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CONFIDENTIAL

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## I. General information

### 1. Brief information on the project

The Integrated Municipal Development in Armenia (IMD) project aims to enhance the efficiency, effectiveness, and citizen-orientation of local self-governments. By advising and supporting partner organizations, the project seeks to improve the framework for local development while closely collaborating with selected municipalities known as transformation partners. These efforts focus on implementing reforms to enhance service quality and accessibility, foster local economic growth, optimise local self-governance, and empower citizens in municipal decision-making.

Throughout the project duration from April 2024 to March 2027, success stories and lessons learned from transformation partners will be shared through various exchange platforms, ensuring the replication of successful models for integrated municipal development across Armenian local self-governments.

The project is implemented by GIZ on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and in Armenia co-financed by the Swiss Agency for Development and Cooperation (SDC). It is carried out in close cooperation with the Ministry of Territorial Administration and Infrastructure (MTAI) as the main political partner.

### 2. Context

In Armenia, the territorial and administrative division inherited from the past, along with limited decentralization, posed significant challenges to local self-governance, effective service provision, and the efficient use of financial resources. With 915 municipalities of varying population sizes and capacities, the municipal landscape was highly fragmented, resulting in numerous local authorities being unable to fulfil their functions effectively.

To address these systemic issues, in 2015 the Government of the Republic of Armenia (RA) initiated a large-scale structural transformation known as the Territorial and Administrative Reform of Armenia (TARA). The reform aimed to establish a more conducive framework for local self-governance by promoting stronger municipal institutions and enhancing governance, planning, and resource allocation at the local level. By the end of 2022, TARA had significantly reshaped Armenia's local government system, reducing the number of municipalities to 71, with 64 consolidated into larger entities and 7 remaining as stand-alone municipalities. This reorganization has created opportunities for more coherent governance and resource management but has also exposed the need for updated legal and administrative tools to support the new municipal structure.

One such area of critical importance is the management of municipality-owned immovable property. Ensuring effective, transparent, and accountable use of property is a key element of local self-governance. However, in the absence of standardized mechanisms to monitor municipal property, including those under the control of municipally subordinate bodies, municipality-established organizations, companies, and foundations, there is a risk of inefficient utilization, neglect, or mismanagement of municipal assets.

To address this gap, the current assignment is aimed at the development of a model/exemplary decision of Municipal Council on "Establishing the procedure for

conducting monitoring of the use of immovable property owned by the municipality" and the accompanying justification for its adoption. This will streamline the process of regular oversight and monitoring of municipal property, ensure up-to-date information on the use and the state of municipal assets, and ultimately enhance the effectiveness of municipal property management across municipalities.

3. GIZ shall hire the contractor for the anticipated contract term from May 2025 to October **2025**.
4. The contractor shall provide the following services.

**Task 1: Development of the draft of the model/exemplary decision of Municipal Council on "Establishing the procedure for conducting monitoring of the use of immovable property owned by the municipality" and the accompanying justification for its adoption.**

The scope of the regulation will extend to include also property under the management of municipally subordinate bodies, as well as organizations, companies, and foundations established by the municipality.

The document should include but not be limited to:

- General provisions outlining the relations related to the use of immovable property owned by the municipality.
- The main content and the subject of regulation of the procedure defined by the Council's draft decision.
- Conditions for conducting monitoring of immovable property owned by the municipality.
- Assessment of the state of use of the property during the monitoring.
- Rights and responsibilities of those conducting the monitoring.
- The procedure for compiling and approving a protocol/act on the results of the monitoring.
- Submission of recommendations on the state of the property as a result of the monitoring.
- Sample forms of protocols and reference documents.
- The draft justification for the adoption of the decision.

**Task 2: Presentation of the draft package to stakeholders, collecting feedback and finalizing the package**

- Present, discuss the package delivered with the MTAI, GIZ, municipalities and other stakeholders.
- Revise based on provided feedback.
- Submit the final package to GIZ.

Milestone	Date
Task 1: Development of the draft of the model/exemplary decision of Municipal Council on "Establishing the procedure for conducting monitoring of the use of immovable property owned by the municipality" and the draft justification for its adoption.	June 17, 2025
Task 2: Presentation of the draft to stakeholders, collecting feedback and finalizing the package	July 10, 2025

## II. Tender requirements

### 1. Qualifications of proposed staff

#### 1.1 Expert 1:

##### 1.1.1 General qualifications

Education:	University degree (German 'Diplom'/Master) in Law, Public Administration, Political Science, or a related field.
Professional experience:	7 years of professional experience in carrying out legal analysis of national legislation related to the field of local self-government, including developing legal recommendations, drafting legal acts, methodologies, and draft council decisions within the field.
Experience in region/knowledge of the country:	3 years of experience in working in/cooperating with DC projects
Language:	A1-level language proficiency in English and C2-level in Armenian language.

### 2. Quantitative requirements

Fee days	Number of experts	Number of days per expert	Comments
Development of the draft of the model/exemplary decision of Municipal Council on "Establishing the procedure for conducting monitoring of the use of immovable property owned by the municipality" and the draft justification for its adoption.	1	30	-

Presentation of the draft to stakeholders, collecting feedback and finalizing the package	1	5	-
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**Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above.** There is no contractual right to use up the full days. The number of days will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

### 3. Conceptual

The tender should indicate how the services outlined in Section I.4 (Tasks) are to be provided. Reference should be made to the following criteria:

- 3.1 Interpretation of objectives in the ToR, critical examination of tasks
- 3.2 Description and justification of the contractor's strategy for delivering the services put out to tender.
- 3.3 Presentation and explanation of the implementation plan: work steps, milestones, schedule.
- 3.4 Presentation and explanation of the integration of the partner.

### III. Requirements on the format of the tender

The CV submitted can have a maximum of five pages. The CV submitted for each expert can have a maximum of four pages. The concept (if required) should not exceed five pages. If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.