



Request for Quote

Terms of Reference For

the facilitation and report writing of the Pre-district Council Formation Initiatives in the Buloburte and Jalalaqsi Districts in the Hiran Region as well as the Adale and Aden-yabal districts in the Middle Shabelle region in Hirshabelle State of Somalia

Date of issue:	
Project title:	Pre-District Council Formation Initiatives for Hirshabelle State priority district councils
Positions	3 Facilitators and report writers for the 4 target districts
Deadline for submission of offers:	23 March to 01 April 2025
Contracting authority:	MOILG-Hirshabelle in collaboration with the OoP

1 Introduction & Background

Recently, the Hirshabelle State made positive progress in decentralization, democratization and the establishment of local government structure through successful formation of three district councils- Jowhar, Mahaday and Warsheikh district councils- consequently giving the local community and citizens the opportunity to participate in the decision-making process and s/election of their representatives in their respective districts' council members.

Despite this progress, the State still faces challenges in fostering local governance structure due to historical clan conflicts, that have often undermined the development of democratic systems. These conflicts hinder efforts for political stability, effective governance, and the engagement of local communities in decision-making processes.

To overcome these challenges, a comprehensive approach is necessary, including public awareness campaigns and the involvement of key community stakeholders. Engaging traditional elders, youth, women, marginalized groups, religious leaders, and the business community is essential for promoting a deeper understanding of the importance of an inclusive and functional local government structure

establishment through broad based participation. This broad-based engagement will help build consensus and foster collaboration, ensuring that all community members are represented and that their needs are addressed.

In performing its mandate and enhancing the state democratization and decentralization process in line with the state president HE: Ali Gudlawe Hussein vision towards the acceleration of the state democratization process and decentralization of the service delivery to the local community, the Ministry of Interior and Local Government -MoILG- of Hirshabelle state in close coordination and collaboration with the state Office of the President -OoP- and support of the SSFIII prioritizes to undertake the implementation of the pre-district council formation activities in four state target districts of Adan-Yabal and Adale districts in the Middle Shabelle region, Jalalaqsi and Bulaburte districts in the Hiran region.

The main purpose of this pre-district council formation initiatives is to enhance local community awareness and understanding towards the local government structure, it's importance for local community service delivery and lay the foundation of the target districts' local councils. By addressing the challenges faced during the district council formation process, this initiative aims to lay the foundation of creating councils that are functional, inclusive, and capable of addressing the diverse needs of their constituents.

Therefore, the Ministry of Interior and Local Government -MoILG- of Hirshabelle State will hire a competent facilitators and report writers who will facilitate the community awareness sessions, manage the civic dialogue sessions, establish the appropriate atmosphere of civic dialogue and moderate the expected discussions in the each of the four target districts namely the Buloburte, Jalalaqsi, Aden-yabal and Adale districts in Hirshabelle State. The facilitator will conduct several sessions, and the entire process is estimated to take around 8 days for the pre-DCF community awareness sessions in each of the four target districts with drafting the final report.

2 Scope of work

The facilitators will lead and manage the sessions, brainstorming, and debate by recording discussions among participants. The sessions of these activities will be undertaken in the Buloburte, Jalalaqsi, Aden-yabal and Adale districts in Hirshabelle State of Somalia.

3 Deliverables

The facilitators will deliver his/her summary of reports taken from the session he/she assigned and will share with the MoILG for further deliberations.

4 Duration of contract

The contract period spans a total of 32 days across four districts, with each district allocated 8 days. However, depending on the progress and effectiveness of the sessions, delays or the need for additional days may arise. These adjustments will be managed and agreed upon amicably between both parties during the contract period.

5 Duty Station

Buloburte, Jalalaqsi, Aden-yabal and Adale districts in Hirshabelle State of Somalia.

6 Validity

Tenders/Offeres shall remain valid and open for acceptance for a period of 4 days after the closing date for the submission.

7 Request for Quotation

The timetable of the assignment will be 32 days as the pre-District council formation initiatives for the Hirshabelle state priority in the above-mentioned 4 target district civic dialogue sessions, workshops, trainings, and meetings timeline, therefore, it is kindly requested from the interested individuals who has the required qualifications to submit his/her quotation for this facilitation and report writing service as per instructions below

Deliverables	Duration	Daily allowance
The facilitator will facilitate and manage the community awareness and civic education sessions, establish the appropriate atmosphere of the civic dialogue session, and moderate the expected discussions. The facilitator will conduct several civic dialogue sessions, and the entire process is estimated to take around 32 days for 8 days per district in each of the 4 target districts as well as the Draft of the activity report and submission	32 days	USD
TOTAL DURATION	32 days	USD

The quotations are to be submitted, properly filled to the email: procurement.moilg@gmail.com and copies Dg@moi.hs.so marked **“Quotation REFERENCE: RFQ- MOILG/Hirshabelle/ 008, for provision of facilitator and report writer service.**

Deadline for submission will be on **01 April 2025 at 5:00PM** hour's local time. Quotations will be opened promptly thereafter.

Quotation shall remain valid for a period of not less than **one day** after the deadline for submission.

8 Payment Modalities

The payment will be paid after the facilitators deliver the reports to the MoILG with completion certificate signed and verified by the MoILG.

9 Application procedure and qualifications

- The facilitators must have university degree or at least secondary level education
- Minimum of 3-year experience in peacebuilding, governance, gender or public administration
- Ability to facilitate community dialogue, women advocacy aimed to increase women participation in decision making processes, in-depth discussions around social fragmentations and conflict resolutions.
- Team player with high-level leadership capability.
- Ability to manage discussion sessions with participants who differ many pressing issues.
- Have ability to summarize and prepare final report/note.