



PEER-TO-PEER COOPERATION WITH IRAQI GOVERNORATE – MISSAN

PROGRAMME 'SUPPORTING RECOVERY AND STABILITY IN IRAQ THROUGH LOCAL DEVELOPMENT' FUNDED BY THE EUROPEAN UNION AND IMPLEMENTED BY UNDP

TERMS OF REFERENCE

For

Team Leader / Institutional framework expert for the preparation of a GAP assessment

1. Background

Having once covered a green area the size of a small country, today the Marshlands of Iraq still face many agricultural and environmental challenges even after being re-flooded almost two decades ago. Its population relies heavily on the marsh eco-systems for water and livelihoods, which continue to suffer due to those challenges. The Marshlands are located near the governorate of Missan, which despite being historically considered an important agricultural center, its economy now suffers due to crumbling infrastructure and poor access to resources.

Iraq has recognized the importance of agriculture and the need to prioritize its role in the overall economic and social development of the country (National action plans, Sustainable development goals etc.). The policy framework guiding the prioritization of needs aims at creating a proper environment to support efficient and sustainable increases in food and agriculture production, improvement of food security and reduction rural poverty. Policies relying mainly on oil production had a deteriorating impact on the growth of other economic sectors, including agriculture. As a matter of fact, agriculture contributes a substantial share of Iraq's economy (5 percent of total GDP), is the largest source of employment in the country (approximately 20 percent) and is dominated by the private sector. Yet, the contribution of agriculture to GDP has been declining in the last decade from 5.2 % in 2009 to 1.4% in 2019. This data is the result of many factors that affected the agricultural sector: war, protests, institutional and economic setbacks. The security situation and rural poverty have contributed to this decline with an outflow of people from the countryside to the urban areas seeking employment and economic opportunities.

In light of the above, under the Programme 'Supporting Recovery and Stability in Iraq through Local Development' Funded by the European Union and Implemented by UNDP, the Association of Albanian Municipalities is carrying out the project titled Peer to Peer cooperation with Iraqi Governorate – Mission to support agriculture and rural development in the region.

As part of the project, a Gap assessment will be conducted, on existing decentralized processes in the agricultural sector with a focus on the support to small local farmers and agriculture production (including fisheries and environmental agriculture).

In this context the Albanian Association of Municipalities will contract a team of experts comprising of:

- i) Team Leader/International Institutional Building (Albania);



- ii) Institutional framework local expert (Iraqi);
- iii) two agriculture local experts (Albanians);
- iv) two (2) local agriculture experts (Iraqi).

The GAP assessment shall serve the preparation of GAP plugging and action plan to address the challenges faced in the sector through the peer-to-peer project. Under such conditions, the contract has the possibility of extension to draft the Gap Plugging.

2. Objective and Scope of the assignment

The gap analysis aims to create a better understanding about the decentralization of the Agricultural sector with focus on the financial support programmes for small farmers for agriculture, fisheries and diversification of agricultural activities through environment protection and tourism promotion in the Marshes.

The Gap Assessment will target mainly administrative and fiscal decentralization through an assessment that will evaluate issues related to the institutional set up and provision of services such as internal procedures and processes, job descriptions and competencies of the staff and available services/support programmes for small farmers and people living in rural areas (including the marshlands).

Preparation of the Gap assessment that will go through several steps: (1) methodology; (2) setting priorities; (3) data collection and analysis of current situation; (4) identification of challenges.

3. Methodology

It is expected that the Team Leader will deliver a written technical analysis in the form of a report that includes a background information, policy and legal aspects, institutional set-up and analytical part. The technical analysis will combine desk review, interviews, peer-to-peer expert consultation and workshop presentation.

4. The tasks to be carried out by the Consultant will include the following:

Overall tasks and activities for delivering the following deliverable of the gap analysis

4.1 Lead the preparation of an overview of the national agricultural sector and the fiscal and administrative decentralization process in governorate of Missan and analysis of the national legal framework. The analysis shall be prepared using existing reports and information at national, and local level but also through direct and remote interviews carried out with representatives of governorate of Missan offices participating in the project. The overview shall help to determine questions related/gaps to agricultural sector, decentralization development, obstacles, and challenge.

4.2 Development of a questionnaire as basis for engagement of governorate of Missan offices with national authorities, civil society and rural farmers in the agriculture sector also in the Marshlands. The questionnaire should allow to gain the following information:

- Agriculture sector data information,
- Analysis of the policy documents and strategic priorities,
- Analyse the institutional and legal development framework,
- Analyse the knowledge and learning base at local administration and farmer's association,



- Analyse the fiscal decentralisation issues.

4.3 Lead the group of experts for the preparation of a draft GAP assessment in form of a report in close cooperation with AAM and Governorate of Missan. The draft report will be based on the outcomes of deliverable 4.1 and answers received to the questionnaire (deliverable 4.2) as well as interviews and discussions carried out during the face-to-face meeting in Erbil (September 2021) also identifying gaps in the information received. The draft GAP assessment should be presented to the Working Group at a on online workshop which will take place between October-November 2021.

4.4 Preparation of the final GAP assessment in form of a report, based on the results of the questionnaire, interviews but also review of the draft GAP assessment by Governorate of Missian authorities, UNDP, AAM and the technical consultants hired.

The final gap analyses shall include:

- a) specific gap analysis specifying main findings for Governorate of Missan offices, analysing national legislation and its implementation, progress of decentralization the barriers, identifying main challenges and opportunities,
- b) a summary of findings across the sector in line with challenges linked to environmental protection, tourism promotion in Marshes, analysis of the agriculture subsidizing system.

4. 5. Presentation in PowerPoint of the Final GAP assessment report together with sectorial experts to the project partners during 2021.

4.6. Management and coordination tasks

- Ensure the independence and integrity of the GAP assessment;
- Manage the other expert members contributions and sector specific outputs;
- Manage information sharing and day to day dialogue with AAM, experts and other stakeholders.
- Lead the work of the experts in data request following completion of methodology, with input from other Albanian and Iraqi consultants.
- Organize introductory and wrap-up workshops between experts.

5. Main activities and related outputs and timeline

The Team leader shall execute the following activities and deliver related outputs

Activity	Related deliverables/Output	Expert days	Dates of Deadline
1. Development of the GAP assessment methodology , desk analysis, development of the questionnaire for Missan officials.	Submission of the Inception Report	10	15 days after contract signature.
<i>Feedback of the inception report by AAM and Working Committee</i>		2	5 days upon Expert's submission



2. Plan, organize and attend project workshops and meeting. - One three- days face to-face workshop in Erbil with project partners, experts, and Governorate officials. - Two remote workshop meetings with Working Committee of the Project; - Online coordination meetings with team of experts. - Co-ordination meetings with AAM.	Workshop power Point of the Methodology, questionnaire, and data collection analysis submitted.	10	September 2021 (Tbc)
3. Lead and coordinate the expert's input, review and approve the data analyses and gaps identification.	Written feedback and minutes of meetings.	5	September – October 2021
4. Development of the draft GAP assessment.	Submission of the draft GAP assessment report	20	15 October 2021
<i>Feedback of the inception report by AAM and Working Committee</i>		0	20-25 October 2021
5. Finalisation of the draft GAP assessment report reflecting comets, suggestions, feedback collected by AAM, UNDP Iraq, Governorate of Missan.	Final GAP assessment report	8	25 November 2021
6. Presentation of the final GAP assessment report	Power Point presentation document	2	(Tbc) November 2021
Total			58 days

The expert will ensure that all abovementioned activities are appropriately documented. S/he is expected to work closely with AAM programme team. All documentation/correspondence/presentations shall respect the project's visibility guidelines, as provided to the expert by the Project Manager.

6. Time and duration of the consultancy

The expert shall be working for a period of 3.5 months, from 5 August to 20 November 2021, not exceeding 58 working days divided 40 days dedicated to planning and situation analysis and 18 days to identification of challenges.

7. Reporting



The institutional local expert shall be responsible for the timely delivery of the deliverables and outputs listed under section 5 above to the Team Leader.

8. Terms and Payment

The Institutional framework local expert will be hired under an individual contract (IC) and will be paid in USD upon submission and approval of each of the deliverables listed above in the point 5 of this ToR. The expert shall provide timesheet together with the deliverables to proceed with the payment.

The payment conditions indicated herein represents the maximum number of expert days to be paid for the particular deliverable and will be based on the actual number of working days invested for the development of each deliverable.

Payment will be made by bank transfers.

8. Travel and accommodation costs:

The duty trips during the field visit in Erbil will be organized and reimbursed as per AAM regulation for official duty trips.

9. Expert profile

The Team Leader on institutional development must satisfy the following qualifications:

- (a) Advanced university degree (or university degree combined with sufficient level of professional experience) in international development, political sciences, or related fields;
- (b) A minimum of 10 years of relevant professional experience in development, decentralisation and institutional capacity building with at least five years' working on local governance and decentralisation issues at the international level or international environment;
- (c) In-depth understanding of democratic governance issues in Albania and countries in transition.
- (d) Experience of undertaking similar studies is highly desirable;
- (e) Knowledge of donor support work in developing countries;
- (f) Strong analytical, conceptual and facilitation skills;
- (g) Excellent team leadership and proven ability to work with diverse stakeholders in politically sensitive areas.
- (h) Excellent oral and written communication skills, including fluency in written and oral English.
- (i) Be an Albanian national.

10. Application Procedure

Interested candidates for the position of Team Leader are asked to submit an application, by 30 July 2021, 16:00 (CET). The application has to be submitted in English language by e-mail, at

agronhaxhimali@aam.org.al



and

aidacacaj@aam.org.al

or by mail at:

Association of Albanian Municipalities
Rr. "Skerdilajd Llagami", Ndr 3, Apt. 9
Tirana, Albania

subject: **Team Leader for the preparation of a GAP assessment**

Interested candidates are asked to provide:

1. CV in pdf format.
2. Cover Letter in pdf format.
3. Financial Offer in pdf format.

The Financial Offer shall specify only the gross amount per expert-day in USD, as well as the total amount expressed in USD. Potential expenses related to the travel and accommodation will be covered by the project and shall not be included in the Financial Offer.

Only personal income taxes and other taxes obligatory under the Laws of the Republic of Albania will be calculated and paid by the AAM.