

Terms of reference (ToR) for the procurement of services below the EU threshold

Provision of Integrated Urban Development	Project number/ cost centre:
Documents for Batumi Urban Lab	21.2140.8-001.00

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0. List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
FK	Expert
FKT	Expert days
KZFK	Short-term expert
ToRs	Terms of reference
MEPA	Ministry of Environmental Protection and Agriculture of Georgia
MoESD	Ministry of Economy and Sustainable Development of Georgia
NALAG	National Association of local Authorities of Georgia
UPIG	Urban Policy Innovation Group
SUD	Sustainable Urban Development (in Georgia)
UL	Urban Lab
UL WG	Urban Lab working group
RA	Regional Advisor
PCI	Participatory, climate oriented and integrated
NC	Neighborhood Concept
DRM	Disaster Risk Management
WP(s)	Work Package(s)
PoS	Portfolio of Solutions
DP	Development Plan

1. Context

a) Sustainable Urban Development in Georgia (SUD) Project

The “Sustainable Urban Development in Georgia” project (SUD) is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ in cooperation with several Georgian partners led by the Ministry of Regional Development and Infrastructure (MRDI). The project team is based in Tbilisi and through regional advisors in selected Georgian cities (currently in Batumi, Oni and Zugdidi).

The project promotes urban integration, citizen participation, climate orientation and strengthening investment planning and budgeting in the work of local governments. It also supports the development of neighbourhood development concepts (NCs) in partner cities as a step towards identifying specific investment projects in the topic areas of energy efficiency, mobility, waste management, public spaces and sustainable tourism. These projects should be above average quality in terms of climate orientation, public participation, urban integration, and gender sensitivity. The project also streamlines a Disaster Risk Management (DRM) approach with the help of external consultants to provide guidance and ensure that DRM considerations are appropriately integrated in urban planning.

The intended outputs of the SUD project are as follows:

- Already existing or new **project concepts from Urban Labs** are supplemented by urban-integrated climate aspects with the involvement of affected populations.
- For already existing or new project concepts from Urban Labs, **calculations of the investment** and follow-up costs have been developed.
- Integrated, climate-oriented **Neighbourhood Concepts** (NC) for selected areas of Batumi and Zugdidi with the involvement of affected stakeholders have been developed.
- Based on the Urban Lab monitoring, **recommendations for policy reforms** e.g., proposals for changes to legal regulations, national urban development programs or financing instruments have been developed by the Georgian policy reform group “**Urban Policy Innovation Group**” (UPIG).
- As part of an **Urban Innovators' Network**, the **knowledge exchange** of Georgian experts on topics of climate-oriented, integrated, and participatory urban development is established.

b) Urban Laboratory Approach

The SUD project employs an “Urban Laboratories” (“Urban Lab” or “UL”) approach. In addition to these operations in selected cities, SUD aims at institutional learning on how to improve the process of elaborating municipal investment projects which are participatory, climate oriented and integrated (PCI). The SUD-operations in selected Georgian cities are being observed by a neutral, external research team to develop policy recommendations to be presented to the UPIG established specifically for the SUD context (UPIG, led by MRDI and joined by MEPA, MoESD, and NALAG). The Urban Lab approach will be applied to both developing urban investment projects and developing NCs in Batumi and Zugdidi.

The UL approach by SUD emphasizes real-world, user-centred experimentation and co-creation. It is applied in urban settings to test and develop new ways of thinking, new ways of doing and new ways of organizing sustainable urban planning in collaboration with the city administration, affected residents and businesses. Key **characteristics of the SUD-ULs** are:

- **Real-World Context:** Urban Labs are situated in real-life settings, in urban areas. This allows for the testing and development of solutions in the actual environment where they will be implemented (e.g., small-scale interventions, demonstration projects), providing a realistic assessment of their effectiveness and impact for future upscaling.
- **User-Centred Design:** Urban Labs place end-users at the heart of the innovation process. They involve users not only as subjects of study but as active participants in co-creating solutions. This participatory approach ensures that innovations are closely aligned with citizens' needs and contexts, leading to more relevant and sustainable outcomes.
- **Iterative Process:** The Urban Lab approach is inherently iterative, involving cycles of design, testing, evaluation, and refinement. Within the given timeframe for project development and NC-planning, this iterative process allows for learning and adaptation, ensuring that solutions evolve in response to user feedback and changing conditions.
- **Multi-Stakeholder Collaboration:** The Labs bring together a diverse range of stakeholders, including from local government, citizens and civil society, and businesses to collaborate on the planning process.
- **Empirical Research and Learning:** The Labs are also research environments where empirical data is collected and analysed to generate new knowledge. The emphasis is on learning from practice, with insights gained from the Labs shall contribute to policy development at the local and national levels, as well as professional discussions among the urban practitioners.

In the context of the SUD project, the observation (empirical research and learning) is performed by an external research team (ACT Consultants) that regularly provides observation results and recommendations towards developing the practice of PCI projects in municipalities.

c) Urban Lab Working Group in Batumi

To coordinate the Batumi Urban Lab operations, the municipality formed a multi stakeholder working group, comprising representatives of municipal departments and NGOs. This Urban Lab Working Group (UL WG) is facilitated by GIZ through an appointed regional advisor, and it will guide the work of the contractor. The initial ToR of the UL WG is provided as an annex to the contractor, describing the group structure, composition and responsibilities. The composition of the group will be re-evaluated during the kick-off with the contractor together with SUD and the UL WG.

The preliminary objective of the Batumi Urban Lab is to incorporate the existing Walkability Concept of the Old Batumi district into a Neighbourhood Concept (NC). This aims to enhance neighbourhood development by integrating walkability principles and linking them with social and cultural values to further improve the quality of life. This objective is central to the creation of the Urban Lab, with further explanation provided in the ToR.

Chapter 2 gives in more details the roles and responsibilities of the UL WG, the Regional Advisor and the Contractor and the required synergies between them.

This setting supports the municipality's objective to eventually implement the NC, with stakeholder acceptance being crucial for their success.

d) Stakeholders

In addition to the members of the UL WG, the following groups have been identified as key stakeholders for the project to be involved in developing the NC and in the UL operations.

- Private sector entities operating in the selected area
- Small entrepreneurs and guesthouse owners
- Heads of homeowners' associations in the selected neighbourhood
- Residents of the selected neighbourhood
- Non-residents who visit the Old District of Batumi for work or leisure

This list of stakeholders shall be revised by the consultancy in cooperation with SUD after careful assessment of the situation and progress of the ongoing process. Further workshops may also help identify additional individuals or groups for involvement.

e) Framing of the urban labs and preliminary identified challenges to be responded by the contractor

Already, SUD's regional advisor conducted preliminary workshops with the municipal staff and the civil society representatives, who are part of the UL WG. As a result, the area of the implementation of the UL (see below) as well as some challenges with regard to its development were jointly identified and agreed upon. However, the workshops with citizens and private sector representatives have not taken place, yet. Therefore, their specific interests are not represented in the ToR, yet. Consequently, the challenges listed below should be considered as a preliminary foundation for the urban analyses. The consultant will need to engage further with all stakeholders and incorporate their visions, needs and aspirations into the development of the NC.

Challenges associated with PCI development

Participation

Participation which reflects the needs, desires, and knowledge of the people and/or institutions affected by the process or development. The quality of participation derives from such concepts as good governance and decentralization, meaning that decision-making is transparent, inclusive, and involves local stakeholders. In this context, participation's overall goal is to enhance the quality and acceptance of urban development projects.

The Municipality has recognized the need for a more participatory approach to urban planning. Currently, participation is often seen as a merely supplementary element to technically defined urban plans and projects, and not necessarily as a co-creative process.

In the context of participation, gender inclusion and sensitivity is a major element of the SUD project. Gender sensitivity in urban portfolio solutions involves incorporating gender considerations into the planning, development, and management of urban projects. This ensures that urban spaces, services, and policies address the distinct needs of all citizens, particularly women, the elderly and marginalized groups, who often face barriers in accessing urban resources. The Urban Labs' deliverables must reflect this approach. A gender-sensitive framework requires inclusive decision-making, where diverse perspectives are considered, ensuring that Neighbourhood Concepts do not perpetuate gender inequalities.

The integration of gender considerations begins with participatory planning. The contractor must engage at least 50 participants in workshops/co-creation activities with a focus on the needs of vulnerable and underrepresented groups. Further details on participation requirements are provided in Work Package 1.

Climate orientation

The integration of climate considerations into urban planning in Georgia has largely been addressed at a strategic level (e.g. local Sustainable Energy and Climate Action Plans – SECAP) but is rarely incorporated into the urban planning documents that guide future investment and implementation. Climate-related goals are often treated as a separate sector, with independent strategies and operational documents. By including climate orientation, the Neighbourhood Concept (NC) aims to bridge urban development with sustainability, reinforcing the notion that these two aspects are inseparable in effective planning.

Integration

Integration enhances resilience and functionality of the urban development project. Urban Integration in the context of SUD means balancing social, economic and ecological aspects (sustainability) of the development of a selected urban area and its urban fabric to enhance the common good, the quality of life for all and the sustainability of spatial investments. Integration recognizes the interdependence between various urban systems (e.g., mobility affects economic attractiveness; green infrastructure positively influences cooling, etc) and is designed to address the complexity accordingly. It also contributes to aligning development to the broader strategic plans and policies, to align goals and avoid silos when developing the spatial neighbourhood.

Although these or similar principles are often mentioned in strategic documents, they are rarely reflected in local planning efforts. The NC should focus on the topics defined by the mandate of SUD, climate orientation (mitigation through resource efficiency and adaptation to the effects of climate change), mobility, inclusive public space, sustainable tourism, and waste management (ideally oriented towards circular economies), but is not limited to them, if other issues are relevant for an integrated urban development.

Challenges of implementation and scaling

On its pathway towards climate-oriented and integrated development, the City of Batumi aims to prioritize alternative modes of transportation, with a strong emphasis on pedestrian mobility and reducing car usage within the municipality. To support this goal, several policy documents and concepts have been developed, including a walkability concept for Batumi Old Town (2022), which was supported by GIZ. However, implementation of this concept has been delayed due to concerns and uncertainty about reactions from local stakeholders, as supporting pedestrian mobility is solely associated with imposing restrictions on car mobility and parking through both infrastructure improvements and managerial tools (regulations and fines). To address these concerns, the UL, is tasked to test measures for implementing the walkability concept.

Challenges of data availability

Batumi is unique among Georgian cities in that it possesses a range of strategic and guiding documents related to mobility and Spatial Planning, providing a substantial data pool and valuable information in this field. However, navigating this information can be challenging, as the documents often present contradictory results. Determining which document should serve as the basis for final decisions can be difficult and varies among stakeholders (available documents and data are cited and provided in the annex).

Challenges bound to local context

Centred around the primary urban lab topic in Batumi 'How can Old Batumi be transformed into a pedestrian-friendly local neighbourhood?', additional challenges were identified by the UL WG that should be tackled to shape the neighbourhood including climate action. Challenges around the topic of the UL emerged while questioning “What is pedestrian friendly?” and “How should the neighbourhood be?”:

- Barriers of pedestrian mobility

The area lacks essential elements that facilitate easy and enjoyable navigation, such as well-maintained pathways and adequate seating. These issues are especially problematic for people with special needs who struggle to navigate the area. There is an increasing need to create a stress-free environment where pedestrians can move comfortably through the changing seasons of Batumi.

- Prioritization of tourism over residency

The increased risk of gentrification and overtourism has led to an influx of short-term rentals, blurring the lines between residential and tourist areas and creating uneven development. This threatens the area's character by reducing opportunities for local engagement, cultural interactions, and the preservation of its diverse heritage. In Batumi, a cross-border city rich in cultural diversity, this is particularly evident in the Old Batumi District, where religious and cultural landmarks reflect the city's multicultural history. The challenge is to balance the needs of residents, businesses, and tourism while preserving public spaces, cultural identity, and a sense of belonging.

- Concerns of safety

Conflicts between visitors and residents are perceived to be increased due to the ever-changing visitor flow within the district. This sense of insecurity is particularly exacerbated at night, highlighting the need to make the area safer, particularly for women and children, during these hours.

It's important to note that when discussing pedestrian mobility, stakeholders emphasize that mobility is not solely shaped by road infrastructure but is also deeply connected to the identity and character of the Old Batumi district for both locals and visitors and individual travel behaviours. The goal is to gather insights from end-users who interact with the project area in unique ways and, through tactical urbanism and small-scale interventions, strengthen the local sense of place that directly influences pedestrian mobility.

f) Batumi Urban Lab Project area

The area for NC is a sector of the Old Batumi District. It covers approximately 40 hectares (Old Batumi Administrative District is approx. 150 hectares with 12,200 inhabitants according to the census of 2014). This area is seen as one of the most walkable in the district, with potential to become a pedestrian-only zone in the future, aligning with its role as a vibrant tourist hub.

The project area was specifically chosen to align with the existing Walkability Concept developed by Batumi City Hall and GIZ in 2022, with the aim of – by adding both social and cultural quality into the concept and localizing specific solutions - to deliver a more comprehensive and actionable Neighbourhood Concept.



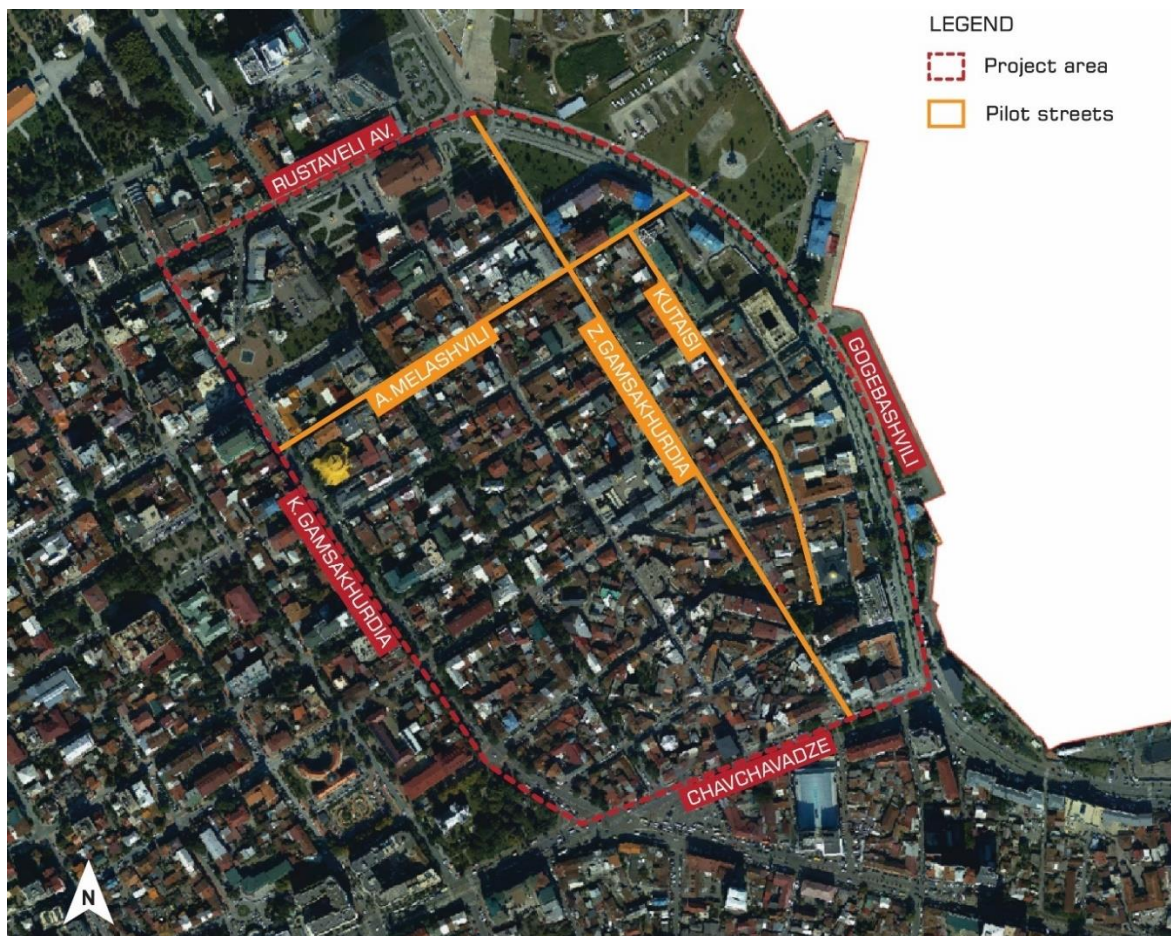
Depiction of project area for NC within the Administrative border of Old Batumi District

Concerning data availability, the city offers a certain base of fundamental data on housing and a qualitative assessment of streets for the area, which will provide a foundation for further adjustments and refinements (see annexes).

Additionally, three streets in the NC area were selected for piloting measures to test key components of the future NC:

- **Kutaisi Street:** This narrow, semi-dead-end street is already nearly pedestrian-only, making it an easy starting point for the project. It is also one of the most culturally diverse areas within the Old Batumi District, adding significant value to the pilot.
- **Zviad Gamsakhurdia Street:** As a major corridor connecting Chavchavadze Street to Rustaveli Avenue, this street is more complex and densely utilized, featuring a wide range of commercial and service functions. Testing initiatives here could provide a scalable model for the entire project area.
- **Akhmed Melashvili Street:** Paired with Zviad Gamsakhurdia Street, this street has already seen successful collaboration between City Hall and residents, particularly during seasonal festivals when it is closed to traffic on weekends. This prior experience of cooperation bodes well for future piloting efforts.

During the development of the Neighbourhood Concept, if additional or more suitable streets for piloting are identified through participatory planning, there is flexibility to communicate with City Hall, via the GIZ Regional Advisor, to adjust the selection and incorporate alternative streets.



Project area and streets identified for piloting

2. Tasks to be performed by the contractor

The main objective of the consultancy is to develop and implement a coherent and context-sensitive approach to neighbourhood planning that aligns with community needs, integrated urban planning principles, and climate considerations, leading in a second step to medium-term investment planning and the technical and financial preparation of prioritized investment projects.

By means of this call for proposal, SUD invites Georgian consultancy companies or consortiums to present a detailed conceptual and methodological framework for developing and implementing each of the work packages (WP) 1-5. The deliverables and activities to be provided under each WP are explained below along with the description of the deliverables:

- **WP1:** Urban Analysis, Vision, Theory of Change, Draft Portfolio of Solutions, Draft Neighbourhood Concept
- **WP2:** Small-Scale Interventions for Gaining Behavioural Insights
- **WP3:** Project Concept for Demonstration
- **WP4:** Project Concepts for Tentative Project Applications
- **WP5:** Neighbourhood Concept, Final Portfolio of Solutions

To facilitate potential future integration of deliverables into existing Urban Development Plans for the City, the deliverables should not contradict or violate legal and technical requirements

applicable to Development Plan Concepts (DP Concept). This includes adherence to the **“Spatial, Architectural, and Construction” Code of Georgia**, as well as **Government Decree #260 on Spatial Planning and Urban Development**, and relevant annexes. Additional requirements are detailed in the respective Work Packages.

The overall time of the contract should not exceed 18 months.

General provisions

SUD and RA contributions:

- GIZ Regional Advisor (RA) is responsible for facilitating the communication and cooperation between the contractor, UL WG and Batumi City Hall. RA will organize regular meetings with UL WG to strengthen everyone's involvement and contribution in the process.
- RA supports organizing community engagement meetings and workshops with stakeholders.
- RA will coordinate efforts to identify and address any collaborative needs that arise between SUD project and the parallel projects on mobility and disaster risk management in Batumi.

UL Working group contributions:

- The UL WG is coordinated by a designated focal point of the municipality
- The UL WG will participate in workshops, public discussions and stakeholder meetings conducted by the contractor
- The UL WG focal point ensures communication between the decision makers (Mayor/Delegate of the Mayor) and contractor
- The UL WG supports the contractor as needed
- The City Hall provides baseline studies and available documentation

Joint contributions:

- Every deliverable of this assignment should reflect joint agreements between SUD, ULWG and Contractor. The different stages of deliverables (e.g., outline, initial draft, advanced draft, final version) will be shared with the UL WG as deemed necessary by the RA. The contractor is responsible for presenting the deliverables to the UL WG. More details on this process will be agreed with SUD and UL WG on kick-off meetings and coordination meetings. The contractor shall provide regular updates to RA (weekly meetings) and UL WG (Monthly or as required by the deliverables),
- The work plan and deliverables in different stage of development will also be presented to the SUD team, and to the Urban Labs observer as deemed necessary by the RA or the SUD project director.
- Final decisions on key documents will be made in agreement with the Mayor or the Mayor's delegate. The UL WG will facilitate this process, with the contractor offering support in terms of argumentation and presentations when necessary. WP activities reflect where key agreements should be made with the mayor.
- The RA and the City Hall provide space for workshops and working sessions with the UL WG when necessary.
- The contractor will engage collaboratively with the observation team (ACT) to offer critical insights into the planning and design processes of the UL and its associated projects. This collaboration will be facilitated through focused discussions, structured interviews, and the systematic sharing of relevant documentation.

The SUD project might also provide international expertise on PCI projects with a focus on Neighbourhood Concepts and their implementation. The contractor is requested to consider those external inputs. GIZ will facilitate a dialogue between the involved international experts and the contractor.

Work Package 1 – Draft Portfolio of Solutions, Draft Neighbourhood Concept

This initial work package lays the foundation for subsequent phases. It establishes and deepens the context for neighbourhood development of the selected area, offering a clear understanding of the local perspective within the broader urban context. The steps described below are not strictly sequential. The deliverables will be elaborated in an iterative way. Insights gained in one step might inform the previous on, contributing to its refinement.

- a) **Urban Analysis:** Following the development framework outlined in Section 1e (“Framing of the Urban Labs and Preliminary Identified Challenges”), the contractor will conduct an urban analysis of the Old Batumi Neighbourhood. This analysis will form the foundation for developing all deliverables, primarily an integrated NC and a Portfolio of Solutions (PoS).

The contractor will receive all available information, including GIS data, previously developed in 2022 as part of the Urban Analysis for a DP for Batumi's Central Area, exceeding the NC project area (scale 1:2000) and procured by the municipality (exemplary map of available data is provided in annex). The contractor will assess this information and produce thematic maps for the area in accordance with the Spatial Code.

In addition to the required thematic maps (scale 1:2000), additional thematic map(s) should be provided to emphasize factors influencing the walkability of the area. The urban analysis should also encompass a stakeholder analysis, as well as SWOT and systems analyses that detail the interactions within the urban system, including the behaviours of area users.

While the contractor is expected to use this available data, they should also gather additional data through field observations and collective intelligence within the area to develop any other thematic maps required by the work packages. The initial analysis may be refined over time as new developments or insights emerge during the planning process.

- b) **Outline for stakeholder participation and engagement:** Based on the initial stakeholder map developed during the Urban Analysis, the contractor delivers an outline for stakeholder participation and engagement. The outline along with the map will be refined gradually during the project based on need and results.
- c) **Vision:** Combining the urban analysis with participatory and co-creation activities with the affected population and stakeholders, the contractor will develop a vision for the area - a model for the neighbourhood that encapsulates the core values guiding Old Batumi's development goals and takes climate action into consideration. By engaging stakeholders in this process, the vision ensures alignment with neighbourhood priorities, preserving what is valued while steering desired enhancements. This vision intends to stimulate the imagination of planners and citizens alike of what the neighbourhood could be like in several years, such motivating participation in the planning process and commitment to the neighbourhood. The vision will also guide the neighbourhood concept, which will be more detailed and indicate specific interventions. The vision will help city officials to understand and honour the neighbourhood's unique

character and aspirations, thus also guiding future infrastructure investments and municipal service improvements. The corresponding deliverable is mainly visual (drawings, photos, simulations) with supplementary explanations and guiding principles. It is a communication instrument, mainly aiming at citizens, stakeholders, city officials and decision makers.

- d) The **Theory of Change** is a strategic proposal on how the vision can be achieved. It should be based on a system and a SWOT-analysis of the area and the actors involved (see urban analysis above). It answers the following questions: What interventions are needed in the neighbourhood to achieve the vision? Which stakeholders should be involved, and for what purpose? How can these interventions drive the changes needed to achieve the vision? The Theory of Change will guide the contractor and the UL WG in developing a portfolio of solutions (interventions) and to prioritize them (see WP2-WP5). The deliverable is a document with a plausible argumentation on what should be done in the neighbourhood, suitable for the UL WG and decision makers. The technical details can be annexed.
- e) The **(draft) Portfolio of Solutions** summarizes the interventions needed to achieve the vision as well as the creative ideas for the whole neighbourhood. It considers the Theory of Change. The co-creation workshops and activities with the affected population and other stakeholders are expected to generate solutions and ideas to address identified challenges or steps toward the vision. The deliverable is a structured collection of project ideas and proposals, of both hard and soft measures, as well as small-, medium-, and large-scale interventions in the neighbourhood area, contributing to achieving the vision and addressing the urban development challenges identified in the urban analysis. The ideas and proposals can be synthesized to reduce their number. The draft portfolio of solutions will explain each project idea and proposal in a way that their contribution to the neighbourhood, their nature and complexity of the intended intervention is sufficiently clear for prioritizing and sequencing them. A map could help to localize the proposed solutions.
- f) The **draft Neighbourhood Concept (NC)** – A Neighbourhood Concept is a non-legally-binding concept that presents a compelling vision for the neighbourhood and the means to achieve it. It serves as a guide for the city administration, citizens, and stakeholders, balancing social, economic, and ecological aspects to improve quality of life, sustainability, and the common good. The draft NC processes existing frameworks, insights and proposals from the analysis, the vision, the theory of change and the PoS to the draft version of a spatial development concept. At this stage, the deliverable is an initial conceptual plan (scale 1:2000) and a text. It should be complemented with visual elements (see vision above), illustrating key ideas. The NC concept should be compatible with the zoning requirements of the existing Urban Planning documents developed in the area – meaning any solution/intervention provided within the NC concept should not contradict with the established zone(s).

The activities of WP1 include:

- Kick-off meeting with the SUD team for onboarding.
- Kick-off meeting with UL WG.
- Conducting an urban analysis as described above to gather sufficient information and context for effective project preparation through such methods as partner interviews, data mapping, focused group discussions and desk research.
- Developing and outline for stakeholder participation and engagement

- Finalising an initial work plan and stakeholder map together with the RA and ULWG. This work plan should serve as the basis for agreements with involved parties, ensuring advance communication for meetings, co-creation, and participatory activities, as well as confirming the needed inputs from the contractor, SUD, specifically from the RA, and from the UL WG.
- Conducting co-creation and participatory activities with the UL WG and stakeholders to identify challenges, development values, and gather ideas for the portfolio of solutions and vision document.
- Delivering the development vision, draft PoS, Theory of Change, and draft NC to the UL WG.
- Advising RA on the format and participating in the Urban Lab Launch event to be organized by SUD to present vision and portfolio of solutions to the public.

Coordination and dissemination of the results throughout the project

This section outlines activities focused on the coordination and dissemination of results throughout the entire project duration, which are not specifically covered only under WP1:

- Participating in official meetings with the mayor and national partners to support UL WG in presenting the deliverables and securing key agreements.
- Participating in up to two UPIG meetings as a guest speaker, if required
- Provide updates to ACT team throughout the project duration, up to 4 update meetings/interviews to help elaborate PCI criteria and arrive to joint recommendations on how local urban development practices should correspond to PCI urban development.
- Participate in SUD organized event for urban professionals as a guest speaker

As described above, the work process will include several feedback loops, the deliverables are interconnected with each other. The contractor is requested to present a work plan with intermediate steps or milestones but providing sufficient flexibility. However, the following deadlines for the final (draft) deliverables need to be respected:

Milestones and timeline:

Milestones/process steps/partial services	Deadline
Urban analysis	First version 4 weeks after signing of the contract, might need some refinement afterwards, final version 12 weeks after signing of the contract
Outline for stakeholder participation and engagement	First version 4 weeks after signing of the contract. Review after selection of the small-scale interventions (WP2) to be implemented in the project area
Finalisation of initial workplan	First version 4 weeks after signing of the contract. Review after feedback from UL WG and RA
Conducting participatory and engagement activities	To be implemented in iterations to ensure participatory planning approach is applied through the whole project.
Vision	To be developed in iterations, version for public discussion 8 weeks after signing of the contract, might need some refinement afterwards, final version 12 weeks after signing of the contract

Theory of change	To be developed in iterations, version for public discussion 8 weeks after signing of the contract, might need some refinement afterwards, final version 12 weeks after signing of the contract
Draft portfolio of solutions	To be developed in iterations, version for public discussion 10 weeks after signing of the contract, might need some refinement afterwards, final draft version 12 weeks after signing of the contract, to be further elaborated in WP 5
Draft Neighbourhood Concept	To be developed in iterations, version for public discussion 10 weeks after signing of the contract, might need some refinement afterwards, final draft version 12 weeks after signing of the contract, to be further elaborated in WP 5

Work package 2 - Small-Scale Interventions for gaining behavioral insights

In parallel with the activities in Work Package 1, and aligned with the theory of change, the contractor will design small-scale interventions (to be financed by SUD) to support the neighbourhood vision of a pedestrian-friendly, liveable community, with a focus on enhancing pedestrian mobility. Examples of such interventions could include shading infrastructure, level crossings, parklets, or other small-scale solutions. These will be selected in collaboration with the UL WG and implemented to observe their impact on local behaviour and gather insights.

The intervention is to be designed as an experiment suitable to observe and analyse the reactions of the users to the interventions and their impact on the behaviour. This approach is expected to generate valuable data and insights to validate the theory of change, to prioritize measures of the portfolio of solutions and to refine the neighbourhood concept.

It should be noted that detailed quantitative data, such as traffic or pedestrian counts, is not available to establish a baseline. Therefore, implementing experimental small-scale interventions is seen as a plausibility argument to fill existing data gaps.

The small-scale interventions should be accompanied by a communication campaign to raise awareness and engage the community. The contractor will design the campaign, focusing on informing the public about the interventions and gathering feedback. The campaign's approach and methods will be developed to support the experiment, ensuring it helps observe community reactions and contributes to refining the Neighbourhood Concept.

The small-scale intervention(s) should be designed based on the theory of change and the draft portfolio of solutions from Work Package 1. SUD will take responsibility for procuring and installing the necessary equipment for the small-scale interventions as well as the communication campaign. This process might take up to 2 months, depending on the interventions.

The specific deliverables are:

- a) A document of up to 5 pages for each intervention, which describes the intervention, its technical parameters (design, if applicable), how the intervention contributes to the development of the neighbourhood, which users are addressed, and the changes that should be communicated to them (accompanying communication campaign), what

reactions or behavioural changes will be observed and how the effect will be monitored. The description includes a cost estimate.

- b) Design and implementation of communication campaign to accompany the implementation of the small-scale interventions.
- c) Observation summary and Power Point Presentation describing the effectiveness of the intervention to assess the influence of the small-scale interventions on behaviour.

The activities of WP2 includes:

- Supporting the UL WG in prioritizing solutions from the PoS - based on the Theory of change - determining which small-scale interventions should be implemented first to drive the change needed to achieve the vision.
- Agreement with the Mayor/Delegate of the Mayor of Batumi on small-scale interventions to be implemented with accompanying observation
- Developing selected solutions into the small-scale interventions
- Designing and implementing communication campaign, reporting results
- Elaborating observation summary and reporting key findings PPT to UL WG and relevant partners.

Milestones and timeline:

Milestones/process steps/partial services	Deadline
Based on the draft theory of change and draft portfolio of solutions, supporting UL WG to choose small-scale interventions and present it to the mayor for decision	9 weeks after the beginning of the contract
Design of small-scale interventions including the observation methodology	12 weeks after the beginning of the contract
Presentation of small-scale interventions to UL WG and the mayor for decision	12 weeks after the beginning of the contract
Design and implementation of communication campaign accompanying small-scale interventions, the NC development process, and reporting	Design of communication campaign to be ready in 12 weeks, then implementation of communication campaign ongoing.
Final Report on results and key findings	10 months after the beginning of the contract

Work package 3 – Concept for a Demonstration Project

To assist the municipality in transitioning from urban planning to implementation, SUD has agreed, through a memorandum of understanding, to co-finance the partial implementation of one of the project ideas from the portfolio of solutions, referred to as the 'Demonstration Project' (besides small-scale interventions). SUD will provide both technical and financial support for the development and execution of this intervention. At present €50,000 with additional 10% co-funding from the municipality has been allocated for the implementation of a demonstration project.

The purpose of the demonstration project is to showcase in an exemplary manner what can be achieved in the area, as a result this “demonstration project” can be considered a partial implementation of the overall NC. The demonstration project should be implemented in a defined spatial area (in this case on pilot street(s) previously agreed upon with the municipality, see the map provided in sub-chapter 1e). If deemed more feasible or beneficial in terms of impact and outcomes, the contractor may identify additional or alternative pilot streets. Any such modifications must be agreed upon with the mayor through the RA.

The contractor is required to select up to 3 solutions or proposals from the portfolio of solutions deemed most suitable as implemented demonstration project. The expected deliverable of the contractor are short project concepts/outlines for each suitable solution. Each concept includes the description of the intended project, an explanation why it could be a good demonstration project in the area context, and a rough cost estimate. This document will be presented to the UL WG and for decision by the mayor, so it needs to provide a level of detail sufficient for decision making.

The concept for the demonstration project will serve as a basis for SUD to procure further expertise for the detailed technical design and financial calculations if necessary. The demonstration project must be implemented by the municipality by the end of Sept 2026. Implementation and detailed technical design are not a deliverable of the contractor.

The activities of WP3 include the following:

- Collaborate with the UL WG to select 3 solutions from the PoS, based on the Theory of Change - determining which interventions should be implemented to drive the change needed to achieve the vision and have the most potential to be developed into a project concept for the demonstration project
- If deemed helpful by the RA and/or the UL WG, present the selected solutions to relevant stakeholders and/or decision-makers to support prioritization and obtain feedback for advancing their design
- Develop draft concepts for suitable demonstration project for decision making by the UL WG and ultimately by the mayor
- Support UL WG to present the selected draft concepts to the mayor and other relevant SUD partners to finalize the decision
- Finalise the concept of the demonstration project

Milestones and timeline:

Milestones/process steps/partial services	Deadline
Initial identification of potential solutions for conversion into demonstration projects	13 weeks after the beginning of the contract
3 draft concepts for demonstration projects elaborated	16 weeks after the beginning of the contract
Presentation of 3 draft concepts for demonstration projects to the UL WG and the mayor for decision	17 weeks after the beginning of the contract
Final concept of the demonstration project	In 3 weeks after mayor's decision

Work package 4 - Project Concepts for Tentative Project Applications to financiers

To further support the municipality in moving from urban planning to implementation, SUD has agreed to assist the municipality in preparing project concepts that have the potential to secure external financing.

Similar as in W3, based on the portfolio of solutions, the contractor, in collaboration with the UL WG and the SUD team, will identify and propose 4 solutions, out of which 2 will be developed into project concepts. The identification of the project concepts should be based on selection criteria developed together with SUD.

Unlike demonstration projects that focus on pilot streets, these project concepts can encompass any part of the project area, even the entire project area. They will provide the

foundation for SUD to develop project applications to be presented to third parties by procuring additional expertise. The project applications themselves, however, are not the final deliveries of the contractor.

After selecting the 4 most suitable solutions - deemed most suitable for developing project applications to financiers in the future considering the requirements provided by SUD - the contractor will draft project concepts (outlines) for these solutions. Each draft concept includes the description of the intended project, an explanation why it would have a significant impact on the area context, and a rough cost estimate. This document will be presented to the UL WG and for decision by the mayor, so it needs to provide a level of detail sufficient for decision making.

Based on the decision, out of 4 draft project concepts, 2 will be selected to be finalised as project concepts by the contractor and serve as a basis for SUD to procure further expertise for the detailed technical design and financial calculations as required by potential financiers (project applications).

The activities of Work Package 4 include the following:

- Collaborate with the UL WG to select up to 4 solutions from the portfolio, that have the most potential to be developed into project applications to financiers
- If deemed helpful by the RA or the UL WG, present the selected solutions to relevant stakeholders to support prioritization and obtain feedback for advancing their design
- Develop up to 4 draft project concepts for suitable solutions for decision making by the UL WG and ultimately by the mayor
- Support SUD to present the draft project concepts to the mayor to formalize the decision
- Finalize 2 project concepts

Milestones and timeline:

Milestones/process steps/partial services	Deadline
Initial identification of potential solutions for conversion into project concepts (that have the potential to be converted into project applications for funding)	24 weeks after the signing of the contract
Presentation of up to 4 draft project concepts to the UL WG and the mayor for decision	28 weeks after the signing of the contract
Final design of 2 project concepts	In 4 weeks after the mayor's decision

Work package 5 – Final Neighbourhood Concept, Final Portfolio of Solutions

The Neighbourhood Concept and portfolio of solutions are final deliverables of the entire planning process outlined in the Work Packages. These deliverables should be informed by insights gained throughout the process, including assessments from participatory planning, conclusions from an urban development perspective, and guidance from the UL WG and the mayor. Final approval of the portfolio and NC will require decisions from the UL WG and, ultimately, the mayor to ensure the municipality's ownership and commitment.

It should be noted that the NC and PoS are intended to be compatible with potential integration into a DP (or DP Concept). Therefore, their framework must comply with the requirements outlined in the Spatial Code.

The finalized portfolio of solutions outlines prioritized interventions necessary for transforming the Old Batumi District into a pedestrian-friendly neighbourhood and responds to the quality criteria of PCI developed through the project in collaboration with ACT. Unlike the draft portfolio, the final document includes only the measures essential for implementation in the project area, considering their feasibility and alignment with the municipality's medium-term strategy. This means that each solution should have the potential for integration into the local budgetary plan, either for co-financing or for implementation solely with municipal funds. Therefore, the portfolio must remain manageable for the city administration, avoiding an overwhelming number of proposed measures.

The final portfolio of solutions will explain each solution (project proposal) in a way that its contribution to the neighbourhood, its nature and complexity is sufficiently clear for prioritizing and sequencing the portfolio by the city administration in the short- and medium term. A map indicates the area of implementation of each solution (scale 1:2000). Map(s) should be developed as thematic maps for the NC.

The basis created in WP 1, informed by insights gained from WP 2, 3, and 4 as well as the co-creation processes and consultations with SUD and the city will shape the final Neighbourhood Concept. It is an urban integrated development concept for the area. It is not legally binding but is expected to guide decision-making of the municipality for investments, regulations and permits, and other municipal activities. It might also orient, although to a lesser degree, decisions and actions of citizen and the private sector. The NC includes the spatial mapping of the final portfolio of solutions (those that can be spatially translated) and offers textual explanations of how these interventions are crucial for the area's transformation. It also outlines additional measures (soft measures) that can be introduced by the municipality to initiate and accelerate this transformation.

The deliverable will consist of a plan (at a scale of 1:2.000) and accompanying text, enhanced with visual elements (as outlined in WP1) to illustrate key concepts. Additional thematic maps - such as solutions organized by topic, selected areas at a scale e.g. of 1:500, or other components designed to improve public acceptance and usability for city administration - will be developed in collaboration between the contractor and SUD, with guidance from the UL WG.

For the purposes of this Terms of Reference, the contractor is expected to create one comprehensive map that displays all solutions within the neighbourhood area, along with individual maps for each proposed solution in the portfolio, although solutions could be grouped depending on thematic topics or ease of management for municipal departments. Each of these solution maps should include a detailed section of area plans focusing on infrastructure were applicable.

Work Package 5 activities include:

- Collaborate with the UL WG to agree on the components of the portfolio of solutions as well as thematic maps ensuring they serve as an effective management tool for the future implementation of the concept. Consider results from small-scale interventions, as they may influence the prioritization of solutions.
- Finalise the NC and portfolio of solutions
- Assist the presentation of the deliverables to the mayor and to the public in Batumi
- Conduct a public presentation of the final products to urban professionals e.g. in Tbilisi.

Milestones and timeline:

Milestones/process steps/partial services	Deadline
Final portfolio of solutions	10 months after the beginning of the contract
Final Neighbourhood concept	10 months after the beginning of the contract
Public presentation of products	10 months after the beginning of the contract

The deadlines represent the maximum allowable time for delivery, as the timeline for observing small-scale interventions depends on the contractor's proposal. If the final deliverables can be completed earlier, SUD will proceed with remuneration based on the submitted deliverables.

All deliverables should be submitted in digital format, including GIS where applicable, in the Georgian language. Key deliverables may need to be provided in both English and Georgian, as agreed upon by both parties. SUD may require English versions of presentations for deliverables submitted only in Georgian, to facilitate internal sharing and allow international experts and SUD staff to provide feedback on key findings.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Technical-methodological concept

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed). The tenderer is encouraged to state on alternative (or better) ways to implement the work packages deviating from the initial steps as lined out in the ToR.(1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them. This includes mapping of the actors (1.2.1) and strategy for establishing cooperation and then cooperation with them (1.2.2.).

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and provide **results-based monitoring system** – description of contractor's contribution to results monitoring and the associated challenges - related to participation, engagement and small scale-intervention observation (1.3.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided.

As the Urban Lab approach is novel, the contractor should support SUD in creating a unified understanding of the overall planning approach on the ground towards PCI projects. The tenderer is required to describe its contribution to knowledge management for the partner (1.5.1).

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail (1.6.1).

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule (1.6.2).

Further requirements (1.7)

The bidder must provide explanation how - participation (with highlight on gender inclusion), climate orientation and integration will be reached through the project.

4. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project, including communicating and presenting key outputs to the decision-makers
- Personnel management, identifying the need for short-term assignments within the available pool of experts, as well as planning and steering assignments
- Together with the Senior Urban Planner, provides strategic and creative direction to the team of experts and co-leads elaboration of the deliverables (urban analyses, vision, theory of change, Portfolio of Solutions, Neighborhood Concept, Small scale interventions)
- Ensures the deliverables respond to the Needs of the stakeholders and SUD project objectives
- Provides strategic and creative guidance on elaboration of the outline for communication with the stakeholders and engagement activities with UL WG
- Provides strategic guidance to the behavioral/communication expert during the implementation and monitoring of small-scale interventions
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (Master or comparable) in public administration, governance, social studies, development studies, urban planning or related fields
- Language (2.1.2): C1 - level language proficiency in English

- General professional experience (2.1.3): 15 years of professional experience in the governance, development, regional, landscape and/or urban planning sectors
- Specific professional experience (2.1.4): 5 years in working with Georgian local authorities or national public institutions
- Leadership/management experience (2.1.5): 7 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 7 years of experience in projects in Georgia (region)
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects
- Other (2.1.8): Evidence of leading community engagement activities and cooperation with civil society sector

Key expert 1 – Senior urban planner/designer

Tasks of key expert 1

- Together with the Team Leader, provides strategic and creative direction to the team of experts and co-leads elaboration of the deliverables (urban analyses, vision, theory of change, Portfolio of Solutions, Neighborhood Concept, Small scale interventions)
- Coordinates planning team to ensure cohesive and efficient elaboration of the deliverables
- Leads Neighborhood Planning processes, including co-creation and engagement activities
- Provides strategic guidance on development of Project Concept for Demonstration Project and 2 Project Concepts for Tentative Application for financiers
- Ensures that NC plans and project concepts comply with local and national regulations and policies.
- Contributes to development of PCI quality criteria and ensures PCI quality criteria is met for all Project Concepts
- Presents planning outputs to SUD and its partners

Qualifications of key expert 1

- Education/training (2.2.1): university degree (Master or comparable) in urban planning, urban design, architecture, or related field
- Language (2.2.2): C1 level language proficiency in English
- General professional experience (2.2.3): 10 years in urban planning/design
- Specific professional experience (2.2.4): 6 years' experience in designing climate-related projects
- Leadership/management experience (2.2.5): 3 years in leading the urban planning, architecture, investment projects
- Regional experience (2.2.6): 5 years in experience in Georgia
- Development cooperation (DC) experience (2.2.7): Not applicable
- Other (2.2.8): Evidence of leading community engagement activities and cooperation with civil society sector

Key expert 2 – Community engagement, communication and behavioral expert

Tasks of key expert 2

- Leads development and execution of participation and engagement activities, including communication outline to guide the team throughout the project
- Contributes to elaboration of urban analyses, vision, theory of change, Portfolio of Solutions, Neighborhood Concept

- Leads elaboration and execution of small-scale interventions, ensures sound monitoring, interprets the data and reports the results
- Contributes to development of PCI quality criteria (especially on participation) and ensures PCI quality criteria is met for all Project Concepts
- Presents planning outputs to SUD and its partners

Qualifications of key expert 2

- Education/training (2.3.1): university degree (Master or comparable) in communication, marketing, behavioral science, public administration or related
- Language (2.3.2): C2 level language proficiency in Georgian
- General professional experience (2.3.3): 7 years in communication or related field
- Specific professional experience (2.3.4): 5 years in working with communication campaign targeted to the local communities in Georgia (6/10 points) including 1 years in coordinating communication campaign (4/10 points)
- Leadership/management experience (2.3.5): Not applicable
- Regional experience (2.3.6): Not applicable
- Development cooperation (DC) experience (2.3.7): Not applicable
- Other (2.3.8): Not applicable

Short-term expert pool with minimum 3 maximum 5

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Evaluates existing data and elaborates urban analyses, including by using Geographic Information Systems (GIS) and other tools to map and visualize data to inform planning decisions.
- Elaborates specific technical deliverables for vision, elaboration of Portfolio of Solutions, Neighborhood Concept, Small scale interventions, Project Concept for Demonstration Project and 2 Project Concepts for Tentative Application for financiers
- Facilitates participatory and engagement activities with UL WG and affected populations
- Presents planning outputs to SUD and its partners

Qualifications of the short-term expert pool

- Education/training (2.6.1): 2 experts with university qualification (Master or comparable) in urban planning, design or architecture, landscape, environmental science, ecology, circular economy or related (8/10 points); 1 expert with university qualification (Master or comparable) in mobility, or related fields (2/10 points)
- Language (2.6.2): 2 experts with C1 level language proficiency in English (7/10 points), 3 experts with C2 level language proficiency in Georgian (3/10 points)
- General professional experience (2.6.3): 2 experts with 5 years of professional experience in the architecture, landscape, urban design urban planning (4/10 points); expert with 2 years of professional experience in the environmental planning, ecology sector, sustainability and/or nature-based solutions (4/10 points); 1 expert with 3 years of experience in mobility planning (2/10 points);
- Specific professional experience (2.6.4): 1 expert with 3 years of experience in developing Neighborhood level spatial plans (4/10 points); 1 expert with 4 years of

experience in placemaking or design of public spaces or buildings (4/10 points); 1 expert with evidence of designing and executing co-creation sessions (2/10 points)

- Regional experience (2.6.5): Not applicable
- Development cooperation (DC) experience (2.6.6): Not applicable
- Other (2.6.7): 2 experts with evidence of advanced knowledge of visualization computer programs such as GIS, CAD, Adobe Suite

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

5. Costing requirements

Assignment of personnel and travel expenses

Per-diem and overnight accommodation allowances are reimbursed as a lump sum up to the maximum amounts permissible under tax law for each country as set out in the country table in the circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project.

Sustainability aspects for travel

GIZ would like to reduce greenhouse gas emissions (CO₂ emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.

There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader	1	47	47	
Senior urban planner/designer	1	85	85	
Community engagement, communication and behavioural expert	1	80	80	

Short-term expert pool	3-5	230	230	
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	158			
Overnight allowance in country of assignment	158			
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train) <ul style="list-style-type: none"> Train tickets from Tbilisi-Batumi and Batumi-Tbilisi 	200		200	The costs shall be reimbursed against evidence. Travel within the country of assignment
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	GEL 38.000	GEL 38.000	Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

6. Inputs of GIZ or other actors

GIZ and/or partner municipalities are expected to make the following available:

- Spaces and equipment's for workshops and/or working sessions with the Urban Labs and other stakeholders
- Transportation on site with own project vehicle, when applicable

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. In particular, the detailed structure of the concept (Chapter 3) should be organized in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English (language).

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs shall be submitted in English.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

8. Annexes

- Memorandum of Understanding – Batumi Urban Lab
- Draft ToR of Batumi Urban Lab
- Matrix of Available Information
- Walkability Concept, Analysis report – Feb. 2022 GIZ
- Walkability Concept, Final report - Dec. 2022 GIZ
- Old Batumi District - Map of Physical Environment (*the document presents a comprehensive depiction of all available data in GIS format. This data will be shared with the contractor upon finalization of the contractual agreement*)