

Terms of reference (ToR) for the procurement of services

Project Title:	Policy dialogue and knowledge management on Climate Protection strategies - DIAPOL-CE
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I. General information

1. Brief information on the project

The DIAPOL-CE project is funded by the International Climate Initiative (IKI) and commissioned by the German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV). The project is implemented in several countries in Africa, West Asia, Central Asia and Mongolia, and the South Caucasus.

Globally, the project aims to convey knowledge about the development of a climate-friendly, sustainable and nature-compatible economy to partner countries and disseminated on a supra-regional level. Together with partners, the project will support the application of climate friendly and environmentally friendly technologies and nature-based approaches.

In Georgia the project supports the Ministry of Environment Protection and Agriculture (MEPA) jointly with actors at the local level (Akhmeta and Telavi Municipalities) in the management of the recently established UNESCO Three Alazani Biosphere Reserve. Further the project promotes regional exchange on this approach.

The project also supports the implementation of local initiatives through the Small Grants, in the villages of Akhmeta and Telavi Municipality, as territories of UNESCO Three Alazani Biosphere Reserve.

2. Context

Tusheti Protected Landscape (TPL) is located in the northeastern part of Georgia, in the Kakheti region, in the Akhmeta Municipality. Together with Tusheti State Nature Reserve (TSNR) and Tusheti National Park (TNP) it creates a unified system of Tusheti Protected Areas. The objectives of its creation are to protect unique ecosystems from degradation as a result of the anthropogenisation of individual natural components, as well as to preserve the richest national heritage – folk architecture sites and historical and cultural landscape.

In terms of international recognition, Tusheti Protected Landscape is an important component of the UNESCO Three Alazani Biosphere Reserve and is also recognized as the site of the Tusheti Emerald Network (GE0000008).

There are 52 villages (42 villages and 10 ruined villages) registered (Ordinance of Municipal Council (Sakrebulo) – data from Public Registry) on the territory of Tusheti Protected Landscape, where 157 monuments of cultural heritage of the National

importance of medieval architecture are represented. However, not only cultural monuments represent value, but also individual rural landscapes, settlements on mountain slopes – upper/summer villages (“soplebi”), lower/winter villages (“boslebi”), shrines or fortification structures are an organic part of the environment with rare beauty. Tusheti is in the Tentative list of UNESCO World Heritage [Mta-Tusheti - UNESCO World Heritage Centre](#).

In Tusheti villages as well as in ruined villages, cases of the use of local building materials and technology in the process of maintenance of traditional houses have slowly decreased. Architectural heritage suffered significant damage due to renovation works during Soviet time’s and subsequent period’s interventions for repairing, fortifying constructions, roofing of historical buildings, with materials inappropriate for construction, which in many cases substantially changed the silhouettes, architectural nature of the building and negatively affected not only the physical condition and appearance of the building, but also the urban features of the entire settlement and historical landscape.

As a result of the creation of Tusheti Protected Areas, tourism began to develop extensively. Consequently, the number of employees employed in tourist facilities/guesthouses and in tourism has also increased. Today, there are already more than 70 guesthouses, 2 large hotels and 2 hostels in Tusheti Protected Landscape.

However, despite the geographical location of Tusheti and the only difficult connecting dirt road via a mountain pass, new, often unauthorized constructions without any approved design are still underway. The lack of financial sources of the local population and lack of knowledge of the rules related to development measures (e.g. spatial-territorial plan, village development regulation plans, Tusheti Protected Landscape management plan, other development plans, instructions and restrictions related to construction, etc.) is mainly one of the reasons that today some of the historic buildings of Tusheti are in a deplorable condition and some villages are deteriorated.

In addition, buildings completely alien to Tusheti architecture, with a steep roof and mansard, block plastered, tin-roofed and cement-plastered, high-fence, or with decorative fences are inconsistent. Rough proportions, different roofing configurations and in addition to that, the use of inappropriate material, colored metal-ceramic roofs, blocks and cements, or walls covered with wooden planes, which in total actively changes the overall type and urban structure of the villages of the various valleys of Tusheti (e.g., Omalo, Diklo, Shenako, Dartlo, Girevi, Iliurta, Jvariboseli, Shtrolta...).

Among other challenges, one of the primary tasks of the Tusheti Protected Landscape Administration (TPLA) is to protect and preserve the over the centuries-established historical-cultural heritage of Tusheti.

Residents are not familiar with the current regulations and restrictions related to the construction and reconstruction of houses in the territory of Tusheti Protected Landscape; It is not easy for them to understand and apply the plans, regulations for the development of Tusheti villages provided by the existing Akhmeta Municipality spatial - territorial planning documents, due to the large information conveyed in the documents and the legislative/formal language that needs to be sorted for them.

To preserve cultural heritage in the Three Alazani Biosphere Reserve, it is necessary to help the population with information on construction in a simple and popular language in a variety of ways (meetings, trainings, brochure-guides) by offering how to start the construction of a residential house or other facility - from the preparation

of the design project to its approval; In addition, provide them with information how to use and where to purchase alternatives to local traditional construction materials necessary for construction.

3. Objective(s) of the assignment and tasks

3.1 Objectives of the assignment are:

The improvement of the management of the formed over centuries historical - cultural landscape, in the villages of the Tusheti Protected Landscape to preserve cultural heritage of the UNESCO Three Alazani Biosphere Reserve based on the international best practices through informing the population, raising knowledge of decision makers on structure and architecture of the traditional-historical complexes and build-up of settlements, construction regulations, design, traditional and alternative construction materials and supporting to improvement of the performance of the management bodies of TPL.

In particular, the consultant shall fulfil the following tasks:

1. **Organize Inception stakeholder workshop** **a.** to assess all concerns and needs of stakeholders related to construction /reconstruction /rehabilitation /revitalization of buildings and settlements; **b.** to define the scope of Design Guide to be developed. (Technical facilitation of the workshop, including concept, agenda and institutions to be invited will be supported by GIZ through subject expert to be hired for backstopping).
2. **Prepare (text and graphic design/layout) information brochure to guide for legal procedures on traditional construction /reconstruction /rehabilitation /revitalization:** Prepare supporting recommendations on construction regulations, rules and instructions (in popular language) for the responsible agencies and population based on Akhmeta Municipality spatial plan and Tusheti PL's villages' development regulation plans as well as on general principles of preservation and development of cultural heritage. Procedures and rules for villages with different statuses (1. cultural monuments and architectural complexes and 2. without any status) should be highlighted.
3. **Conduct trainings and information meetings:** Prepare training materials and carry out trainings for responsible persons from the relevant agencies (Tusheti Protected Landscape and Protected Areas (National Park and Strict Nature Reserve) Administrations; Spatial Arrangement and Architecture Service of Akhmeta City Hall; Department of Architectural Supervision of the Legal Service of Akhmeta City Hall; Tusheti Community Councils; Representative of the Mayor of Akhmeta in Tusheti; Representatives of the Mayor of Akhmeta in Qvemo and Zemo Alvani and Laliskuri (villages of Tush population) and representatives of the villages in the Sakrebulo; as well as interested people to familiarize them with construction regulations, rules and instructions - how to obtain construction permits, where and how to start activities when they intend to construct / reconstruct / rehabilitate / revitalize buildings in Tusheti. (for officials at least 3 full day trainings, for population –1 training/information meeting in different villages in lowlands (in Qvemo and Zemo Alvani and Laliskuri - 3 trainings/meetings in total).
4. **Prepare (text and graphic design/layout) Design Resource & Reference Book / Recommendations:** The Design Book should include recommendations and principles for architectural solutions for all four valleys of Tusheti for the historical-cultural landscape and its various levels of

components: such as cultural landscape, build-up of villages, characteristics of the buildings and elements of buildings. Design Book will provide recommendations in a form of texts and graphics, also with references to traditional materials and replaceable/alternative modern available on market materials. For more details will be indicated other references. Recommendations are relevant for central government, PA administrations, and municipal bodies, communities and population.

5. **Documenting:** document trainings, information meetings, consultations (e.g. notes, records, etc...).
6. **Supervise publishing:** After transferring printing versions to GIZ, participation in the preparation of technical specifications for the publisher, selection of publishers, negotiations with the publishing house and supervision over the printing process (inspection of trial versions, assessment, correction and confirmation). GIZ will select the publishing house and cover printing costs.

All activities should apply a participatory approach, in close cooperation with TPLA and Community Councils. Consultant will cooperate with relevant divisions of Akhmeta Municipality's City Hall, relevant governmental agencies and departments (e.g. Ministry of Environmental protection and Agriculture - Biodiversity and Forestry Department, Agency of Protected Areas, Ministry of Culture and Sport – Agency of Cultural Heritage, Ministry of Economy and Sustainable Development - Spatial and Urban Development Agency as well as GIZ project representative.

Consultant will define the sequence of activities based on the consultations, needs and possibilities on their own judgments.

GIZ will hire subject expert for backstopping and providing support to consultant in terms of the best international practices for implementation of activities 1.3. and 4.

3.2 Outputs/deliverables

Expected outputs are:

Output 1. Information brochure /guide on regulations, rules and instructions for construction/ reconstruction / rehabilitation / revitalization for villages with the status of cultural monument and architectural complex - electronic (for printing in high quality) version in Georgian;

Output 2. Information brochure /guide on regulations, rules and instructions for construction/ reconstruction / rehabilitation / revitalization for other villages (which do not have cultural monument status) - electronic (for printing in high quality) version in Georgian;

Output 3. Design Resource & Reference Book guiding and supporting the management of architectural heritage of historical-traditional build-up of Tusheti Protected Landscape - electronic (for high quality printing) version in Georgian;

Output 4. Training materials (e.g. PPT, hand-outs, etc.) in Georgian;

Output 5. Final report summarizing the implementation of the activities, including documentation on trainings, information and consultation meetings (c.a. 5 pages with annexes) in English and Georgian.

Consultant is free to change the order of the activities and outputs according to conditions, opportunities and expert judgment.

Outputs	Timeframe (tentative)	Expert days
O1	after 3 weeks (draft after 2 weeks)	4
O2	after 4 weeks (draft after 3 weeks)	6
O3	after 4 months (draft 3 months)	34
O4	after 4 months (draft 3 months)	6
O5	after 5 months (draft after 4.5 months)	10 (including trainings and meetings itself)

II. Tender requirements

1. Company and Experts' profiles

1.1 Experience of the company (1)

Technical Experience (1.1)

- working in architectural research, design and construction – 10 years
- working in spatial-territorial planning documentation – 5 years
- working in research, design and restoration / rehabilitation of cultural heritage – 7 years

Regional Experience (1.2)

- working experience with municipalities and in Tusheti - 5 years

1.2 Qualifications of proposed staff (5)

Expert 1: Lead Architect (5.1)

General qualifications (5.1.1)

Education/training: master's in architecture
Professional experience: 10 years of professional experience in architecture and construction

Specific qualification (5.1.2)

Special field:

- working experience with cultural heritage – 10 years
- working experience with nature-cultural landscapes - 8 years
- working experience in structural design - research, design and construction of individual buildings – 10 years
- working experience on complexes and build-up of settlements - research, design and construction – 8 years
- working experience in design, construction/reconstruction/rehabilitation of traditional buildings – 8 years
- working experience on spatial-territorial planning documentation - 5 years

Experience in the region (5.1.3)

8 years working experience in and good knowledge of Tusheti, professional visits in Tusheti.

Language skills: (5.1.4)

English (communication), Georgian (fluent)

Expert 2: Architect (5.2)

General qualifications (5.2.1)

Education: master's in architecture

Professional experience: 7 years of professional experience in architecture

Specific qualification (5.2.2)

Special field:

- working experience with cultural heritage – 5 years
- working experience with nature-cultural landscapes - 5 years
- working experience in structural design - design and construction of individual buildings – 7 years
- working experience on complexes and build-up of settlements – research, design and construction - 3 years
- working experience in design, reconstruction/rehabilitation of traditional buildings – 3 years

Experience in the region (5.2.3)

2 years working experience in and good knowledge of Tusheti - professional visits in Tusheti

Language skills: (5.2.4)

English (communication), Georgian (fluent)

Expert 3: Architect- restoration expert (5.3)

General qualifications (5.3.1)

Education: master's in architecture and restoration

Professional experience: 7 years of professional experience in restoration of architectural structures and/or complexes

Specific qualification (5.3.2)

Special field:

- working experience in restoration/rehabilitation of cultural heritage – 7 years
- working experience in nature-cultural landscapes - 5 years
- working experience on complexes and build-up of settlements - restoration/conservation/rehabilitation - 3 years
- working experience in restoration/conservation/rehabilitation of individual buildings – 7 years

Experience in the region (5.3.3)

3 years working experience in and good knowledge of Tusheti - professional visits in Tusheti

Language skills: (5.3.4)

English (communication), Georgian (fluent)

Expert 4: Graphic designer (5.4)

General qualifications (5.3.1)

Education: bachelor's in graphic design/art/architecture or
proved training courses in this field

Professional experience: 3 years of professional experience in graphic design

Specific qualification (5.4.2)

Special field:

- graphic design of the books – contribution to 3 publications
- ability to work in a team – 3 joint projects in team

Language skills: (5.4.4)

English (communication), Georgian (fluent)

Expert 5: Coordinator (5.5)

General qualifications (5.5.1)

Education: master's in sciences, literature or any other field

Professional experience: 3 years of professional experience in project
management/coordination/reporting

Specific qualification (5.4.2)

Ability to work in a team – 3 joint projects in team

Language skills:

Business fluency in English and Georgian

2. Quantitative requirements

Fee days	Number of experts	Number of days per expert	Comments
Implementation	5	With different workload	60 expert days in total
• Lead Architect	1	13	
• Architect	1	17	
• Architect-restoration expert	1	10	
• Graphic designer	1	10	
• Coordinator	1	10	

Travel expenses	Number of experts	Number of days/nights per experts	Comments
• Overnight allowance including meal in country of assignment	2	5	10 days in total
• Travel costs (Transportation)			Total 5 days
Other costs			Comments
• Workshops/meetings/trainings (catering, printing of training materials)			7 workshops
• Flexible remuneration	2000 GEL (needs GIZ approval before using)		

Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above. There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**.

3. Timing and duration

GIZ shall hire the contractor for the anticipated contract term, from **December 2024 to May 2025**

III. Other provisions

Budgeting and payment

Payment can be effected as follows:

- Interim payment can be effected after provision of outputs/deliverables 1,2 up to 10 working days and travel and workshop cost upon delivery.
- Final payment can be effected after provision of outputs/deliverables 3,4,5 up to 50 working days and provision of remained travel and workshop costs.

IV. Requirements on the format of the tender

In the tender, the tenderer is required to submit a technical proposal showing how the objectives are to be achieved and if applicable under consideration of further method-related requirements (technical-methodological concept).

The technical proposal will be evaluated in accordance with the assessment grid.

Concept

The tender should indicate how the services outlined in Section I.3 (Tasks) are to be provided. Reference should be made to the following criteria:

- interpretation of the objective /assignment (2.1.a)
- strategy for the implementation (2.1.b)
- a work plan in a visual form (2.1.c)

Personnel concept

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

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

The CVs of the personnel proposed meeting the requirements above 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.