely,

Signature:

Stamp of the Applicant (if applicable):

Name and position in capital letters:

Applicant's name:

Place:

Date (day/month/year):

JUSTIFICATION ON WHY APPLICANT SHOULD BE SELECTED AS A PEER

1.1 EXPERIENCE/EXPERTISE IN DECENTRALISATION OF POWERS

Please detail the level of experience and expertise of the local authority/(ies) in the decentralisation of powers from central to local government **and** in the facilitation of such activities (only if Applicant is applying as association), including:

- a) The local authority/(ies)' number of years of experience in the devolution of powers as a complete process;
- b) Similar projects implemented by local authority/(ies) and association (if applicable);
- c) Previous lessons learnt or good practices; and
- d) A self-assessment of the local authority/(ies)' internal policies, procedures and governmental structures relating to the decentralisation of powers (if applying as an association, the Applicant should still provide an overview of the governmental structures of the local authorities that intend to be included in the Call).

As detailed in Section 4, evidence of the above may be attached to this section.

(Maximum 1000 words)

1.2 JUSTIFICATION OF PEER PROFILE MATCHING

Please provide:

- a) a detailed overview of the profile of the local authority/(ies) that will be participating in the Call;
- b) the name of the Iraqi Governorate that the Applicant wishes to participate in the Peer-to-Peer activity with and the justification thereof, including:
 - i. An understanding of the profile of the Iraqi Governorate including its decentralization needs (if known);
 - ii. How the profiles of both the association/local authority Peer(s) and the Iraqi Peer will compliment one another to allow a good working relationship; and
 - iii. Any previous projects or activities of collaboration between the respective Iraqi Governorate and Applicant (if applicable).

As detailed in Section 4, evidence of the above may be attached to this section.

(Maximum 1000 words)

Appendix 4 to the Expression of Interest

CHECKLIST OF DOCUMENTS TO BE ATTACHED FOR EVALUATION

Base documents to be attached to the Expression of Interest	Tick if included
a. Information about the Applicant (as per template provided in Appendix 1) and a description of the Applicant (date of incorporation, geographical scope, etc).	
b. Official registration/legal recognition of the Applicant evidencing the statute under which it operates as a local authority or the equivalent, if an association (as per the template in Appendix 1).	
c. Expression of Interest duly signed (as per Annex 1).	
d. Declaration of absence of conflicts of interest duly signed (as per the template provided in Appendix 2).	
e. Persuasive explanation from the Applicant to establish the justification of the local authority/association’s application (suitability, experience, local authority/(ies) matching profile of Governorate Peer, motivation etc) as per the template provided in Appendix 3.	
f. Any other relevant evidential documents that support information provided in the Expression of Interest form or attached Appendices (particularly Appendix 3), as referred to in Section 4.	

ELIGIBILITY AND SELECTION CRITERIA

IMPORTANT: UNDP reserves its right to verify the accuracy of the information provided by the Applicant under this Call for Expression of Interest by means of due diligence, if required by the evaluation panel within UNDP.

ELIGIBILITY CRITERIA

The Expression of Interest received shall be assessed for eligibility on the basis set out below.

1.	ELIGIBILITY CRITERIA	System of appraisal (for UNDP use only)
		Yes/No
1.1	The Applicant is a local authority based in an EU Member State or in an EU Associated Country (as contained in the list of countries in Section 1), or an association/Union of local authorities/municipalities in an EU MS or an EU-associated country (as contained in the list on page 1).	
1.2	The concerned local authority/(ies) that intend to participate in the Call have experience in the decentralisation of powers as a full process.	
1.3	The Applicant has declared any potential situation of conflicts of interest (as per Appendix 2 to the EoI).	
1.4	The EoI is prepared in accordance with Annex 1 to the Call for EoI and an explanation as to why the Applicant should be selected as a Peer is provided (as per Appendix 3 to the EoI), as well as information about the Applicant (as per Appendix 1). All <u>necessary</u> supporting documents are provided with the EoI or upon request by UNDP (if not initially included).	
1.5	The Expression of Interest is duly signed.	
1.6	The Expression of Interest is complete and submitted in English.	
1.7	The Expression of Interest is submitted within the Deadline, subject to being granted an extension confirmed in writing.	

SELECTION CRITERIA

The Expressions for Interest, provided *all* eligibility criteria are met, will be further assessed for selection on the basis set out below. A maximum of 100 points can be earned.

Any relevant evidential documents provided with the EoI may enhance the possibility of the Applicant obtaining a higher score.

2.	SELECTION CRITERIA	Evaluation (max score) For UNDP use only
2.1	The profile of the concerned local authority/(ies).	20

2.2	How the profile of the concerned local authority/(ies) matches that of the respective Iraqi Governorate Peer and a justification thereof.	20
2.3	The experience of the local authority/(ies) in the decentralisation of powers from central to local level and/or association's experience in facilitating similar activities (if applicable). <i>[If applying as an association, the experience of the concerned local authorities it represents must be shown alongside the experience of the association in coordinating such activities itself].</i>	50
2.4	Self-assessment of the local authority/(ies)' internal decentralisation policies and procedures, including governance infrastructure that relate to the decentralisation of powers and any other supporting evidence that supports the above selection criteria <i>(if applying as an association, the Applicant should still provide an overview of the governmental structures of the local authorities that intend to be included in the Call).</i>	10

