

## Terms of Reference

### DELGOSEA Communication and Publications

**Title of Project:** Partnership for Democratic Local Governance in Southeast-Asia  
**Contract No:** Project DCI-NSA PVD/2009/201-064  
**Reference:** EuropeAid/127763/C/ACT/TPS

From September 2012 until October 2012, DELGOSEA is seeking for an International Expert to support the network communication and publication activities. Details can be found below. Interested candidates are supposed to submit their CVs to the Project Manager by email [Susanne.stephan@delgosea.eu](mailto:Susanne.stephan@delgosea.eu) until 10<sup>th</sup> August 2012.

#### A) Introduction into Project

In March 2010, the project "Partnership for Democratic Local Governance in Southeast-Asia" has officially started its activities. The project is co-funded by the European Commission and the German Ministry for Development Cooperation and covering five countries in Southeast-Asia: Philippines, Indonesia, Thailand, Cambodia, and Vietnam. The project has been designed and is run by Konrad-Adenauer-Stiftung (Germany), Local Government Development Foundation (LOGODEF, Philippines), United Cities and Local Governments for Asia and Pacific (UCLG-ASPAC) and Association of Indonesian Regency Governments (APKASI, Indonesia), Thailand Environment Institute (TEI, Thailand), Association of Cities in Vietnam (ACVN, Vietnam) and the National League of Communes/Sangkats of the Kingdom of Cambodia (NLC/S, Cambodia).

During its 32 months lifetime, the project will work on establishing a sustainable network of Local Government Associations (LGAs), Local Authorities (LAs), NGOs as well as Academic Institutions to exchange best practices in democratic local governance in the five participating countries. The network will concentrate its activities on four thematic fields: (1) peoples participation in planning and decision making, (2) institutional governance, (3) urban environment as well as (4) fiscal management/investment promotion strategies. 16 best practice cases shall be identified in the 5 countries and transferred to selected pilot local governments/municipalities. The transfer and exchange of best practices/success stories will follow a transnational approach – best practices shall strongly follow the criteria of being adaptable and transferrable to different political and cultural backgrounds. In this regard, it shall be possible to transfer e.g. an identified success story from Thailand to Vietnam or vice versa. Local Government Associations in the five participating countries will play a key role in this transfer process. They will be the main stakeholders of the network and will closely accompany and consult the selected pilot municipalities in the implementation of the transfer models. Overall the project wishes to contribute to the improvement of living conditions of poor and disadvantaged people through increased participation in local planning and decision making processes. This will be closely accompanied by supporting activities, such as political dialogue, transnational exchange meetings,



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networking activities with resource persons from all five countries as well as visibility activities, such as the project website.

#### Duration, Objectives, Expected Results, Target Groups and Activities

Project duration	32 month (1 <sup>st</sup> March 2010-31 <sup>st</sup> October 2012)
Objectives of the action	<p>The overall objective to which the action shall contribute is the improvement of living conditions of disadvantaged groups in South-East Asia through increased participation of people in local planning and decision making.</p> <p><u>Specific objective:</u> A sustainable network of LAs, LGAs, NGOs and Academic Institutions for the promotion of best practice exchange in democratic local governance in Southeast-Asia has been set up and contributes to the improved knowledge, attitude and practice of the LGAs in this field of services for their members.</p>
Partner(s)	<p><u>Applicant:</u> Konrad-Adenauer-Stiftung (KAS), Germany</p> <p><u>Partners:</u> Thailand Environment Foundation – Thailand Environment Institute (TEI), Thailand Local Government Development Foundation Inc. (LOGODEF), Philippines United Cities and Local Governments for Asia and Pacific (UCLG-ASPAC), Indonesia Association of Indonesian Regency Governments (APKASI), Indonesia Association of Cities of Vietnam (ACVN), Vietnam National League of Communes/Sangkats of the Kingdom of Cambodia (NLC/S), Cambodia</p>
Target group	<p>(1) 80 experts/trainers from 10 Local Government Associations; (2) 200 local leaders/decision makers from 20 municipalities; (3) 120 leading civil servants in these municipalities; (4) 200 representatives of CSOs in these municipalities; (5) 50 academic experts; (6) 50 journalists in these municipalities and on national level; (7) 20 representatives from national governments</p> <p>in the five target countries.</p>
Final beneficiaries	Major parts of about 5 Mio inhabitants in the municipalities involved, namely disadvantaged groups of the population.
Estimated results	<p>(1) Best practice examples and success stories of democratic local governance in ASEAN identified and analyzed, with a focus on innovative models in the thematic fields of</p> <ul style="list-style-type: none"> <li>o peoples participation in planning and decision making,</li> </ul>



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	<ul style="list-style-type: none"> <li>○ institutional governance: transparency, efficiency, accountability, access to administrative procedures,</li> <li>○ inclusive urban public services with focus on urban environment,</li> <li>○ fiscal management improvement and investment promotion strategies.</li> </ul> <ol style="list-style-type: none"> <li>(2) 10 LGAs of the 5 countries motivated and capacitated to assist member municipalities in adaptation and replication of best practice examples.</li> <li>(3) Transfer mechanisms and adapted models of these examples developed and replicated in 20 pilot municipalities in the 5 countries.</li> <li>(4) Partnerships established on local and national level between academic institutions, CSO-representatives and LAs on systematic cooperation on democratic local governance in the 5 countries.</li> <li>(5) National efforts initiated with involvement of local authorities in the 5 countries on political framework improvement for democratic local governance.</li> <li>(6) A sustainable regional network of LAs and NSAs established in Southeast-Asia as a Local Government Forum for the promotion of democratic local governance. At the core of this network UCLG-ASPAC, LOGODEF, the TEI, the national LGAs involved and KAS have developed a functional interconnectivity with substantial work synergies among them.</li> <li>(7) On the Website of UCLG-ASPAC the promotion of Local Government-Academic Partnerships and best practice transfer in the region have been established for continuation after end of the action.</li> </ol>
Main activities	<ol style="list-style-type: none"> <li>(1) Presentation of the project to 10 LGAs of the 5 countries (among them the 3 partner LGAs), all of them members of ASPAC-UCGL.</li> <li>(2) Basic research for identification of success stories/best practice models and preparation of pilot municipalities` selection; dialogue on research results with all main stakeholders in the action</li> <li>(3) Networking with academic institutions and CSOs on national level.</li> <li>(4) Establishment and servicing of a Project Website on transfer of best practice and on cooperation of LAs, LGAs, NSAs and Academic Institutions, connected with the UCLG-ASPAC Website</li> <li>(5) Capacity building for LGAs, training of 80 trainers on democratic local governance issues.</li> <li>(6) Drafting concepts, strategies, action plans and transfer mechanisms for the 20 municipalities selected in the 4 thematic fields of the action in respective working groups.</li> <li>(7) Drafting curricula for trainings and teaching guidelines,</li> </ol>



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	<p>production of textbooks, implementation of trainings for 200 political decision makers, 120 civil servants, 200 civil society representatives in the 20 municipalities.</p> <p>(8) Implementation of transfer concepts in the municipalities, monitoring/consulting by team and LGAs.</p> <p>(9) Exchange programs with experts/civil servants at and from best practice/success story places.</p> <p>(10) Midterm evaluation conference, drafting of exit strategy, suggestions for political dialogue.</p> <p>(11) Correction/update of action plans in the municipalities, refreshing trainings.</p> <p>(12) Final conference, awards, dissemination of results; visibility activities.</p>
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## B) Scope of Assignment

The scope of this assignment is related to the communication office of DELGOSEA in the Philippines. The expert shall be responsible basically for two tasks:

### 1. Editing and Content Extension for BP Documentations of DELGOSEA Pilot Cities

At the end of the project lifetime the 16 pilot cities from Cambodia, Thailand, Indonesia, the Philippines and Vietnam are asked to prepare a documentation of replication activities and their methodology used during the last 1.5 years. All together, 16 documentations will be prepared in English. However, due to translation from the four different languages into English, extensive editing and partly content extension will be necessary before the documentations can be published. It will be the task of the expert to ensure a high quality control of language and content. Each documentation roughly has 40 pages. In total, 640 pages will need editing and partly re-writing. The expert will not be responsible for formatting and layout. The calculation of the overall budget for this assignment is based on 14 expert days with 250 Euro per day for part 1.

### 2. Support for DELGOSEA Public Relation and external Communication

The second task is related to the public relation and communication work of the DELGOSEA network. Since the network is facing the end of the funding period in October 2012, extensive communication measures to ensure the sustainability of the network will be take place between September and October 2012. This includes:



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- Writing of articles to be published on the DELGOSEA website and other social media tools as well as in other international magazines;
- Reviewing the website and updating of contents related to the end of the funding period;
- Monthly drafting of e-news to be distributed to the network members;
- Uploading and maintaining the DELGOSEA website, DELGOSEA facebook (internally and external).

For part 2, 6 expert days with 250 Euro per day have been budgeted.

### Required Expert Profile

- a) Experiences in working with European Union funded projects.
- b) Experiences in content editing in English Language; either native English speaking or through being stationed in an English speaking country;
- c) Experiences in project public relations and communication and equivalent education;
- d) Experiences in Southeast Asia;
- e) If possible, being familiar with the DELGOSEA network.

### Costs/Budget for Assignment

The overall budget for activity 1 and 2 will be 5,000 Euro. This is the maximum budget to carry out both activities. It is in the responsibility of the expert to carry out both activities within the given budgetary framework. No further expert days will be remunerated. The assignment will start on 1<sup>st</sup> September 2012 and last until 31<sup>st</sup> October 2012.

### Submission of Offers/CVs

Interested experts are kindly asked to submit their CVs (in English) until 10<sup>th</sup> August 2012 to the following contact person: Susanne Stephan; Project Manager

[susanne.stephan@delgosea.eu](mailto:susanne.stephan@delgosea.eu)



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