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1. BACKGROUND INFORMATION

1.1. Country

The REBUILD project is implemented in **Libya**. However, for security reasons, the services that are the object of the present contract are to be provided in Tunis, **Tunisia**. Part of the activities may also take place in **Italy, France, and Morocco**.

1.2. Contracting authority

The contracting authority of the service contract for the **Management of Training Operations in Libya for the REBUILD project in Libya** is the **Centro per la Cooperazione Internazionale / International Cooperation Centre (CCI)**.

The Centro per la Cooperazione Internazionale is the Affiliated Entity of the Provincia autonoma di Trento / Trento Autonomous Province (PAT). The Provincia autonoma di Trento has signed a Grant Agreement with the European Commission for the implementation of the project REBUILD - Research and Education Building Urban Institutions for Local Development, Code: NEAR-TS/2020/422-410, CUP C69J20001020006.

When necessary, and according to the principles and rules defined in the communication P324/2021/23.14/IO dated 27th May 2021 from the Lead Partner (the Provincia autonoma di Trento), CCI may avail itself of the technical support of external entities while maintaining the overall coordination of its activities, as in the case of the present assignment.

1.3. Background

Libya, a mostly desert and oil-rich country with an ancient history, has become the source of international tensions after Colonel Muammar Gaddafi, who ruled the country for over 40 years, was toppled by an armed revolution in 2011. Since then, the quality of life of the Libyan population has deteriorated dramatically due to pervasive insecurity under militia rule and amid continual conflict.

1.4. Current situation in the sector

Amid the chaos that followed the 2011 revolution, after the approval of Law 59 (2012) shaping a new Libyan decentralized administration, Libyan Municipalities were the only local elected body and took over many of the responsibilities previously held by the central government, which had been dismantled in the meantime.

Responsibilities of Municipal Councils include the management of city security, business; public health; environmental sanitation; public hygiene, urban planning and management of public properties (Streets, squares, parks, buildings, etc.), public transportation and road traffic; civil registries, and construction and demolition.

The lack of experience and specific competences of Municipalities led to various shortcomings, resulting in the absence or very poor quality of basic services for the Libyan population.

Since 2015, in light of the above-mentioned needs and constraints and at the request of Libyan Municipalities themselves, the European Committee of the Regions has developed a political and practical collaboration with Libyan Municipalities to support the improvement of the basic services that they ought to provide, and connect them with the international community (the “Nicosia Initiative”). Since 2016, the European Committee of the Regions has been mobilising partnerships for Libyan local authorities, matching them with EU cities and regions, which

provide their expertise. This initiative not only improves the lives of Libyan citizens, but also provides a bottom-up contribution through city diplomacy to the stabilisation of Libya.

In 2021, the Nicosia Initiative entered a new phase with new projects to build capacities for local authority politicians and civil servants and foster local social economic and institutional development. The Nicosia Initiative aims at the establishment of a continuous learning mechanism on local development for local administrators of the Libyan Municipalities.

Within this framework, to mark a shift to more structural support to the Nicosia Initiative, the REBUILD project (“Research and Education Building Urban Institutions for Local Development”), was funded by the European Commission. REBUILD aims at strengthening local public services in Libya through a permanent training mechanism delivered by Libyan universities to Libyan Municipalities. More specifically, it contributes to the improvement of the capacity of the 10 partner Municipalities to design, implement and evaluate local public policies.

CCI, which is an affiliated entity of the Lead Applicant (PAT), has been involved in the REBUILD project owing to its technical competences and qualified international network enabling it to operate in the Libyan context for the attainment of the project’s objectives. Indeed, since 2018 the International Cooperation Centre (CCI) has been working on the continuous learning component of the Nicosia Initiative through training of Municipalities and universities.

1.5. Related programmes and other donor activities

At the same time as REBUILD, the projects “Promoting decentralisation, stabilising Libya” run by GIZ (German Cooperation Agency) and “Towards A new Multilevel Shared Approach for Libya Local governance” (TAMSALL), will enable continued cooperation among EU and Libyan partners for the coming years and try contributing to support further improvement in living conditions of local populations.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The **overall objective of the REBUILD project, of which this sub-contract will be a part**, is as follows: Improve the living conditions of the population in Libya through urban, sustainable and equitable local development.

The **specific objective of the REBUILD project** is to strengthen the capacities of Libyan Municipalities in designing and implementing equitable, sustainable, inclusive and resilient local public policies in their territories.

The expected **outputs of the REBUILD project** are:

1. Training curriculum for Libyan Municipalities is validated and recognised by relevant/responsible institutions;
2. A sustainable training course for local authorities is delivered, in Libya, to 10 Libyan Municipalities;
3. Communities of practice on territorial sustainable development between Libyan Municipalities and local/international partners are functional;
4. Two pilot-projects implemented in the 10 Libyan Municipalities: one project promoting local economic development and one strengthening local public services.

In order to achieve this, the activities of the REBUILD project are structured in 3 pillars:

- *Training*: creation of a decentralized continuous learning system for Libyan municipalities on specific curriculum on local development. Ten Libyan universities are trained to deliver specific courses to local administrators of ten municipalities (Training of Trainers),
- *Community of practices*: establishment of a community of practises in local sustainable development between Libyan municipalities and local/international partners,
- *Pilot projects*: implementation of two pilot projects promoting local economic development and strengthening local public services in the fields of fishery and sustainable waste management, where to apply knowledge and skills on project design and implementation acquired thanks to the capacity building activities.

Additional information can be found in the project website: <https://www.libyarebuild.eu/it/>

2.2. Purpose

The **purpose** of this service contract (“*Management of Training Operations in Libya for the REBUILD project in Libya*”) is to mobilise the expertise needed to accompany, supervise, and support the smooth project implementation in Libya and the functioning of its complex training coordination engineering by ensuring smooth communication and coordination among the PMU, Municipalities, and Universities and the implementation of the training.

2.3. Result to be achieved by the contractor

The main result to be achieved by the contractor is as follows:

- REBUILD training activities in Libya are executed in all target Municipalities in a sound and timely manner, in dialogue with the Project Management Unit in Trento, Italy, and the Liaison manager.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

The following assumptions are part of the design of the REBUILD project:

1. Security situation in Libya (and in particular in the project Municipalities) does not deteriorate nor prevent participation to project activities by international and national staff and stakeholders (e.g., travel to/from/within Libya is possible);
2. Local authorities/governments maintain authority;
3. Newly elected local councils do not oppose the implementation of the training;
4. Decentralisation continues to be implemented;
5. Current global health emergency (Covid-19) does not affect project implementation
6. Women academics and civil servants accept to take part to the project activities; Cultural and social constraints towards travel and other activities do not hinder women’s participation
7. Strong polarization of the conflict does not affect the coordination among Municipalities and joint operations;
8. No major blackouts; Internet connectivity in Libya is sufficient for e-learning and remote work with Libyan Municipalities.

3.2. Risks

The main risks to Action’s implementation are related to the political instability and the ongoing conflict in the country, as well as to the challenges that the decentralization process in Libya will face. On the one hand, it is currently impossible to travel to Libya. Most of the support and training activities, as occurred already in the past, will have to be carried out through a combination of distance e-learning and in-presence seminars in Tunisia. On the other hand, political instability threatens the ability of Libyan actors involved to carry on their activities and achieve their final objectives. Furthermore, the global health situation linked to the current Covid pandemic also represents an element of uncertainty for the proper execution of project activities, particularly those involving traveling and the organization of meetings and events. The consolidated experience of all partners of the REBUILD project in training and facilitating meetings and processes also remotely will enable them to keep-on planned activities’ implementation in case of displacement or confinement difficulties.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The scope of work of the contractor is located into Work Package 2 (Curriculum delivered to 10 Libyan Municipalities: Training of Trainers, TOT, and courses to Municipalities) and Work Package 3 (Building a “Community of practices” on territorial sustainable development) of the REBUILD project.

The assignment of the contractor is the provision of logistical, administrative, technical, and advocacy support to CCI so that training activities.

4.1.2. Geographical area to be covered

The REBUILD project targets the Municipalities and Universities of ten Libyan cities: Tripoli, Benghazi, Beni Walid, Ghariyan, Sebha, Tobruk, Zintan, Zliten, Sirte, and Az-Zawiyah.

4.1.3. Target groups

The target groups of the contract are staff and political representatives (Mayors, members of the Municipal Councils) of the above-mentioned ten Libyan Municipalities, who are interested in improving their role in delivering services to their communities, and the academics of the Libyan universities are a target group, who are interested in assuming a strategic role in supporting the decentralization process providing specific training on a permanent basis to local authorities. They will take part in training, facilitation activities and consulting services.

Academics from other Libyan universities, where the curriculum may be implemented also after the end of the REBUILD project, will benefit from the project through the free-access e-learning platform.

4.2. Specific work

Within the two Work Packages, the contractor shall undertake the following **tasks**:

1. Implementation of training activities:

- Supervision of the sound and timely organisation of the training to all partner Municipalities (also through field visits to project partner Municipalities / Universities)
- Provision of relevant information about the training programme for monitoring purposes (number of trainees, % of attendance, success rate, etc.) in coordination with Project Managers of the Municipalities and Project Officers of the Universities

2. Advocacy to the national institutions in Libya and abroad to obtain the official recognition of the training:

- Steering the process to obtain official recognition of training delivered to Municipalities,

3. Logistics, communication and networking:

- Contributing to the establishment and the consolidation of a Community of Practice on training and on the themes of the pilot projects that will be implemented within the REBUILD project, through regular contacts with the 10 Local Coordination Teams and with the PMU.
- Maintaining contact with actors external to the project, such as MOLG and other local governance projects involving Libyan partner municipalities, if and when this is required to favor the smooth implementation of the activities,
- Provision of all logistics support as needed in order to implement training and communication activities.

4. Communication:

- Supporting the dialogue between the PMU Communication manager and the media officers in the Municipalities.

4.3. Project management

4.3.1. Responsible body

The contractor will respond to the **Operations Manager within the project PMU**.

4.3.2. Management structure

The overall management of the REBUILD project is ensured by the Project Management Unit (PMU), which is composed by:

1. The Project Manager (PM) of the Provincia autonoma di Trento (PAT), who is in charge of coordination of the co-applicants; communication and reporting to the EU Commission, coordination among project WPs; supervision of activities' implementation (including distribution of funds, monitoring of expenditure, and financial reporting), as well as compliance of partners and subcontractors with their obligations, the level of engagement of stakeholders and the impact of the proposed activities on the final target groups.
2. The Operations Manager (OM) of Centro per la Cooperazione Internazionale (CCI), who works with and is accountable to the Project Manager and is in charge of all projects' operations including drafting of the annual plans of action; technical aspects of

sub-granting and subcontracting; the collection of data for monitoring project activities and achievement of results.

3. The Senior Training and Facilitation Officer and the Senior Training Officer (e-learning), in charge of all training and capacity building activities included in the project.
4. The Financial Manager, the Administrative/Logistics Assistant, and Communication Manager.
5. The Liaison Manager and advisor to Libyan Municipalities, in charge of liaising between European partners and Libyan Municipalities facilitating the establishment and the development of smooth relations; providing institutional support at political level in Libya; suggesting ways out in case of problems arising during project's implementation; linking different international stakeholders working in the same area of action to facilitate resources and impact optimization.

The contractor shall be accountable to the Operations Manager at all stages of implementation of the assignment, shall collaborate with the Senior Training and Facilitation Officer and the Senior Training Officer on e-learning for all technical aspects related to the implementation of and attainment of the expected deliveries. The contractor shall report to the Project Manager of the Lead Applicant, if necessary, upon request.

The contractor collaborates with the Liaison Officer, the Financial Manager, the Administrative/Logistics Assistant, and Communication Manager in their respective fields of action, as need be.

The service provider for Training Operations Management shall coordinate with the logistics subcontractor in the performance of their tasks (see below "*Facilities to be provided by the contractor and by the contracting authority*").

5. LOGISTICS AND TIMING

5.1. Location

No operational base for the REBUILD project is identified. Activities will take place in various locations, such as Tunis (Tunisia), ten cities in Libya, Trento (Italy), and possibly Morocco.

5.2. Start date & period of implementation

The intended start date is the date of signature of the contract by both parties. The period of implementation of the contract will run until the end of the REBUILD project from this date, including potential amendment and extension of the project. Please see Articles 19.1 and 19.2 of the special conditions of the contract for the actual start date and period of implementation.

In case of an addendum increasing or modifying the budget to the REBUILD project, it is possible to procure additional services by negotiated procedure, with their estimated cost being part of the addendum.

6. REQUIREMENTS

6.1. Staff

6.1.1. Experts

Key experts have a crucial role in implementing the contract. These terms of reference contain the required key experts' profiles. The tenderer shall submit at least one CV of available staff (henceforth, 'the expert') with the following profile:

Qualifications and skills:

1. University Degree, possibly in a field related to the service (Law, Political Studies, others), or equivalent relevant professional experience
2. Arabic native speaker,
3. Basic knowledge of English is an asset.

General professional experience:

1. Preferably 15 years of work experience with either Libyan Municipalities and/or Universities, but a minimum of 5 years required.
2. Experience in organising training activities (logistics, general management, monitoring, etc.),
3. Experience in performing training activities for adult learners (development of training contents, syllabi and other training material, tests, etc.),
4. Consolidated experience in subjects related to local development and local administration/governance,
5. Experience in the framework of the Nicosia Initiative is an asset.

It is expected that 100% of contract activities are performed in Libya. The expert shall be available to travel if necessary to the 10 partner cities of the project (West, East, South of Libya).

Note that civil servants and other staff of the public administration, of the partner country or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

The expert must be independent and free from conflicts of interest in the responsibilities they take on.

6.1.2. Support staff & backstopping

The costs for backstopping and support staff, as needed, are considered to be included in the subcontractor's financial offer.

6.2. Office accommodation

Office accommodation for the expert trainer during the performance of their task is considered provided for by the contractor itself and included in the financial offer.

6.3. Facilities to be provided by the contractor

The contractor will be responsible for the logistics arrangements related to the travel and accommodation of the expert and will bear the related costs.

The contractor shall ensure that sufficient administrative, secretarial and interpreting provision is made available to its own expert to enable them to concentrate on their primary responsibilities while working.

It should be noted that all expenditures related to the delivery of the activities (materials, field trips, per-diems, in-presence training, etc.), accommodation, meals, local and international travel (including visa and insurance), logistics, and sundry expenses of the trainers are provided for by CCI's subcontractors for curriculum, training and case studies technical training to Libyan Universities (ToT) and Municipalities.

The contractor shall ensure that its expert is adequately equipped (laptop and IT equipment, etc.) and it must also transfer funds as necessary to support their work under the contract and to ensure that its employee is paid regularly and in a timely fashion.

The contracting authority shall also ensure that the contractor's expert have access to sufficient documentation and shall support access to information and contacts whenever necessary, through the Liaison Officer.

6.4. Equipment

No equipment is to be purchased on behalf of the contracting authority as part of this service contract or transferred to the contracting authority / partner country at the end of this contract.

7. REPORTS

7.1. Reporting requirements

The contractor will submit the following reports in English or Arabic in one soft copy:

- **Inception Report** of maximum 3 pages to be produced after one month from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work programme. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
- **Interim reports**, including a compilation of the reports of the Municipalities where the training was provided and an update on the other activities performed (advocacy, coordination, etc.), to be provided within two weeks after the end of each training cycle.
- **Final report** with the same specifications as the interim report, incorporating any comments received from the parties on the previous reports to be provided within two weeks after the end of the last training cycle or within two weeks after the end of the project at the latest.

The reports must be provided along with the corresponding invoice.

7.2. Submission & approval of reports

Only soft copies of the reports referred to above must be submitted to the project manager identified in the contract. The Operations Manager of the PMU is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The timeliness and completeness of the above-mentioned deliverables and reporting requirements is the performance measure chosen to evaluate progress toward the expected outputs.

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