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Coop4RURALGov

Coop4RURALGov, Cooperation for Rural Governance

*Rural Proofing. Cooperation for better sparsely populated rural, coastal
and mountain focused governance.*

**Terms of Reference for a study of the situation of Rural Proofing in
Navarra and in Spain.**

August 2023



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1. BACKGROUND

1.1. PROJECT SUMMARY

Rural Proofing, Cooperation for better governance, will improve the capacities of 7 public and private bodies from Spain, Bulgaria, Estonia and Ireland in their governance processes to design and implement public policies, programmes and initiatives on rural proofing that take into account the particular circumstances and needs of rural areas. Through the exchange of knowledge and experiences among partner regions and project partners, and the collaborative work of different actors, experts and public and private organizations of the 4 participating regions, the project will improve their capacities to co-design and the ex ante and ex post rural impact assessment of policies proposed to and/or approved by legislative bodies to avoid economic, social, environmental, security, etc. and to contribute to guarantee the rights of citizens living in these areas, thus contributing to correcting economic, social and territorial disparities.

1.2. IMPLEMENTING ENTITIES AND ORGANIZATIONS

Lead Partner Organization: Dirección General de Administración Local y Despoblación del Gobierno de Navarra (ES)

Project Partner 2 (PP2) ONGD Cives Mundi (ES)

Project Partner 3 (PP3) Association "Centre for Sustainability and Economic Growth" (BG)

Project Partner 4 (PP4) Ministry of Rural Affairs of Estonia (EE)

Project Partner 5 (PP5) Association of Municipalities of Tartu County (EE)

Project Partner 6 (PP6) Galway County Council (IRL)

Project Partner 7 (PP7) Municipality of Bratsigovo (BG)

1.3. POLICY INSTRUMENTS ADDRESSED BY THE PROJECT

Number 1

Name of the policy instrument: Programme Navarra ERDF 2021-2027

Name of the policy responsible authority: Dirección General de Administración Local y Despoblación del Gobierno de Navarra (ES)

Number 2

Name of the policy instrument: Integrated Development Plan 2021-2027 of Bratsigovo Municipality

Name of the policy responsible authority: Municipality of Bratsigovo (BG)

Number 3

Name of the policy instrument: Agriculture and Fisheries Strategy 2030 (PõKa 2030)

Name of the policy responsible authority: Ministry of Rural Affairs of Estonia (EE)

Number 4

Name of the policy instrument: Local Economic & Community Plan (LECP)

Name of the policy responsible authority: Galway County Council (IRL)



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1.4. PROJECT APPROACH

The learning process will take place at several levels: i) Individual learning: involving direct project staff in all activities to strengthen their capacities; ii) Organisational learning: involving all staff members of the participating organisation when organising an event in their region and organising internal meetings to transfer learning outcomes; iii) Stakeholder learning: organising meetings with stakeholders involved in the policy process and its implementation to inform them about the project and its outcomes.

The different activities proposed to ensure such learning and their interrelation is as follows:

4 situation studies. In order to define realistic objectives, each partner will assess the situation of the rural approach, the needs of these particular areas and how taking into account these areas in the elaboration and implementation of public policies, initiatives and programmes can have a positive effect on the citizens living in them.

4 interregional visits in order to illustrate the scale of the issue addressed by the project and the variety of solutions offered by the participating regions. Each site visit was supported by thematic expert papers and documentation and will be attended by representation of partner regions and key stakeholders.

4 interregional thematic workshops will be organised, each with a different theme, ranging from a common study of case studies that can serve as inspiration, designing a guide for policy makers, measuring the impact of a Rural proofing focus.

1 comparative study of the 4 regions will be carried out focusing on regional-national pre-legislative interaction on territorial/rural impact assessment in the framework of European Commission initiatives. This study will be led by the Estonian partners.

4 bilateral visits (2 peer to peer bilateral visits between two participating regions) to strengthen the experiences and good practices exchange and to work on the objective of the project. Regional experts from different experienced partners will visit other experienced regions to review their regional strategy and draft a review report with recommendations.

1 roundtable will be held to transfer all the knowledge into the Policy Instruments for the 4 target regions. This roundtable will present a clearly goal oriented working style involving presentations and panel discussions.

In addition, several meetings with identified key stakeholders will be organised in each region to show them the give them the opportunity to exchange their point of views, share problems and bring together ideas for future development as well as workshops and other activities with specific themes in each of the partner regions.

Although an analysis of the key stakeholders has been carried out in the identification and formulation process, the list of stakeholders will be open throughout the project as we expect that new, unidentified stakeholders will emerge. To this end, a stakeholder analysis template will be developed to assess their influence and degree of impact on the project. Stakeholders will be engaged with at regional level at meetings, consultation events so that their input is captured and taken into account in the lessons that we anticipate will emerge from our involvement in the partnership. They will also be invited to participate in inter-regional meetings/workshops. A key principle for improved governance is to work in partnership with relevant stakeholders and communities to support sustainable approaches to policy and programme development and implementation. In this context, this is one of several principles that should also underpin and inform the design, development, implementation and monitoring of national, regional and local policies and programmes that will/may have an impact on communities.

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2. SCOPE OF THESE TERMS OF REFERENCE

These terms of references concern solely the project implementation in Spain, mainly in the region of Navarra.

The contracting authority will be the Project Partner 2 (PP2) ONGD Cives Mundi (ES).

3. SCOPE OF THE STUDY OF THE SITUATION OF RURAL PROOFING IN NAVARRA AND IN SPAIN

3.1. OBJECTIVE AND SCOPE

The context in which rural areas legislate and are legislated in Europe is highly complex and there is no room for one-size-fits-all solutions applied at a single level. In this particular scenario, governance is confronted with numerous problems, which are also complex and whose solutions are also complex.

this project focus on improving the governance model through the implementation of a mechanism adapted that reviews the impact on rural, coastal and mountain areas of legislation, with a collaborative approach that takes advantage of new forms of social innovation (methodologies and models that seek to address the problem to be tackled more effectively and efficiently, while establishing new social relations and synergies) that allows the systematic review of relevant policies from their drafting process to their implementation and evaluation and that guarantees equal rights for citizens regardless of where they live.

Taking into account this context, the objective and scope of the initial situation study is to assess the situation of the rural approach, the needs of these particular areas and how taking into account these areas in the elaboration and implementation of public policies, initiatives and programmes can have a positive effect on the citizens living in them.

The study will also be an input for the rest of the project activities, taking into account the general objective. A clear example is the contribution of this study to the comparative study of the 4 regions focusing on regional-national pre-legislative interaction on territorial/rural impact assessment in the framework of European Commission initiatives.

The gender approach will be a cross-cutting aspect to be taken into account throughout the study.

3.2. ISSUES TO BE STUDIED

- Analysis of the context taking into account at least the relevant data shown in Tables 1 and 2 which will facilitate the comparative study of the 4 regions.



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Table 1. General information on partner states, regions and municipalities

<i>General information on partner states, regions and municipalities.</i>	SPAIN	NAVARRA
Official name		
State order, establishment of the state, joining to EU, Eurozone, OECD; etc contextual information		
Description of the administrative system and the number of regional and local authorities / governments		
Maps (e.g. neighbours, connections ...)		
Photos (significant places, landscapes, important events, etc with short written descriptions / meaning ...)		
<i>Selected international indicators</i>		
<u>Gini (World Bank=WB, 2021):[1]</u>		
<u>WGI: Voice and accountability (WB 2021)[2]</u>		
<u>Quality of Government Index (EU 2021)[3]</u>		
<u>Regulatory Impact Assessment ex ante Index, primary laws (OECD 2023)[4]</u>		
Regulatory Impact Assessment ex post Index, primary laws (OECD 2023)		
Stakeholders involvement in developing primary laws (OECD 2023)		
Satisfaction with health care, education and judiciary systems (OECD 2023)		

Table 2. Socio-demographic information

<i>Socio-demographic information</i>	<i>SPAIN</i>		<i>NAVARRA</i>	
	2012	2022	2012	2022
1.1. Population / demography *				
General - number				
0-26 year old – number (and %)				
Over 65 year old – number (and %)				
Birth rate				
Death rate				
Rural population - number (and %)				
Density of population (inhab./km2)				
Foreign migration balance (state) / internal migration balance (region)				
Number of ethnic nationalities (e.g. mother tongues) (Census,)				
1.2. Territory*				
General				
e.g. rural areas (%)				
e.g. agricultural use (%)				
e.g. forest (%)				
e.g. mountains (%)				
1.3. Economy and GDP*				
General (GDP per capita)				
e.g. rural areas				
Number of enterprises / firms per 1000 inhabitants				
Agriculture, fisheries and food industry (% in GDP)				
Forestry and related industry (% of GDP)				
1.4. Employment*				
Employment rate of persons aged 15–74				
Unemployment rate of persons aged 15–74				
e.g. rural areas				
e.g. gender equality				
Employment rate by business / economic sectors				
Employment rate by size of companies [micro, SME-s, big companies]				
1.5. Education*				
Number of universities (+ general number of students)				
Number of primary and secondary schools (+ general number of students).				
Number of first graders in primary schools (first year school children)				
1.6. Health*				
Healthy years lived				
1.7. Share of population that is at risk of poverty or social exclusion*				
General (At-risk-of-poverty rate)				
e.g. rural areas				
1.8. Grants and funds for rural and urban-rural areas by year, destination and origin (EU, national, regional, ..)				
1.9. Number of Laws passed				

* Whenever possible, disaggregate data by sex.



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- Most frequent examples and what are the reasons way the legislation has been discriminatory and does not take rural areas / people into account (e.g., lack of... political will, awareness, regulations, budget, co-operation between ministries/regions, staff/analysts, advice/toolboxes, data, ICT, training, stakeholders pressure, oversight, sanctions...).
- General description of rural proofing (eco)system/practices including at least the relevant data shown in Table 3 and new methods of social innovation that could be included into the toolbox of Rural Proofing to design a SMART and innovative methodology that allows the systematic review of relevant policies with a rural approach from the start of the policy-making process.

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Table 3. General description of rural proofing (eco)system/practices

<i>General description of rural proofing (eco)system / practices</i>	SPAIN	NAVARRA
Laws, decrees, strategies, etc regulations supporting better regional policy and rural proofing approach in practice[1]	National, regional and local = municipality	National, regional and local = municipality
Is the rural proofing mandatory?	National / regional / local = municipality	National / regional / local = municipality
Guidelines / Methods for assessing the impacts	Checklist? / impact assessment categories?	Checklist? / impact assessment categories?
Involved institutions / organisations	National / regional / local / NGO-s / networks	National / regional / local / NGO-s / networks
Councils, committees, etc advisory bodies	National / regional / local / networks	National / regional / local / networks
Level of application	National / regional / local municipality / civic	National / regional / local municipality / civic
When in the policy process is it applied	Early, mid and/or late policy design phase?	Early, mid and/or late policy design phase?
Thematic focus today and in near future (if some changes are planned in the strategies, etc).	For example: Rural areas general / specific topics (living & working, urban/rural planning and housing, employment & entrepreneurship, demography, ageing & health, access to services and infrastructure, education & culture, environment, new economy & social innovation, trade & tourism, farming, food, funds, public procurement, taxation, equality, legislation, municipalism & governance, ...?) / urban-rural binary and synergy? / R&D ... / ... ?	For example: Rural areas general / specific topics (living & working, urban/rural planning and housing, employment & entrepreneurship, demography, ageing & health, access to services and infrastructure, education & culture, environment, new economy & social innovation, trade & tourism, farming, food, funds, public procurement, taxation, equality, legislation, municipalism & governance, ...?) / urban-rural binary and synergy? / R&D ... / ... ?
Oversight, monitoring, quality check of drafts, performance reporting? / Policy learning, training?	National / regional / local = municipality / community / networks	National / regional / local = municipality / community / networks
Is the rural proofing procedure part of the general pre-parliamentary regulatory impact assessment process, or is it a separate additional procedure?	National, regional and, if possible, also in local level (OECD & WB are focused on national level, there is a lack of regional and local data [=> our study opportunity];	Is the rural proofing procedure part of the general pre-parliamentary regulatory impact assessment process, or is it a separate additional procedure?
Best promising rural proofing, social innovation, etc practices to share and develop.	National / regional / local / community / networks	National / regional / local / community / networks
Main challenges / problems to analyse and discuss during the project 2023-2026? (for example: depopulation, lack of attractive jobs, strategic planning at national/regional/local level, etc)	National / regional / local / community / networks	National / regional / local / community / networks



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- Multilevel governance, e.g. the role of EU institutions (initiatives, studies, regulations, funds) particularly related to coordination of regional policies, e.g. territorial/rural lens.
- Other/broader territorial impacts assessment mechanisms in place and their relations with more specific rural proofing exercises.
- Significant stories and practices of rural proofing and policy impact evaluation.
- Learning lessons.

3.3. DELIVERABLE AND STRUCTURE OF THE FINAL REPORT

The expert(s) will prepare a report that describes the study and puts forward the findings and recommendations. The final report will be presented in English and Spanish with the indicative following format (not exhaustive):

1. Cover page (Title of the study, date of the study, title of the project, recipient's name, name(s) of the expert(s)).
2. Table of Contents
3. Glossary/Acronyms
4. Executive Summary
5. Introduction/Background and Purpose
6. Study Approach, Methodology and Limitations
7. Findings
8. Conclusions and Recommendations
9. Annexes

3.4. DURATION, TIMELINE AND AVAILABLE BUDGET

The final delivery date for the study will be November 10, 2023. Previously, and before October 2nd, a draft will be delivered that will include at least the following section:

- Significant practices of rural proofing and policy impact evaluation in Navarra.

The budget available for the study is 8.000 € (including VAT).



4. SKILLS AND QUALIFICATIONS

- Master's degree in political science, law, sociology, anthropology or similar fields in the social sciences.
- In-depth and up-to-date knowledge and experience in social research techniques.
- Demonstrated experience in designing and conducting similar social studies.
- In-depth knowledge of rural areas and regional policy sectors.
- Strong methodological, analytical and research skills.
- Sensitivity to gender issues.
- Fluency in English and Spanish.
- Good communication and teamwork skills.
- Well organized and detail oriented.
- Ability to work independently, flexible and responsive, with a strong commitment to excellence.
- Ability to prioritize and meet deadlines.
- Good command of Microsoft Office™.

5. PRESENTATION OF OFFERS AND ASSESSMENT CRITERIA

5.1. CONTENT OF THE OFFER

Interested experts/consultants/research institutes are required to submit the following documentation:

- a. A technical proposal comprising the understanding of the TOR and an overview of the methodology that the expert/team plans to use in order to meet the objectives.
- b. A time-schedule
- c. A financial offer
- d. Professional curriculum vitae of the persons involved with their roles and responsibilities and proof of previous similar assignments that they have conducted

5.2. SUBMISSION OF THE OFFER, STRUCTURE AND TIMELINE

Please send the required documents to Cives Mundi at the following email address: ana@civesmundi.es and copy to administracion@civesmundi.es indicating in the email subject: Coop4RURALGov – Situational studies

Deadline to send the offer: 12 september

5.3. ASSESSMENT CRITERIA

The designation of the selected offer will be made following examination by a designated commission of all offers officially received in due time at Cives Mundi headquarters on the basis of:

▪ **CRITERIA 1:**

The nature and quality of the technical offer and the method(s) of work proposed (maximum 4 points out of 10 of the overall proposal. Minimum 2 points).

▪ **CRITERIA 2:**

Professional profile of the expert(s) and experience demonstrated on similar work (maximum 3 points out of 10 of the overall proposal).

▪ **CRITERIA 3:**

The budget proposed for the study and the support in drafting the action plan (maximum 3 points out of 10 of the overall proposal).

Cives Mundi will then inform the winning offer and all parties concerned will decide bilaterally on a date to negotiate and finalize the contract between the parties on the basis of the selected offer.