

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

CONFIDENTIAL

Project Title: Enabling the Implementation of Georgia's Forest Sector Reform (ECO.Georgia)	Project number/ cost centre: G-011655-001/ 11655010000
Title of the assignment: Development an occupational health and safety guideline for Georgia's forestry sector (OHS)	Tender number 7000017578

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0. List of abbreviations

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

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 and grant finance.

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

A safe and healthy working environment is fundamental to decent work. A sustainable future for forestry work can only be ensured by creating safe and healthy environments where occupational safety and health (OSH) regulations and management systems are in place, respected, and effectively applied. Building such environments requires education, training, and lifelong learning opportunities, as well as decent working conditions, supported by effective social dialogue guaranteed for all.

Forestry and timber production are considered high-risk, heavy, hazardous, and harmful types of activities, requiring strict safety measures and appropriate regulations. Throughout the history of Georgia's forestry sector, there has never been a clearly defined set of OHS standards or approaches, which significantly increases the likelihood and severity of harm to workers or third parties due to environmental and operational risk factors. NFA with support from ECO.Georgia project launched creation of an OHS system for the sector with development and approval of the OHS policy and Construction Contractor Requirement Procedure, approved by the order of the Head of the NFA in December 2023. Based on Georgian legislation and international best standards, both documents create a solid basis for OHS in forestry sector and shall be used in the process of development of further, target-specific guidelines for forestry workers.

It is also important to note that there are currently no accurate or systematic system in the country on field accidents, occupational injuries, work-related illnesses, or OHS-related incidents.

Georgia has committed to aligning its labor safety regulations with European Union standards under the Deep and Comprehensive Free Trade Area (DCFTA) agreement. This includes obligations to improve occupational safety conditions in various sectors, including forestry.

Except the above mentioned two documents, currently, there is no clearly defined occupational health and safety guideline tailored for the forestry sector in Georgia, especially if considering significant risks for workers, increased likelihood of workplace accidents, and challenges for ensuring compliance with respective Georgian legislation and international safety standards. This project aims to develop an internationally recognized occupational health and safety guideline adapted to Georgia's legal and practical realities and draft decree on occupational health and safety rules in forests which will be based on the guiding principles and be in accordance with Georgia's legal and practical reality.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

The objective of this technical assignment is to develop an occupational health and safety guideline for Georgia's forestry sector, based on international best practices and aligned with Georgia's legal requirements.

The guideline developed and submitted, including the final broad discussion with stakeholders, will be used as a basis for designing a legal act as required by the Forest Code.

In particular, the consultant shall fulfill the following tasks:

Work package 1: Research on international standards and practices and analysis of the existing legal framework

The consultant will conduct a comprehensive review of international occupational health and safety standards and best practices relevant to the forestry sector. This will include, but is not limited to:

- International Standards and Guidelines:
 - ISO 45001 (Occupational Health and Safety Management Systems)
 - ILO guidelines on occupational safety in forestry
 - FSC and PEFC certification requirements related to worker safety
 - Other relevant EU and global forestry safety standards
- Georgian Legal Framework:
 - Forest Code of Georgia (including Article 86 on Special Requirements)
 - Georgian labor safety laws and regulations
 - Relevant decrees, policies, and enforcement mechanisms

The consultant will analyze how international best standards and practices can be integrated into the Georgian legal framework and identify gaps that need to be addressed. This research will serve as the basis for defining key principles and requirements for the new occupational health and safety guidelines.

Work Package 2: Assessment of local forestry sector needs

- The consultant will select regions and conduct field trips to assess working conditions, and evaluate: key risks, existing health and safety practices, challenges, thus will study whether local foresters (forest inventory specialists, MEPA's inspection groups, including forest harvesters) operate in a decent work environment, and conduct interviews to ensure practical applicability;
- Assessment of the knowledge on OHS and needs among forestry workers.
- The consultant will hold consultations with the sector stakeholders (Government agencies, private sector, trade unions, NGOs, etc.)

Work Package 3: Development of the guideline and draft decree on occupational health and safety rules in forest

- Development of content of the guideline and agreement with the MEPA, NFA and other respective stakeholders.
- Developing of the first draft of the guideline, and receiving and incorporating comments from the MEPA, NFA and other respective stakeholders.
- Preparation of final version of the guideline and also, preparation of the final technical report (with annexes), summarizing the guidelines, process, findings, and recommendations for future OHS strategies in the forestry sector.
- The report shall include recommendations on development of forestry-specific OHS legislation and/or regulatory frameworks;
- Where applicable, legislative amendment proposals shall also be provided.
- Based on the guideline development of the draft decree on occupational health and safety rules for forestry sector

Work Package 4: Training of foresters in GIZ target regions

- Elaboration of training modules according to the guideline developed under this assignment;
- Conducting two days training in each region (Guria, Kakheti) for foresters from eight forest districts: Akhmeta, Kvareli, Dedoplistskaro, Telavi, Tianeti, Chokhatauri, Ozurgeti and Lanchkhuti;
- Training should be divided into two groups. **Group 1:** Chokhatauri, Ozurgeti and Lanchkhuti and **Group 2:** Akhmeta, Kvareli, Dedoplistskaro, Telavi and Tianeti
- Each forest district will have up to 3 participants (in total: 15 participants in Kakheti and 9 participants in Guria);

Training should be conducted in municipalities facilities, refreshment for the training should be organized and covered by the contractor company.

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	International standards and practices are researched, and an analysis of the existing legal framework is conducted (WP I)	Two months after the contract concluded
2	Local forestry sector needs are assessed (WP II)	Four months after the contract concluded
3	The Guideline is finalized (WP III)	Six months after the contract concluded
4	Development of the training materials (WP IV)	Eight months after the contract concluded
5	draft decree on occupational health and safety rules for forestry sector (WP III)	Nine months after the contract concluded
6	Training for foresters is conducted (WP IV)	Ten months after the contract concluded

Period of assignment: from September/2026 until September/2027.

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).

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).

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 5 years of operating experience.
- The company with 3 years of experience in the environmental field.

In addition, 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 - Forester/Natural resource manager

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
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree in forestry or natural resource management or a similar field
- Language (2.1.2): C1-level language proficiency in English
- General professional experience (2.1.3): 10 years of professional experience in the field of forest management, including forest operations
- Specific professional experience (2.1.4): 5 years in institutional development, governance, finance and process management. 2 years' experience in carrying out training
- Leadership/management experience (2.1.5): 3 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

Key expert 1 - Occupational health and safety specialist

Tasks of key expert 1

- Technical support for Occupational health and safety issues
- Participation in the development of task-specific guidelines
- Revision of all the provisions provided by the contact that are related to OSH issues

Qualifications of key expert 1

- Education/training (2.2.1): University degree in Occupational Health and Safety, Occupational Hygiene, Engineering (industrial, construction, technical, environmental), or Natural Resources Management;
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 years of professional experience in the field of Occupational Health and Safety (OHS)
- Specific professional experience (2.2.4): 3 years of experience in high-risk working environments, Experience in the development of OHS/HSE methodologies, guidelines, instructions, and risk assessment documents, experience in conducting trainings in OHS
- Leadership/management experience (2.2.5): 2 years of management/leadership experience as project team leader or manager in a company
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

Key expert 2 - Lawyer

Tasks of key expert 2

- Assist the team in discussing legal issues
- Assist the team in writing the document in legal language

Qualifications of key expert 2

- Education/training (2.3.1): University degree in law
- Language (2.3.2): B2 -level language proficiency in English
- General professional experience (2.3.3): 5 years of professional experience in the legal field
- Specific professional experience (2.3.4): 3 years of professional experience in the creation of legal acts, writing regulations
- Leadership/management experience (2.3.5): 1 year of management/leadership experience as project team leader or manager in a company
- Development Cooperation (DC) experience (2.3.7): 1 years of experience in DC projects

Key expert 3 – Field assistant

Tasks of key expert 3

- Assist the team in field
- Organize technical meetings with stakeholders

Qualifications of key expert 1

- Education/training (2.4.1): University degree in forestry natural resource management, environmental sciences, social sciences, or a related field
- General professional experience (2.4.3): 3 years of professional experience in the forestry/environmental field
- Specific professional experience (2.4.4): 1 year of professional experience in the forestry operations

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:

Fee days	Number of experts	Number of days per expert	Total	Comments
Team Leader (TL) – Forester/Natural resource manager	1	55	55	
Expert 1 - Occupational health and safety specialist	1	20	20	
Expert 2 – Lawyer	1	10	10	
Expert 3 – Field assistant	1	10	10	
Travel expenses	Quantity	Number per expert	Total	Comments
Overnight allowance in country of assignment (including meal)	3 experts		34	10 overnights for TL in two regions under output 2. 10 overnights for expert 1 in two regions under output 2. 10 overnights for expert 3 in two regions under output 2. 2 overnights for TL and expert

				1 (tot.4) in two regions under output 4.
Transport	Quantity	Number per expert	Total	Comments
Travel expenses (train, car)	Group	3	4 times round trip	Travel in target municipalities for output 2 Following route: Tbilisi - Guria (Round trip) Tbilisi – Kakheti (Round trip). Travel in target municipalities for output 4 Following route: Tbilisi - Guria (Round trip) Tbilisi – Kakheti (Round trip)
Other costs	Number	Price	Total	Comments
Flexible remuneration	1	5,000	5,000	A budget of GEL 5,000 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).
Trainings	2 (2 days training per group)	500	1,000	The trainings will be held in 2 groups according to the municipalities: - Group I – Lanchkhuti, Ozurgeti and Chokhatauri - Group II - Akhmeta, Kvareli, Telavi, Dedoplistskaro and Tianeti Trainings should be conducted by the Team Leader. The budget contains refreshments for up to 24 participants for the both groups

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

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 only be submitted in English (language).

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

Budgeting and payment

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

- Interim payment will be effected after acceptance of the Milestones 1,2,3.
- The final payment will be effected after acceptance of the Milestones 4,5,6

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