

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

INTERNAL

Verification of Green Spaces and Development of a Green Space Management Plan	Project number/ cost centre: G-011655-012/ 11655030000 Tender number 7000014880
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0. List of Abbreviation

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
GSM	Green Space Management
SFM	Sustainable Forest Management

Brief information on the project

Climate change impacts and the demand for fuelwood from rural population put significant pressure on Georgia's forests: up to 90% of rural households (1.43 million people) rely on fuelwood for their energy needs. The problem is exacerbated by the fact that households use obsolete technologies, such as traditional stoves with a lifetime of two years and an efficiency of 35% or less. Fuelwood demand exceeds sustainable harvesting levels, considering reduced productivity of many forests in the country because of extensive forest degradation. This forest degradation leads to a loss of carbon absorption capacity which is projected to decrease by five times between 1990 and 2030.

In order to address this negative development, the project "Enabling the Implementation of Georgia's Forest Sector Reform - ECO.Georgia" supports the Government of Georgia to implement its transformational forest sector reform agenda to put the entire nation's forests under the framework for sustainable forest management (SFM). It will do so by supporting the establishment of a nation-wide SFM system (Component 1) and in parallel promoting market development for energy efficient appliances and alternative fuels (Component 2) to address the main driver of forest degradation. The project will safeguard the reform implementation by diversifying livelihood opportunities and strengthening local self-governance in forest adjoining rural communities (Component 3).

The project is funded by the Green Climate Fund (GCF), the German Federal Ministry for Economic Cooperation and Development (BMZ), and the Swiss Development Cooperation (SDC) with GIZ being the project's accredited entity. The German contribution is part of the wider German support in the priority area "Environmental policy, conservation and sustainable use of natural resources in the South Caucasus", which aims at the sustainable use of natural resources, biodiversity conservation and climate protection, particularly for the benefit of the rural population. Similarly, both the share of renewables in the energy composition as well as the energy efficiency levels will increase.

Especially rural households using firewood as their source of heating energy will benefit from improved air quality and reduced fuelwood demand through eased access to energy efficient stoves. Forest-related small and medium-sized enterprises and their employees will receive support to improve economic efficiency and environmental sustainability of their business activities. Additionally, staff members of relevant public institutions (National Forestry Agency NFA, Department of Environmental Supervision DES, Environmental Information and Education Center EIEC, Rural Development Agency RDA, municipalities) will receive direct support through human capacity development measures.

ECO.Georgia primarily contributes to achieving the SDG 15 (Protect, restore and promote sustainable use of terrestrial ecosystems) of the 2030 Agenda of the UN, but also to achieving SDG 7 (Ensure access to affordable, reliable, sustainable and modern energy for all), SDG 13 (Take urgent action to combat climate change and its impacts), SDG 1 (End poverty in all its forms everywhere), and SDG 5 (Achieve gender equality and empower all women and girls).

This contract is being signed in the framework of the project "Green Transformation Georgia (ECO.Georgia)". The project including all its activities has been approved by the Government of Georgia through Decree N743 from April 08, 2026 amending Decree N1542 from August 31, 2021, approving the signature of the Implementation Agreement between the Government

of Georgia and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) for the ECO.Georgia project.

The duration of ECO.Georgia is from April 2021 until May 2030.

1. Context

Forest-related developments in Georgia. In December 2013, the National Forest Concept was approved by the Georgian parliament as political framework for the Reform of the Forest Sector. Based on relevant statements and commitments in international agreements relevant for the forest sector and recognized by Georgia, five main principles have been agreed for the future forest management: (1) Principle of sustainable management of forest, (2) Precautionary principle to maintain protective functions of forest and their ecological balance, (3) **“All forests are local”**, (4) Separation of policy, management and supervision functions, and Forestry as an integral part of the sustainable development of the country.

As a part of the Forest Sector Reform, a new Forest Code was approved by the Parliament of Georgia in May 2020. As required by the revised Forest Code, Forest ownership has been defined as state, municipal, and private property, with the respective rights and responsibilities of each clearly established for forest management. Attention should be given to the prospects of Municipal Forest Management (MFM) in Georgia, for which the legislative foundations already exist. Moreover, within the framework of the project, significant activities have already been implemented related to strengthening the capacities of municipal representatives and transferring relevant knowledge. The table 1 below presents the types of support provided to municipalities during 2021–2025.

Table 1 - A brief overview of the main topics

Topic	Content	Status
Legal aspect related to the MFM	In accordance with Forest Code a new initiative has started (2023) the creation of the legislative framework for MFM, particularly in terms of identification of forests of local importance and transferring it to municipalities. In a very collaborative approach a draft legal act on defining Forests of Local Importance (FoLI) was developed by end of 2023. This initiative involved active participation from both the central government and all eight target municipalities through a dedicated working group created by MEPA. For public participation and engagement, the draft document was presented to the National Forest Program (April 2, 2024). The document was updated based on consultation and collected comments.	Ongoing

Informed decision-making process	<p>The Toolbox - Tools for informed decision-making.</p> <p>The process of developing Toolbox and its introduction successfully finalized. All 8 instruments were developed and introduced both at the regional and central levels.</p>	Done
Experience sharing and trainings	<p>3 experience sharing workshops were held, where forest management authorities in the country shared their experiences with municipalities.</p> <p>61 municipal staff were trained on 1. Geographic Information System (GIS); 2. Green Space Management (GSM); 3. Cost-benefit analysis for MFM (CBA). 4 SWOT analyses; 5. Institutional arrangements (including Gender-responsive Institutional development plans).</p> <p>The Green Space Management Guidelines (as part of the toolbox) are particularly noteworthy. This document will serve as a guide for planning practical activities</p>	Done <

The forest cover maps currently being prepared by geoSYS will help to increase the accuracy		Ongoing. Will be ready at the time of contract development
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Despite the renewed forestry legislation, there are green areas in the country that are not yet regulated by the relevant legislation. Green spaces - in the territory of municipalities, which is not managed by the forest management body, does not have the status of forest and is not covered by forest legislation, regardless of whether it meets the definition of forest or not. As Table 1 shows, all municipalities have areas covered with green spaces that require appropriate long-term planning and management.

Definition of the green spaces:

- The area covered with woody species – a minimum area of land of 0.5 hectares and not less than 10 m in width, which is covered with one or more forest plant species and where the tree density is not less than 0.1 per unit area
- The area located within the municipality's administration territory which belongs to municipality or the Ministry of Economy or Road department or state (unregistered) that does not fall under a forest category/status and is likewise not managed by a forest management body.
- Green spaces located in private areas are not target territories for the project.

2. Tasks to be performed by the contractor (C3A1)

The activities to be carried out by the contractor are quite complex and include both fieldwork and the use of remote sensing (Open Source) for verification of the areas, as well as the development of a Green Spaces Management Plan based on verified data. The management plan will serve as the basis for the future management of green spaces under the boundary of municipalities. When referring to the verification of green spaces data, it implies the study conducted by the company Geographic, within which potential areas in all municipalities were identified and mapped using remote sensing. **The target municipalities are: Chokhatauri, Lanchkhuti, Kvareli, Dedoplistskaro and Akhmeta municipalities.**

The contractor is responsible for providing the following services:

➤ Work Package I – Verification of Green Spaces

This work package consists of several works:

1. Desk Work:

- 1.1 Detailed analysis of the maps developed within the Geographic study, including the visual review and verification of all areas identified as potential forested green spaces in addition to this geoSYS data (wall-to-wall forest map created by 2026).
- 1.2 Following the study, forest inventory was conducted by the National Forest Agency (Nearby areas of the forest managed by NFA); therefore, the status of certain areas may have changed. The contractor should review and compare these areas with the forest inventory data.
- 1.3 During desk work, the contractor should classify areas as follows:
 - a. Green spaces which qualify as forests (according to Georgia's forest code)
 - b. Green spaces which do not qualify as forests
 - c. Areas requiring field verification.

2. Field Work:

- 2.1 For data verification, the contractor must check all areas where the status could not be determined during the desk analysis.
- 2.2 After completing desk and field work, the contractor must identify and map green spaces according to above mention criteria's.

3. Mapping of the green space's areas:

Joint mapping with municipal authorities. Maps should be prepared separately for each municipality at a scale of 1:25,000 and must consist of:

- a. Green Space Area (hectares)
- b. Dominant or/and sub-dominant tree/bush species
- c. Property status of green spaces (state, municipal, private)

➤ Work Package II – Assessment of the condition of Green Spaces

1. Field and desk work:

- 1.1 The contractor must visit all areas that meet the criteria specified above (Definition of the green spaces) and conduct the assessment of areas using the visual estimation method in accordance with the forestry legislation of Georgia (GoG resolution N427).
- 1.2 The contractor must plan the fieldwork in close coordination with the municipality
- 1.3 During the fieldwork, the contractor should stratify or delineate areas according to litter (smallest unit of forest as defined in GoG resolution N427)
- 1.4 The contractor shall indicate the functional status of the litter and its ecological value. Functional status must be in accordance with the following criteria, as escribed in Forest Code:
 - Protective function
 - Protected function
 - Recreational function
 - Potential commercial function

1.5 During the fieldwork, the contractor should assess the condition of the area based on the following criteria:

- The area is mostly not degraded.
- The area is moderately degraded.
- The area is mostly degraded (The NFI/FMI methodology should be used to assess degradation, where the class and degree of degradation are defined).

1.6 The contractor shall indicate the cause of degradation, if applicable.

1.7 The dominant forest species must be indicated for each area.

1.8 The contractor shall stratify the areas according to similar functions and characteristics to simplify further work (litter).

1.9 Photos should be taken in the field for documentation (Coordinates should be included).

➤ **Work Package III – Defining potential activities for site improvement:**

- Based on the field and cameral work, the contractor shall identify potential activities for improving the areas. Improvement means: Improving the ecological condition, the socio-economic value, the functional value, redressing degradation.
- Potential activities shall be determined individually for each stratum, which is divided according to similar functions and characteristics.
- The activities may include the following: area restoration (planting, natural regeneration, sanitary or reconstruction cuts, removal of the individual trees, control of invasive tree species etc.); activities aimed at developing functions, such as recreational use.
- The selection of the practical activities should be based on the requirements specified in the "Green Space Management Guideline", which was launched in 2022 by GIZ, as a part of Toolbox.

➤ **Work Package IV – Prioritization of Areas**

- The contractor should ensure the prioritization of areas in coordination with the respective municipality.
- Prioritization of areas implies identifying locations where the municipality demonstrates a higher level of interest.
- This interest is expressed through the defining of activities to be planned.
- The prioritized areas must be clearly indicated in the plan.

➤ **Work Package V – Development of the Green Spaces Management Plan**

Based on the activities carried out, the contractor shall develop a **Green Space Management Plan**. The management plan shall include at least the following information:

- Introduction
- Review of the work carried out
- Brief overview of the methodology

- The management plan should be divided by municipalities and all information given by municipalities, by chapters.
- The plan should include newly created maps.
- All assessed areas, according to the above-mentioned criteria.
- The status and condition of all assessed areas.
- The general characteristics of the areas.
- The potential practical activities for the areas in order to restore their functional purpose.
- General recommendations.

A forest management plan can be used as a reference.

The contractor must develop the outline of the management plan which should be agreed in advance with GIZ.

After finalization of the GSM management plan, the company should organize a workshop. Workshop should be conducted in Tbilisi as a Closing event. Participant from the deferent organization (State, NGO etc.) participants must be around 30 persons.

➤ **Work Package VI – Capacity building of municipal representatives**

- The contractor shall actively collaborate with the respective municipalities throughout the entire duration of the contract.
- In addition to collaboration, the contractor must ensure the capacity building of the municipalities through relevant training sessions.
- The training should be of a practical nature and cover the following topics:
 - Area assessment
 - Identification of functional purposes
 - Degradation assessment
 - Definition of potential activities
 - Introduction to the Green Space Management Guidelines
 - Introduction to the specifics of core practical implementation activities
 - The training module must be agreed upon with GIZ.
- The duration of the training should be approximately 3 days, including the practical component.
- The number of participants will be up to 5 persons per municipality.

Venue for the trainings will be provided by the municipality

➤ **Work Package VII – Technical Support for Municipalities**

Based on the Green Space Management Plan, GIZ intends to award grants to municipalities to implement practical activities in priority areas. Consequently, support will be required for the municipalities to carry out these practical measures. The contractor should perform the following activities:

- Assist municipalities in selecting practical activities.
- Support municipalities in the administration of works.

- Assist municipalities in clarifying technical issues.

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	Various types and sources of maps have been studied during the desk work, and the areas of green spaces have been identified and verified (WP I)	Q.1 2027/Georgia/Contractor
2	Fieldwork has been conducted. The areas have been assessed, verified, and stratified and new maps have been developed (WP II)	Q.2 2027/Georgia/ Contractor
3	Based on the assessed areas, appropriate practical measures have been determined for each stratum (WP III)	Q.3 2027/Georgia/ Contractor
4	A Green spaces Management Plan has been developed (WP IV and WP V)	Q.4 2027/Georgia/ Contractor
5	The training for municipal representatives has been conducted (WP VI)	Q.1 2028/Georgia/ Contractor
6	Consultations have been held and recommendations have been submitted (WP VII)	Q.2 2028/ Georgia/ Contractor

Period of assignment: from 09.2026 until 09.2028.

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.

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).

4. Company and Personnel Concept

The tenderer must provide information about the company that meets the following requirements:

Company's profile (further requirements 1.7)

- The company with 7 years of operating experience.
- The company with 5 years of experience in the environmental field.

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), 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
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University degree (Diplom/Master) in Environmental protection, Sociology, forestry, law or relevant to the tasks assigned for team leader.
- Language (2.1.2): C1 - level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the environmental protection and forestry sector
- Specific professional experience (2.1.4): 7 years in the development of strategic documents related to environmental protection and conservation
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Development cooperation (DC) experience (2.1.7): 3 years of experience in DC projects

Expert 1– Key Forester

Tasks of key expert 1

- Technical organization of work, defining methodologies, technical advice on issues defined in the task
- Participation in technical work, such as field assessments and others
- Identify potential activities because of the field assessment

Qualifications of key expert 1

- Education/training (2.2.1): University degree in Forestry, environmental protection or another related field
- Language (2.2.2): C1 - Level language proficiency in English
- General professional experience (2.2.3): 10 years of professional experience in the forestry sector
- Specific professional experience (2.2.4): 7 years in the assessment of forest and development specific guidelines or management plans related to forest management
- Leadership/management experience (2.2.5): 5 years of management/leadership experience as project team leader or manager in a company.
- Development cooperation experience (2.2.7) 3 years of experience in DC projects

Expert 2 - GIS expert

Tasks of key expert 2

- Working on geoinformation systems, delineation of the maps, preparing new maps.
- Performing all kinds of tasks related to geospatial data.

Qualifications of key expert 2

- Education/training (2.3.1): GIS experts with university degree in Geo-information systems, forestry or spatial planning.
- Language (2.3.2): GIS expert with B2-level language proficiency in English.
- General professional experience (2.3.3): GIS experts with 10 years of professional experience in the Geo-information or ideally forestry related field.
- Specific professional experience (2.3.4): GIS experts with 5 years of professional experience in Geo-information System, working (delineation, creation) on maps.

Expert 3 – Forester

Tasks of key expert 3

- Support the Chief Forester (expert 1) in all technical matters
- Conduct field assessments and assign appropriate activities.

Qualifications of key expert 3

- Education/training (2.4.1): Forestry experts with university degree in forestry sector
- Language (2.4.2): Forestry expert with B2-level language proficiency in English
- General professional experience (2.4.3): Forestry experts with 10 years of professional experience in the forestry sector
- Specific professional experience (2.4.4): Forestry experts with 5 years of professional experience in forest assessment

Expert 4 - Communication expert

Tasks of key expert 4

- Close coordination and communication with municipalities.
- Joint identification of the needs and priorities.
- Reflecting the needs of municipal representatives in the document.

Qualifications of key expert 4

- Education/training (2.5.1): Communication expert with university degree in sociology, marketing or similar field.
- Language (2.5.2): Communication expert with B2 - level language proficiency in English.
- General professional experience (2.5.3): Communication expert 7 years of professional experience in communication
- Specific professional experience (2.5.4): Communication expert 5 years of professional experience in sociology or communication field.
- Leadership/management experience (2.5.5): 3 years of management/leadership experience as project team leader or manager in a company

Expert 5 – Field assistant (short term expert pool 1)

- Education/training (2.6.1): University degree in forestry
- General professional experience (2.6.3): expert 2 years of professional experience in the environmental (forestry, green spaces, individual tree) assessment
- Specific professional experience (2.6.4): expert 1 year of professional experience in forestry sector.

5. Costing requirements

Assignment of personnel and travel expenses

Per diem and 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.

Specification of inputs:

A specification of inputs to serve as an orientation for the tenderer:

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader (TL)	1	70 WD for Work Package I – VI. 20 WD for Work Package VII.	90	Work Package VII - is an exception that does not require the entire team to work. Only the Team Leader and the Chief Forester will be required to complete this task.
Expert 1 - Key expert forester	1	65 WD for Work Package I – VI. 20 WD for Work Package VII.	85	Work Package VII - is an exception that does not require the entire team to work. Only the Team Leader and the Chief Forester will be required to complete this task.
Expert 2 – GIS expert	1	60	60	
Expert 3 - Forester	1	70	70	
Expert 4 - Communication	1	35	35	
Expert 5 – Field assistance	1	50	50	
Travel expenses	Quantity	Number per expert	Total	Comments
Overnight allowance in country of assignment (including meal)	5 experts	TL – 17; Expert I – 53; Expert III – 50; Expert IV – 20; Expert V – 50;	190	Field visits is required under workpackages II – VI. Experts will need to travel to 5 municipalities and stay overnight.

Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train, car)	5 experts in 5 Municip.	50 trip (field work) 4 (2 round trip) for trainings in two regions – Guria and Kakheti	54	Travel should be organized together for sustainability reason. Travel is required for field assessments and communication with local authorities. Approximately 10 working days per municipalities will be allocated for field work by foresters. Also, for other experts as assigned. Since they must travel together as a group, a total of 50 units will be enough. Additionally, 2 round trips for the training in the two regions.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	10,000	10,000	A budget of GEL 10,000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ (See the General Terms and Conditions 3.1.3.2).
Workshops	1	2,500	2,500	The budget contains the following costs: venue, food, etc. Workshop should be conducted in Tbilisi as a Closing event. participant from the deferent organization (State, NGO etc.) participants must be around 30 persons.
Trainings	2 (3 days training per group)	500	1,000	The trainings will be held in 2 groups according to the municipalities: <ul style="list-style-type: none">- Group I - Lanchkhuti and Chokhatauri- Group II - Akhmeta, Kvareli and Dedoplistskaro

				<p>Trainings should be conducted by the Team Leader and Expert 1. Since they are the main authors of the document.</p> <p>The budget contains refreshments for up to 25 participants for the both groups</p>
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6. 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 (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.

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.

7. Other provisions

7.1 Budgeting and payment

Payments will be effected after provision of timesheets and the delivery of services mentioned above (in four instalments):

- An advance payment to cover the travel expenses can be agreed.
- Second payment will be effected after acceptance of the WP 1,2,3.
- Third payment will be effected after acceptance of WP 4 and 5.
- The final payment will be effected after acceptance of WP 6 and 7.

Travel expenses will be included in the contract and shall be included in the financial offer as part of the lump sum agreed.

Workshop expenses are included in the contract and will be paid based on submitted evidence.