

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

PUBLIC

PROVISION OF CONSULTANCY SERVICES TO SUPPORT THE IMPLEMENTATION OF PROFESSIONAL CERTIFICATION PROGRAMS FOR YOUNG AND EXPERIENCED PROFESSIONALS	Project number/ cost centre: 21.9025.4-008.00
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1. Context

The Decarbonization and Climate Resilience in the European Union's Eastern Partnership (EU4ClimateResilience) project, jointly co-financed by the European Union and the German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN), aims to support Armenia, Azerbaijan, Georgia, the Republic of Moldova, and Ukraine in addressing the challenges posed by climate change. These countries, highly vulnerable to the adverse effects of climate change, face increasingly severe weather events, including heat waves, droughts, forest fires, heavy precipitation, and flooding, which threaten to exacerbate disaster risks, public health concerns, and economic losses. In response, the EaP countries are committed to reducing their carbon footprint and aligning with the European Union's climate policies, while simultaneously building national capacities to implement the Paris Agreement.

To achieve these goals, the EU4ClimateResilience project focuses on supporting the green transition, enhancing decarbonization efforts, improving energy security, and boosting resilience to climate change impacts. The project's specific objectives are as follows:

- Increase countries' capacities to adequately measure and reduce national emissions and adapt to the impact of climate change and advance the implementation of the climate policy framework.
- Demonstrate the benefits of climate adaptation through specific projects.
- Support the establishment of credible regulatory frameworks on green finance in line with EU norms and to support the diversification and scaling-up of bond issuance.

These objectives are pursued through a combination of technical support for the 2025 updates of Nationally Determined Contributions (NDCs), strengthening regulatory frameworks, and enhancing institutional capacities for continuous updates of NDCs. Additionally, the project will focus on establishing Monitoring, Reporting, and Verification (MRV) systems and integrating climate change considerations into sectoral and regional policies. At the local level, the project will support the implementation of climate adaptation initiatives that increase the resilience and preparedness of cities and municipalities to both short-term and long-term climate risks. Furthermore, the project will encourage the introduction of innovative financial instruments, such as green bonds, to stimulate sustainable investments.

Building on the results of the EU4Climate project, funded by the EU and implemented from 2019 to 2023 by UNDP, the EU4ClimateResilience project will continue to assist EaP countries in their efforts to meet their climate goals. The project is implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and the Organisation for Economic Co-operation and Development (OECD), reflecting the Team Europe approach. The project is implemented in synergy with the BMUKN-funded PROGRESS project (Promoting Green Deal Readiness in the Eastern Partnership Countries).

Georgia continues to face significant capacity gaps in the technical implementation of climate change mitigation, greenhouse gas (GHG) management, and energy efficiency measures.

While national strategies and policy frameworks are increasingly aligned with international climate commitments, the availability of locally based professionals with internationally recognized, practice-oriented technical credentials remain limited. In this context, targeted professional certification focused on applied skills rather than formal education has been identified as an effective mechanism to strengthen national capacity, retain expertise locally, and support the achievement of project outputs.

The objective of this assignment is to support the EU4ClimateResilience project in the identification, selection, and implementation of internationally recognized professional certification programs for both young and experienced professionals in the fields of climate change mitigation, GHG management, and energy efficiency.

Specifically, the contractor will be responsible for:

- Conducting a needs assessment to identify priority technical skill gaps relevant to Georgia's climate and energy sectors.
- Researching and proposing reputable, internationally recognized certification programs suitable for young professionals (early career), and experienced professionals (mid- to senior level) that are offered to Georgian nationals.
- Supporting the project team in the selection and finalization of certification programs based on relevance, cost, delivery modality, and certification requirements.
- Organizing and managing the participation of selected candidates, including coordination with training providers.
- Designing and administering a transparent and competitive selection process to identify 3-10 young professionals (a maximum of 10 participants in case of online self-paced courses with respective certification exams or a maximum of 3 participants in case of online self-paced diploma programs with respective exams) and 3-5 experienced professionals (a maximum of 5 participants in case of online certification programmes or a maximum of 3 participants in case of in-person certification programmes).
- Ensuring that all selected participants complete the training, sit the required certification exams, and obtain the certification.

The services under this assignment are expected to contribute to strengthening national technical capacity and indirectly support the achievement of Outputs 1 (Climate change mitigation policy frameworks and strategies updated and implementation advanced), 2 (MRV systems improved), and 3 (Alignment with and implementation of the PA or climate related EU acquis / bilateral EU agreements strengthened) of Outcome 1 (Countries' capacity to adequately measure and reduce national emissions, mobilise green financing, and adapt to the impact of climate change increased, and implementation of the climate policy framework advanced) of the EU4ClimateResilience project.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services in support of the EU4ClimateResilience project. The contractor shall work under the guidance of the project team, who will provide overall oversight and approval of all key decisions.

1. Needs Assessment and Certification Program Research

- Conduct a targeted assessment of capacity gaps and priority skill needs in Georgia's climate change, GHG management, and energy efficiency sectors.
- Research internationally recognized certification programs for both young (early-career) and experienced professionals.
- Provide a report with recommended programs including course content and relevance to Georgian context, mode of delivery (online, hybrid, in-person), cost per participant and any exam fees, duration and prerequisites, recognition and accreditation of the certificate.
- Present findings to the project team for review and final selection of certification programs.

2. Program Finalization and Coordination with Providers

- Liaise with selected training providers to clarify course schedules, registration procedures, invoicing/payment mechanisms, and participant support.
- Obtain confirmation from providers regarding the ability of participants to complete courses and sit certification exams.
- Administer financial arrangements with selected training providers.

3. Participant Recruitment and Selection

- Design and implement a transparent and merit-based call for applications, aligned with project eligibility rules.
- Administer the application process, including pre-screening for eligibility. evaluation against professional and academic criteria, shortlisting and ranking of applicants.
- Organize a selection panel with the project team to interview shortlisted candidates and finalize the list of participants: 3-10 young professionals and 3-5 experienced professionals.

4. Participant Support and Certification Completion

- Ensure all selected participants are successfully registered for courses and exams.
- Provide guidance and monitoring to ensure participants complete the course requirements and sit the certification exam.
- Collect and verify completion certificates for each participant.

5. Reporting and Documentation

- Provide progress updates to the project team according to the schedule agreed during the kick-off meeting.
- Submit a final report summarizing lessons learned and recommendations for future capacity-building activities.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

	Milestones/process steps/partial services	Deadline	Place	Person Responsible
1	Kick off meeting with the project team	Weeks 1 from the contract start	Remote / Online	Project Team
2	Submission of needs assessment report and list of recommended certification programs	Weeks 4-5 from the contract start	Remote / Online	Contractor
3	Presentation and approval of selected programs with project team	Weeks 4-5	Remote / Project office	Contractor / Project Team
4	Design and publication of open call for applications	Weeks 5-7	Remote / Online	Contractor
5	Application screening and shortlisting of participants	Weeks 7-12	Remote / Online	Contractor
6	Interviews and final selection approval by project team	Weeks 12-14	Remote / Project office / Contractors office	Contractor / Project Team
7	Registration of participants with training providers	Weeks 14-36	Online / Providers' platforms	Contractor

8	Monitoring of course progress and exam registration	Throughout course duration	Remote / Online	Contractor
9	Collection and verification of certificates	End of course period	Remote / Online	Contractor
10	Submission of final report	Week 36	Remote / Online	Contractor

Period of assignment: from Jun 11 until March 31, 2027.

Note: The deadlines for milestones and the overall period of assignment may be adjusted based on the schedules and availability of the selected certification courses.

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) (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.

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. 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 (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project.

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.

Further requirements (1.7)

The contractor is required to ensure that gender equality is taken into account in the participant selection process, with a minimum of 30% of selected participants being female, and to outline measures to achieve this in their concept.

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 and implementation services of the contractor, ensuring quality, deadlines, and compliance with donor regulations.
- Coordinating and ensuring communication with GIZ, training providers, participants, and other stakeholders involved in the project.
- Personnel management, including identifying the need for short-term assignments within the available budget, planning and steering assignments, and supporting experts.
- Regular reporting to GIZ in accordance with agreed deadlines.

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in climate change, environmental sciences, energy management, or a related field.
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 7 years of professional experience in the experience in the climate change, GHG management, or energy efficiency sector.
- Specific professional experience (2.1.4): 5 years in capacity building, training, or professional certification programs.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 3 years of experience in projects in Eastern Europe/Caucasus region, of which 2 years in projects in Georgia.
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

Key expert 1 - Senior Technical / Certification Specialist

Tasks of key expert 1

- Conduct needs assessment to identify priority technical skills for Georgian context.
- Research, evaluate, and recommend internationally recognized certification programs for young and experienced professionals.
- Support the project team in final selection of programs and liaise with training providers.
- Provide technical guidance to ensure programs align with sectoral priorities and project objectives.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Bachelor or Master) in environmental science, climate policy, energy management, or related field.
- Language (2.2.2): C1 -level language proficiency in English.
- General professional experience (2.2.3): 7 years in climate, energy, or environmental sector.
- Specific professional experience (2.2.4): 3 years in professional certification programs, adult training, or capacity-building initiatives.
- Regional experience (2.2.6): 3 years of experience in projects in Eastern Europe/Caucasus region, of which 2 years in projects in Georgia.
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

Key expert 1 - Recruitment & Administration Officer

Tasks of key expert 1

- Design and implement the open call for applications, including eligibility criteria, scoring, and shortlisting.
- Screen and pre-select applicants, ensuring compliance with donor regulations.
- Set up the selection panel and the interview process.
- Coordinate participant registration with training providers and monitor attendance and progress.
- Support participants in completing exams and obtaining certifications.
- Maintain documentation for reporting and audit purposes.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (Bachelor or Master) in management, social sciences, environmental studies, or related field.
- Language (2.2.2): C1 -level language proficiency in English.
- General professional experience (2.2.3): 5 years in administration, coordination, or project management.
- Specific professional experience (2.2.4): 3 years managing recruitment, training, or certification programs.

- Regional experience (2.2.6): 3 years of experience in projects in Eastern Europe/Caucasus region, of which 2 years in projects in Georgia.
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel and travel expenses

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 circular from the German Federal Ministry of Finance on travel expense remuneration (downloadable from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2026 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

With special justification, additional Accommodation costs up to a reasonable amount 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 has undertaken an obligation 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.

CO₂ emissions caused by air travel must 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 / Project Manager	1	25	25	Overall project management, reporting, coordination
Senior Technical / Certification Specialist	1	25	25	Needs assessment, program selection, provider liaison
Recruitment & Administration Officer	1	25	25	Open call management, participant coordination, documentation
Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel budget	3	5000	15000	<p>A budget is earmarked for travel of participants to the countries of training delivery in case of physical format of the training is determined necessary (only for experienced professionals).</p> <p>A fixed budget of GEL 15000 is earmarked for settling travel expenses against evidence. This covers up to 3 participants for round-trip flights, local transport, and per-diem/overnight allowances during the training period. Travel will only be reimbursed if an in-person course is scheduled and the participant's physical presence is required.</p> <p>Explanations:</p> <ul style="list-style-type: none"> The fixed budget assumes average international flight cost of

				<p>GEL 2700 per participant, plus accommodation and per-diem of GEL 2300 per participant for a 5-day course, if not already included in the course fee.</p> <ul style="list-style-type: none"> GIZ approval is required prior to booking any travel. Settlement of expenses is allowed only against evidence (receipts, invoices, boarding passes) and until the earmarked budget is depleted.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	7000	7000	<p>A budget of GEL 7,000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.</p> <p>Use of the flexible remuneration item requires prior written approval from GIZ.</p>
<p>Other costs</p> <p><i>The contractor is responsible for organizing participation in the selected certification programs for young and experienced professionals</i></p>	1	61500	61500	<p>A fixed budget of GEL 61500 is earmarked for settling the fees of training and exam.</p> <p>Please calculate a budget for workshops taking the following cost items into account:</p> <ul style="list-style-type: none"> Young Professionals: a maximum of 10 participants in case of online self-paced courses with respective certification exams with approximately GEL 1700 allocated per participant;

				<p>or a maximum of 3 participants in case of online self-paced diploma programs with respective exams with approximately GEL 6,600 allocated per participant. With total GEL 20,000 allocated for young professionals.</p> <ul style="list-style-type: none"> Experienced Professionals – Certification Programs & Exams: 5 participants × GEL 8,300 per participant. Total GEL 41,500. <p>Total estimated budget for training: GEL 61,500</p> <p>Explanations:</p> <ul style="list-style-type: none"> Costs generally include training and examination fees. Travel, accommodation, and per-diem (if needed for in-person courses and not included in the training fee) are covered under a separate fixed travel budget. The contractor is responsible for ensuring participants are enrolled, complete the course, and obtain certification. <p>All payments must follow GIZ procedures and donor regulations, and invoices are settled against evidence.</p>
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6. Inputs of GIZ or other actors

GIZ is expected to provide only the following concrete inputs:

- Relevant background materials, sectoral priorities, and any necessary contact information for participants.
- Feedback and approvals on milestone deliverables, participant selection, and certification program choices.
- Guidance on invoicing procedures and compliance.

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 organised 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.

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 can also 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.