

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

PUBLIC

PROVISION OF CONSULTANCY SERVICES FOR THE DESIGN AND IMPLEMENTATION OF REGIONAL CLIMATE INNOVATION LABS IN GEORGIA **Project number/ cost centre: G-011989-008**

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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, GHG management, and energy efficiency measures. Georgia continues to

face increasing climate risks, including flooding, droughts, and energy insecurity, which require practical, locally adapted solutions. While national strategies and policy frameworks are increasingly aligned with international climate commitments, including the Paris Agreement and Georgia's NDC 3.0, there remains a gap in translating these priorities into concrete, scalable solutions at the regional level. In particular, the innovation potential within universities, startups, and civil society across regions remains underutilised.

At the same time, young professionals, researchers, and entrepreneurs in Georgia demonstrate strong interest and capacity to contribute to climate action, but lack structured platforms to develop, test, and scale innovative ideas. Building on the experience of the previous EU4Climate project, which piloted similar activity in Georgia to support youth-led climate solutions, there is an opportunity to expand this approach into a decentralised, regionally anchored format.

In this context, the Regional Climate Innovation Lab Series aims to establish a traveling platform for innovation, bringing together students, startups, NGOs, and local experts across major cities in Georgia. Through a combination of training, co-creation, and mentorship, the Labs will support the development of practical solutions addressing climate adaptation and mitigation challenges.

The objective of this assignment is to support the EU4ClimateResilience project in the design and implementation of a series of regional Climate Innovation Labs, including participant selection, delivery of training and mentoring activities, organisation of pitch events, and coordination of follow-up support for selected teams.

Specifically, the contractor will be responsible for:

- Designing the overall methodology and curriculum for the 5-day Climate Innovation Labs, including training modules on climate innovation, systems thinking, climate policy, green business development, and social inclusion.
- Organising and delivering 3-5 regional Climate Innovation Labs in selected cities across Georgia, including all logistical and facilitation aspects.
- Designing and implementing a transparent and competitive participant selection process to identify 20-30 participants per Lab from universities, startups, NGOs, and local networks.
- Mobilising and coordinating qualified trainers, mentors, and jury members to support participants throughout the Labs.
- Facilitating group work, mentoring sessions, and pitch events, including evaluation and selection of 4-5 top ideas per Lab.
- Administering seed funding to selected teams and coordinating a structured mentorship phase to support prototype development.

- Organising a National Climate Innovation Expo in Tbilisi to showcase developed solutions, connect participants with potential investors and partners, and increase visibility of results.
- Ensuring proper monitoring, documentation, and reporting of all activities and results.

The services under this assignment are expected to contribute to strengthening innovation capacity and fostering bottom-up climate action, and indirectly support the achievement of Outputs 1 (Climate change mitigation policy frameworks and strategies updated and implementation advanced) and 4 (National adaptation and disaster risk planning and implementation advanced) 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. Assessment of Regional Potential and Selection of Locations

- Conduct an assessment to identify regions in Georgia with the highest potential for hosting Climate Innovation Labs, taking into account factors such as presence of universities, active youth organisations and startup communities, civil society engagement, and relevance of local climate challenges.
- Assess the level of interest and readiness among potential participants (students, NGOs, startups, researchers) through stakeholder mapping, outreach, and, where feasible, short surveys or consultations.
- Based on the findings, propose a shortlist of 3-5 cities where the Climate Innovation Labs will be implemented.
- Provide a brief assessment report summarising the selection rationale, including regional strengths, risks, and expected participation levels.
- Present the proposed locations to the project team for validation and final approval.

2. Design of Climate Innovation Lab Methodology and Programme

- Develop a comprehensive concept and methodology for the implementation of the Climate Innovation Lab Series, including a programme for each 5-day Lab.
- Design training modules covering climate innovation, systems thinking, climate policy, green business development, climate finance, just transition, women empowerment and social inclusion.
- Ensure flexibility in participation formats, allowing individuals as well as pre-formed teams/groups to apply and participate in the Labs.
- Adapt the methodology to regional contexts and ensure relevance to Georgia's climate priorities and NDC 3.0 objectives.

- Present the proposed methodology and programme to the project team for review and approval.

3. Participant Recruitment and Registration

- Design and implement an open call for participation, ensuring wide outreach and accessibility to interested individuals and groups.
- Promote the call through relevant networks, including universities, startups, NGOs, innovation hubs, and civil society organisations across regions, social media platforms and etc.
- Establish a simple and user-friendly registration process for participants.
- Allow both individual participants and pre-formed teams/groups to register; support the formation of multidisciplinary teams during the Labs where needed.
- Aim to engage approximately 20-30 participants per Lab with at least 30% of female participants (flexibility is possible depending on the demand).
- Ensure diversity in participation, including female balance, regional representation, and inclusion of different professional backgrounds.

4. Facilitation of Climate Innovation Labs, Pitch Events, and Selection of Winning Ideas

- Organise and deliver the full thematic programme of each Climate Innovation Lab in line with the approved methodology, including detailed agendas, session design, and facilitation approach.
- Develop and implement the workshop structure for each Lab (5 days), covering training sessions, group work, mentoring, and preparation for pitching.
- Mobilize and coordinate qualified trainers, speakers, and mentors with expertise in climate innovation, business development, climate policy, and related fields.
- Ensure continuous mentor engagement throughout the Lab to support teams in refining their ideas and preparing project concepts.
- Facilitate the formation of teams (where needed) and guide participants in developing solutions, including basic concept design, impact logic, and feasibility.
- Organise and facilitate a pitch event on the final day of each Lab.
- Require participating teams to present not only their innovation concept but also a basic prototype development plan and indicative budget.
- Establish clear evaluation criteria and scoring methodology in coordination with the project team (e.g. relevance, feasibility, innovation potential, scalability, and impact).
- Mobilise and coordinate jury members (experts, investors, development partners).
- Manage the evaluation process and support the selection of winning ideas based on both quality and available funding.
- Ensure that the number of selected projects per Lab is determined by the available seed funding budget per event, rather than a fixed number.

5. Administration of Seed Funding and Mentorship Support

- Design and administer a transparent mechanism for awarding seed funding to selected teams.

- Manage financial arrangements for disbursement of seed funding in line with GIZ procedures.
- Coordinate and deliver a structured mentorship programme (1–2 months) to support teams in developing prototypes or pilot concepts.
- Monitor progress of supported teams and provide technical guidance where needed.

6. Organisation of National Climate Innovation Expo

- Design and organise a National Climate Innovation Expo in Tbilisi following completion of the mentorship phase.
- Support selected teams in preparing exhibition materials (prototypes, presentations, videos, etc.).
- Facilitate participation of relevant stakeholders, including investors, accelerators, donors, and innovation actors.
- Promote the National Climate Innovation Expo and ensure adequate visibility of the event through appropriate communication channels.
- Coordinate recognition awards during the expo event.

7. Monitoring, Reporting, and Documentation

- Provide regular progress updates to the project team according to the agreed schedule.
- Collect and analyse participant feedback and performance data.
- Document results, including developed solutions, success stories, and lessons learned.
- Submit a final report summarising implementation, results, challenges, and recommendations for scaling.

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

No.	Milestones / Process Steps / Partial Services	Deadline	Place	Person Responsible
1	Kick-off meeting with the project team	Week 1 from contract start	Remote	Project Team
2	Submission of the assessment report	Weeks 3-4	Remote	Contractor
3	Submission of Lab methodology and programme design	Weeks 5-7	Remote	Contractor
4	Submission of the final programme, agendas, lists of speakers and mentors	Weeks 8-10	Remote	Contractor
5	Promotion of the event and facilitation of registration process of participants	Weeks 10-14	Remote	Contractor
6	Delivery of 3-5 regional Climate Innovation Labs	Months 4-8	On-site	Contractor / Project Team
7	Selection of winning teams and disbursement of seed funding	Immediately after each Lab	On-site	Contractor / Project Team

8	Mentorship and prototype development phase	Months 5-9	Remote / Hybrid	Contractor
9	Facilitation of National Climate Innovation Expo	Months 9-10	Tbilisi	Contractor / Project Team
10	Submission of final report	Month 11	Remote	Contractor

Period of assignment: from July 1, 2026, until November 30, 2027.

Note: The deadlines for milestones and the overall period of assignment may be adjusted based on academic calendars, regional logistics, and sequencing of the Labs.

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 women engagement is taken into account in the participant selection process, with a minimum of 30% of 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 implementation of the Climate Innovation Lab Series, including quality assurance and timely delivery of all components
- Coordination and communication with GIZ, experts, mentors, and other stakeholders involved in the assignment
- Oversight of planning and delivery of regional Labs, mentorship phase, and National Expo
- Personnel management, including coordination of trainers, mentors, and short-term experts
- Financial oversight related to seed funding and activity implementation
- 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 environmental sciences, climate change, business administration, innovation 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 climate change, innovation, entrepreneurship, or related sectors
- Specific professional experience (2.1.4): 5 years of experience in designing and implementing training programmes, innovation labs, hackathons, or startup support initiatives
- Leadership/management experience (2.1.5): 5 years of experience as team leader or project manager
- Regional experience (2.1.6): 3 years of experience in projects in Eastern Europe/Caucasus region, of which 2 years in Georgia
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

Key expert 1 - Climate Innovation and Training Lead

Tasks of Key Expert 1

- Design the methodology and curriculum for the Climate Innovation Labs
- Deliver training sessions during labs as needed
- Ensure alignment of Lab content with Georgia's climate priorities and NDC objectives
- Support development of training materials and tools
- Provide technical guidance during Labs

Qualifications of Key Expert 1

- Education/training (2.2.1): University degree (Bachelor or Master) in climate change, environmental science, sustainability, or related field
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 years in climate, environment, or sustainability sector
- Specific professional experience (2.2.4): 3 years in training delivery, climate innovation, or capacity-building programmes
- Regional experience (2.3.6): 3 years of experience in projects in Eastern Europe/Caucasus region, of which 2 years in projects in Georgia.
- Development Cooperation (DC) experience (2.3.7): 2 years of experience in DC projects

Key expert 2 - Entrepreneurship and Mentorship Lead

Tasks of Key Expert 2

- Lead sessions on business development, prototyping, and pitching
- Coordinate mentoring support to teams during Labs and post-Lab phase
- Support participants in developing business models and prototype concepts
- Guide teams in preparing pitch presentations and budgets

Qualifications of Key Expert 2

- Education/training (2.3.1): University degree (Bachelor or Master) in business administration, innovation, economics, or related field
- Language (2.3.2): C1 -level language proficiency in English
- General professional experience (2.3.3): 5 years in entrepreneurship, startup support, or innovation ecosystem development
- Specific professional experience (2.3.4): 3 years in mentoring startups, acceleration programmes, or innovation labs
- Regional experience (2.3.6): 3 years of experience in projects in Eastern Europe/Caucasus region, of which 2 years in projects in Georgia.
- Development Cooperation (DC) experience (2.3.7): 2 years of experience in DC projects

Key expert 3 - Administration and Programme Support Officer

Tasks of Key Expert 3

- Provide administrative and coordination support for the implementation of the Climate Innovation Lab Series
- Support organisation of the Climate Innovation Labs and National Expo, including scheduling, materials preparation, and coordination with participants and venues (in cooperation with GIZ, which covers core logistics)
- Coordinate participant registration, communication, and attendance tracking
- Support onboarding of participants and communication with trainers, mentors, and speakers
- Maintain documentation for reporting, monitoring, and audit purposes
- Support the project team and other experts in day-to-day coordination and administrative tasks

Qualifications of Key Expert 3

- Education/training (2.4.1): University degree (Bachelor or Master) in management, administration, social sciences, or related field
- Language (2.4.2): C1 -level language proficiency in English
- General professional experience (2.4.3): 5 years of experience in administration, coordination, or project support
- Specific professional experience (2.4.4): 3 years of experience supporting events, training programmes, or similar activities
- Regional experience (2.4.6): 3 years of experience in projects in Eastern Europe/Caucasus region, of which 2 years in projects in Georgia.
- Development Cooperation (DC) experience (2.4.7): 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:

- Teamwork and collaboration skills
- Initiative and problem-solving ability
- Strong communication and facilitation skills
- Socio-cultural sensitivity and inclusiveness
- Efficient, partner- and client-oriented 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	40	40	Overall project management, coordination with GIZ, supervision of Labs, reporting
Climate Innovation and Training Lead (Key Expert 1)	1	50	50	Design of methodology, development of training content, delivery of certain sessions
Entrepreneurship and Mentorship Lead (Key Expert 2)	1	50	50	Business development, mentoring approach, pitch preparation support

Administration and Programme Support Officer (Key Expert 3)	1	40	40	Participant coordination, registration, documentation, administrative support
Travel expenses	Quantity	Number per expert	Total	Comments
Fixed travel budget	4	6000	24000	<p>A budget is earmarked for travel to the following countries: Georgia</p> <p>A fixed budget of GEL 24,000 is earmarked for settling travel expenses against evidence for 4 experts for tentative 3-5 trips (6000 GEL per expert for 3-5 trips).</p> <p>You can find further information on the travel expense budget in the 'Price schedule' document. Please use the 'Explanations' column in the price schedule to break down the individual items. Settlement is possible only until the budget is depleted.</p> <p>The budget covers travel costs for experts delivering regional Climate Innovation Labs across Georgia, including transportation, accommodation, per diem, and local mobility during implementation of workshops, mentorship activities, and the National Climate Innovation Expo in Tbilisi.</p> <p>Travel may be required across multiple regional locations depending on the final selection of implementation cities. Costs are expected to vary depending on distance, number of experts, and duration of each regional Lab.</p>

Other costs	Number	Price	Total	Comments
Flexible remuneration	1	25000	25000	A budget of GEL 25,000 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.
Subcontracts	1	30000	30000	The budget contains the following costs: fees for external speakers and mentors delivering training sessions during 3-5 regional Climate Innovation Labs; mentoring services for participating teams during Labs and post-Lab phase; and limited facilitation support for specialised thematic inputs (e.g. climate innovation, entrepreneurship, climate policy, green finance, women engagement and etc.).
Procurement of materials and equipment	1	10000	10000	The budget contains the following costs: training and workshop materials (printed and digital resources, toolkits, templates); facilitation materials (stationery, flipcharts, prototyping supplies); event materials for regional Labs and National Expo (banners, signage, branding); and limited low-value prototyping materials for participants during Lab sessions.
Other costs <i>The contractor is responsible for administering a seed-funding scheme for selected teams emerging from the</i>	1	110000	110000	A fixed budget of GEL 110,000 is earmarked for the implementation of a competitive seed-funding scheme supporting prototype development and early-stage

<p><i>Climate Innovation Labs, as well as awarding a final prize to the winning team of the National Climate Innovation Expo. All financial transactions will be settled against appropriate supporting documentation.</i></p>			<p>piloting of climate innovation solutions emerging from the Climate Innovation Lab Series and for the follow-up funding to enable the winning team to further develop and advance their innovation beyond the prototype stage.</p> <p>Each Climate Innovation Lab (maximum of 5 labs) will have an indicative envelope of GEL 20,000:</p> <p>GEL 20,000 per Lab × 5 Labs = GEL 100,000 total</p> <p>The GEL 20,000 per Lab envelope will be used to finance selected prototype development projects, with typical individual seed funding sizes expected to range between GEL 3,000 - 5,000 per team (average), depending on scope, feasibility, and implementation requirements of proposed solutions.</p> <p>This structure ensures that each Lab can support 4-5 high-potential teams, allowing sufficient funding for meaningful prototype development, testing, and early validation activities.</p> <p>The contractor will ensure that selection is conducted through a transparent and competitive process, based on criteria including innovation potential, climate relevance, feasibility, scalability, and expected impact.</p> <p>The number of seed fundings per Lab will not be fixed in advance but will depend on the evaluation results and</p>
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				<p>available funding within each Lab envelope.</p> <p>A fixed budget of GEL 10,000 is earmarked to provide financial support to the winning team selected during the National Climate Innovation Expo in Tbilisi for the further development and refinement of their proposed solution.</p> <p>Financial support will be awarded following a structured jury evaluation process based on predefined criteria during the Expo.</p> <p>All payments will be executed in accordance with GIZ financial rules and will require proper supporting documentation.</p>
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6. Inputs of GIZ or other actors

GIZ is expected to provide the following concrete inputs to support the implementation of the assignment:

- Relevant background materials, sectoral priorities, and any necessary strategic guidance, including alignment with EU4ClimateResilience objectives and national climate priorities.
- Feedback and approvals on key milestone deliverables, including methodology, training programme, participant selection process, and final outputs.
- Guidance on administrative, financial, and invoicing procedures, including compliance with GIZ and donor regulations.
- Support in stakeholder coordination where relevant, including facilitation of contacts with national and regional partners.

In addition, GIZ will provide logistical support for the implementation of the regional Climate Innovation Labs and final Expo event, including:

- Provision and/or coordination of workshop venues in selected regional locations in Georgia;
- Basic on-site logistical arrangements for training delivery (e.g. room setup, standard audiovisual equipment where available);
- Support in coordination with local institutional partners where workshops are hosted in partner facilities.

The contractor remains responsible for the overall organisation, content delivery, facilitation, participant management, and implementation of all substantive and operational aspects of the assignment, including coordination of trainers, mentors, and speakers.

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 15 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.