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I. General information

1. Background on the 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 Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in cooperation with several Georgian partners led by the Ministry for Regional Development (MRD). The project was launched in February 2023 and will continue until January 2027. The project works in the urban areas of Batumi, Zugdidi, Gori, Samtredia and Oni.

The project brings integrated urban projects to readiness for financing in the fields of energy efficiency, mobility, waste management, sustainable tourism and public spaces. For this, the project works closely with selected cities in Georgia, in cooperation with national and sub-national actors, as well as a professional network of experts and the local communities. The project applies the “Urban laboratory” method, which strengthens urban integration and citizen participation and supports the development of Neighbourhood Concepts (NCs). Additionally, as part of enhancing municipalities' capacity in energy efficiency, the project develops and pilots a municipal energy management system. To summarize, the project's goal is to contribute to participatory, climate-friendly, gender-sensitive and integrated sustainable urban development in Georgian cities in line with the New Urban Agenda by increasing capacities at local level, in cooperation with private and civil society actors, to better implement climate-relevant strategies

Additionally, the experience generated through the Urban Labs is shared with local urban practitioners through an exchange of urban practitioners. The focus is to support knowledge exchange among urban professionals through a series of events as well as knowledge products (e.g., trainings, guidelines, publications, etc.)

2. Background on Energy Efficiency Management:

Energy management plays a crucial role in optimizing energy consumption and promoting sustainability across various sectors, such as energy or water. It is a systematic process that enables organizations, municipalities, and households to plan, measure, and optimize energy use. By adopting energy management practices, entities can identify inefficiencies, set energy-saving targets, and implement action plans to achieve energy and cost savings. This not only reduces operational costs but also contributes to the reduction of greenhouse gas emissions, supporting Georgia's climate goals.

One of the key components of energy management is the establishment of energy monitoring systems that help users gather and analyse energy data. This data-driven approach allows for informed decision-making and prioritization of energy efficiency measures. However, many municipalities, business, organizations and households in Georgia do not use any, or rely on basic tools, which are not sufficient to effectively track and visualize energy performance.

Raising awareness about energy management among the wider population is essential, as it can foster a culture of energy efficiency and responsible energy consumption. Public understanding of energy management benefits can encourage individual actions, such as adopting energy-saving practices at home or supporting businesses that prioritize energy efficiency. Additionally, informed citizens – seeing the cost saving potential of such measures – can drive demand for energy-efficient

products and services, creating a positive ripple effect across the economy. Educational campaigns, community initiatives, and accessible information on energy management can empower individuals to contribute to Georgia's broader energy efficiency and sustainability goals.

By promoting energy management, Georgia can enhance its overall energy efficiency, reduce energy costs, and mitigate the environmental impact of energy consumption. Widespread adoption of energy management practices will not only support the country's climate commitments but also contribute to building a more energy-efficient and resilient society.

SUD works in different sectoral thematic areas related to urban development. One of these thematic areas is energy efficiency (EE). In this context, SUD is currently implementing several activities in both municipal and public sectors. Main activities include projects of:

- Energy Management System (EMS) project for Georgian municipalities - their municipal buildings and facilities.
- Grant competition for SMEs operating in Samtredia and Oni municipalities.
- Energy Efficiency Fairs (EEFs) in Georgian municipalities.

In 2025 SUD organized two EEFs in Oni and Samtredia. Up to 20 companies participated in each fair, representing various sectors of energy-efficient technologies and solutions. These included providers of insulation materials, energy-efficient windows and doors, LED lighting systems, solar panel solutions, and efficient heating systems.

In 2026 SUD plans to build upon the success of the previous year and organize two Energy Efficiency Fairs in Zugdidi and Batumi in late May – early June 2026.

The Energy Efficiency Fairs (EEFs) will be organized in central outdoor locations within Zugdidi and Batumi. The SUD team will collaborate with local municipalities to identify and secure appropriate venues for these events.

3. Description of Services:

The contractor shall provide the following work/service: (the items below are headers, followed by detailed explanations for each)

- Participant Company Recruitment and selection
- Approval and Coordination
- Event Infrastructure and Execution
- Participant Logistics and Financial Administration

The activities outlined in the subsequent work packages may be subject to slight modification, not affecting contract value, based on evolving requirements from GIZ's partner institutions. Consequently, the contractor is expected to maintain close

coordination with the GIZ project SUD to ensure adaptability and alignment with project needs.

- **Participant Recruitment and Selection**

The Contractor shall ensure the participation of at least 20 companies engaged in the production or distribution of energy-efficient products (e.g., building materials, windows, insulation, home appliances) or renewable energy solutions. Priority shall be given to companies based in Zugdidi and Batumi. If a sufficient number of local entities cannot be sourced, the Contractor may extend recruitment to businesses in neighboring municipalities or national-level companies.

- **Approval and Coordination**

The Contractor must submit a preliminary list of willing and eligible companies to the SUD team for review. Final selection of participants will be made in collaboration with the SUD team, with SUD retaining final approval authority. The Contractor shall notify selected companies of their approval, venue details, and event schedule no later than three weeks prior to the EEFs. The Contractor is responsible for securing confirmation of attendance from all participants

- **Event Infrastructure and Execution**

The Contractor shall be responsible for the comprehensive setup of event spaces, ensuring appropriate infrastructure for both exhibitors and attendees. This includes identifying and subcontracting a qualified vendor to provide and install exhibition stands for the fairs. The Contractor shall oversee the seamless execution of the events, managing schedules and activities while providing on-site support to resolve any logistical challenges.

- **Participant Logistics and Financial Administration**

While the fairs present a commercial opportunity for participating companies, the Contractor shall be responsible for managing travel and accommodation logistics for participants who require such support. Specifically, the Contractor shall arrange and pay for the transportation of equipment and personnel, as well as overnight accommodation for participants traveling from outside the immediate region. The Contractor shall administer all financial disbursements related to these participant expenses.

4. GIZ shall hire the contractor for the anticipated contract term, from April to July 2026.

II. Tender requirements

1. Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

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

Milestones/partial works	Date
Start of the contract	April 2026
Location of EEFs confirmed	April 2026
List of participating EE companies approved by SUD	Start of May, 2026
Conduction of Energy Efficiency Fairs	Late May – June 2026
Final Report on conduction of EEFs	July 2026

2.1 Expert 1:

2.1 General qualifications

2.1.1 Education: University degree (Master or comparable) in a field with a strong link to energy.

2.2 Professional experience

2.2.1 General experience 10 years of experience in energy efficiency sector.
 2.2.2 Specific experience Experience conduction two Energy Efficiency fairs or similar events.
 2.2.3 Development 2 years of work experience with development organizations

2.3 Language skills:

2.3.1 Business fluency in English B2

2. Quantitative requirements

Per-diem 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 [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#).

Overnight accommodation allowances are reimbursed as set out in the specification of inputs below.

Reasonable accommodation costs above the specified amounts can also be reimbursed against evidence where specifically justified.

All travel will be covered by GIZ

Fee days	Number of days	Comments
Preparation/desk work	6	
Implementation	7	
Travel expenses	Number of days/nights per experts	Comments
Per-diem allowance	8	Per diem allowance for traveling to Zugdidi and Batumi for conduction of the fairs
Overnight allowance in country of assignment	4	Overnight allowance for stays in Zugdidi and Batumi during EEFs
Other costs	Total amount	Comments
Cost of logistics including display stands		Total cost for rent of display stands and transportation of them to Zugdidi and Batumi
Cost for administration and accommodation of the participants		Payments to be done against the invoice and with a prior approval from SUD
Flexible remuneration	GEL 2.000	A budget of GEL 2 000 is foreseen for flexible remuneration. Please take this budget into account in your price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

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**. The regulations on pricing are contained in the price schedule.

SUD will provide transportation of the contractor to Zugdidi and Batumi.

3. Conceptual

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

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 (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 (1.1.2). The tenderer is encouraged to state alternative (or better) ways to implement the work packages deviating from the initial steps as lined out in the ToR.

Section 1.1 must not be longer than 2 pages.

The tenderer is required to describe the key processes for the services for which it is responsible and create an operational plan or schedule (1.2.1) that describes how the services are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors. (1.2.2).

Section 1.2 must not be longer than 2 pages

III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The concept should not exceed five pages. 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).