**Terms of Reference**

**Field Monitoring Officer**

Project/Programme Title: **GRETA | Green Economy: Sustainable Mountain Tourism and Organic Agriculture**

Country: **Georgia**

ADA Contract Number: **ADA ID No. 6542-00/2018**

EU Identification Number: **EU ID No. ENI/2018/401-348**

Implementer: **Austrian Development Agency (ADA)**

Budget Line: **5.2 (Review and Evaluation)**

Name of Partner/Donors Organizations: **European Union Delegation, Swedish Embassy, Austrian Development Cooperation**

Consultant Title: **Field Monitoring Officer (Zemo Imereti & Lechkhumi)**

Consultant Contract Duration: **April 10, 2023 – October 31, 2023**

# Introduction and background

Agriculture and tourism constitute two essential sectors of income in the rural high mountain areas of Georgia.

In 2021, despite the pandemic, the **Georgian agri-food sector** showed significant positive results. According to preliminary data, the total production indicator of agribusiness products (production of primary agricultural products and products obtained through processing) amounted to about 4.2 billion euros (32.5% higher than the 2018 figure); the added value indicator was 1.2 billion euros (22.1% higher than the 2018 figure); the average monthly income of rural households calculated per one household was 320 euros (11.6% higher than in 2018).

In the same period, the persistence of the pandemic has continued affecting the **tourism sector** dramatically: the foreign exchange income from international travel (480 million EURO) was 83.4% lower than in 2019; the total value added in the tourism sector fell by 29.8%; the gross value from tourism industries as a proportion of GDP decreased from 8.4% to 5.9%. The mountainous protected areas showed a decline of number of visitors of 80% compared to the previous year and the income from tourism services registered a fall of 90.4% since 2019.

The **overall objective** of GRETA | Green Economy: Sustainable Mountain Tourism and Organic Agriculture is to facilitate an improvement of the business environment and the creation of new income opportunities in sustainable mountain tourism and organic agriculture to reduce poverty and exclusion in the selected mountain areas of Georgia.

The **expected outcomes** are:

1. The legal and policy framework for sustainable mountain tourism and organic agriculture is enabling sustainable and inclusive development;
2. Employment and income in both sectors are increased due to new and better products and services and through better market linkages, locally, nationally and internationally;
3. Access to capacity development measures for people and institutions active in the fields of sustainable mountain tourism and organic agriculture is improved and a system of knowledge management is in place enabling joint learning among public, private and civil society actors.

The **project targeted** area consists of eight municipalities in the regions of Upper Imereti (municipalities of Sachkhere, Tkibuli, Chiatura), in Racha-Lechkhumi-Lower Svaneti (municipalities of Ambrolauri, Oni, Tsageri, Lentekhi) and in Upper Svaneti (municipality of Mestia).

**Direct beneficiaries** of GRETA are going to be at least 400 small-scale business enterprises and producers in mountain tourism, 300 accommodation service providers, 300 other tourism service suppliers like tour operators (climbing-, hiking-, bicycle-, walking-, horseback-, historical- and culinary tours), tourism information centres associations and DMOs (Destination Management Organizations), 230 farmers involved in organic agriculture certification, 2 certification bodies, 76 local villagers and inspectors specialized in selected local value chains.

**Indirect beneficiaries** on the central level are six Ministries and public institutions (Ministry of Economy and Sustainable Development, Ministry of Environmental Protection and Agriculture, Ministry of Regional Development and Infrastructure, Enterprise Georgia, Georgian National Tourism Administration), some 70 extension service staff and other MEPA-representatives at municipality and central level, 6 associations, retailers and online food stores, agricultural colleges and training institutions, several thousand tourists, and thousands of consumers of organic products.

GRETA project is implemented between **2019 and 2023**.

The **project budget** totals € 6.8 Million Euros and consists of contributions of the EU (€ 3 mill.), Sweden (€ 2.8 mill.) and the Austrian Development Cooperation (€1.0 mill.).

The **governance** of the GRETA project is guaranteed by a Programme Steering Committee (SC) and an Advisory Committee (AC), where the three donors plus representatives of various government agencies are represented.

Further information about the GRETA project: [www.gretaproject.ge](http://www.gretaproject.ge)

# Objective(s) of the Assignment

GRETA project has announced and issued a number of grants to support organic agriculture (local development initiative, LDI) and sustainable mountain tourism (tourism development initiative, TDI) development in seven municipalities of Georgia: Lentekhi, Tsageri, Oni, Ambrolauri (Racha-Leckhumi and Kvemo Svaneti), Chaitra, Tkibuli (Imereti) and Mestia (Samegrelo-Zemo Svaneti).

Current assignment aims at consolidating the GRETA project’s oversight of the above grant schemes, conducting on-site monitoring visits, assisting grantees in reporting, identifying their further support needs, and conveying surveys to document relevant outputs/outcomes of the implemented actions and to draw important lessons learned for future programming.

# Scope of work

The Field Monitoring Officer (FMO) will support the GRETA project team to carry out fieldwork and other activities required for the successful implementation of the LDI and TDI Grant schemes. She/he will implement ongoing monitoring of activities carried out in the frame of the LDI and TDI grant schemes by visiting delivery sites of the assigned LDI and/or TDI grantees to ascertain the appropriateness of contemporary conditions with the planned and/or reported progress in implementing respective LDI and/or TDI Grant projects, support the grantees in preparing interim/ongoing and final narrative reports and other documents required for submission to the GRETA project, collect and communicate information about the grantees’ unmet needs and hurdles in the LDI / TDI grant implementation and administer survey questionnaires to the grantees as required.

# Tasks to be completed

* Participate in trainings, orientation sessions, briefings on-line and/or in person as required;
* Carry out on-site visits to LDI and TDI grantees:
  + to collect grant performance data by interviewing the assigned grantees, checking relevant documents and observing equipment/resources made available to the grantees under Targeted Support Agreements (TSA, in case of LDIs) and Grant Agreements (GA, in case of TDIs) as well as corresponding production or service delivery sites and/or goods produced;
  + to assist the assigned grantees in filling and submitting interim and final reports due under corresponding TSAs or GAs;
  + to administer follow-up survey questionnaire(s) to the assigned grantees upon the completion of grant supported projects.
* Recognize and give account of grantees’ unmet needs, bottlenecks in the LDI / TDI grant project implementation, and problems in obtaining data;
* Compile and submit grant performance monitoring reports based on the findings of the on-site visits;
* Submit completed questionnaire(s) administered to the assigned grantees along with corresponding electronic records compiled in a format set out by the GRETA Project;
* Prepare and submit monthly activity reports listing tasks fulfilled and deliverables provided during the month and indicating the number of work days used for corresponding activities;
* Provide useful feedback from fieldwork activities;
* Other relevant activities set out by GRETA Project.

# Deliverables and Timeline

|  |  |
| --- | --- |
| DELIVERABLE | DEADLINE |
| Tentative workplan and budget break down | Within 5 working days since signing the contract; |
| Mid-term monitoring visit/survey (one per each grantee)   * Monitoring report * Filled survey questionnaires * Excel sheets with data (qualitative data coded) * Performance report | April 2023 (tentative) |
| Closing monitoring visits (one per each grantee)   * Monitoring reports * Performance report | On rolling bases |
| Online/on-site assistance in filling the progress or final report   * Performance report | On rolling bases |
| End line survey   * Performance report * Filled survey questionnaires * Excel sheets with data (qualitative data coded) | October, 2023 (tentative) |
| Possibly other data collection related tasks (To be defined later) | TBD |

# Supervision and reporting

The contractor will report to and supervised by the Monitoring and Evaluation Manager of the GRETA project, who will regularly communicate with the contractors and provide feedback and guidance on their performances and all other necessary support so as to achieve the objectives of the assignment, as well as remain aware of any upcoming issues related to contractors’ performance and quality of work. All activities and deliverables undertaken by the contractors shall be discussed and planned in consultation with GRETA.

# Requirements/Qualifications

* **Honesty:** Shows a high level of integrity;
* **Communication:** Confidently expresses self, able to clearly ask questions and help the grantees understand what is needed from her/him;
* **Relationship Builder:** Able to build trust with the grantees and maintain confidentiality;
* **Cultural and Contextual Awareness**: Aware of and sensitive to the cultural, social, and economic conditions/expectations of communities in the targeted area.
* **Accuracy:** Able to interpret and record responses of grantees to the survey questions appropriately, without distorting the meaning;
* **Endurance:** Able to work for full day working hours in the field across a number of days.
* **Education:** A degree or equivalent in agriculture, tourism, development studies, social sciences or related fields;
* **Experience:** Experience in data collection through field interviews, data entry and analysis; Experience in using digital data collection tools, such as: Kobo Toolbox, Google Forms, SurveyMonkey, etc.; Experience or knowledge in organic agriculture and sustainable mountain tourism is an advantage.
* **Language:** Fluency in Georgian and advanced knowledge of English;
* **Openness:** Willingness to learn and explore new experiences;
* **Location:** Resident of or available to spent up to 10-15 days monthly in the post location; Geographical awareness of the target area.
* **Inclusiveness:** Female and local candidates are highly encouraged to apply.

# Post Localities

|  |  |  |  |
| --- | --- | --- | --- |
| MUNICIPALITY | LOCALITY | # OF GRANTEES | |
| Tsageri | Qulbaqi, Okureshi, Chalistavi, Lasuriashi, Nasperi, Zogishi, Tsageri, Lajana | | 15 |
| Tkibuli | Samtredia, Tskhnori, Gelati | | 4 |
| Chiatura | Kvatsikhe, Gezruli, Mandaeti, Tsirkvali, Sakurtse, Mechkheturi, Perevisa, Sveri | | 12 |

Map

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The applicant should aware that some of the villages are remote and public transport is not available. Thus, the FMO is recommended to travel by personal or rented car.

# Working Conditions & Reimbursement

The contract will be based on a “need for work” basis and the remuneration will be paid based on number work days used to fulfill approved tasks and submission of deliverables of satisfactory quality to the GRETA project. Maximum number of work days per task or deliverable shall be approved by the GRETA Project in advance. The FMO may not work or be reimbursed for days beyond the maximum approved work days without prior written approval from the GRETA Project. In no case shall the FMO be reimbursed for more than eight hours during an approved work day and may not be paid for work on Saturdays and Sundays unless agreed in advance.

The travelling expenses (transportation), per kilometer, will be covered by GRETA project, according to the log book duly filled in, dated and signed by the consultant. Maximum rate per kilometer will be applied according to ADA standard.

The remuneration (fee rate per day) must include all costs (taxes, accommodation, food, per diem, etc.), excluding transportation.

Payment will be made monthly after submitting the respective timesheet and report.

At the discretion of the ADA the budget reallocation between remuneration and logistics expenses is allowed.

# Evaluation and Selection

The overall proposal will consist of two separate parts - the Technical proposal (CV with highlighted specific experiences related to this TOR) and Financial proposal. Proposals should be prepared as per format below and they will be evaluated based on the scoring criteria mentioned here below. Bidders are also encouraged to avoid overly generic proposal language and instead provide a contextually-

appropriate, descriptive, and specific plan for managing the activities and reaching the expected deliverables. Technical offer rates 70% and Financial Offer rates 30%

|  |  |  |
| --- | --- | --- |
| CRITERIA | Description | RATING |
| Technical Proposal (CV) | Qualification | 30% |
| Experience | 40% |
| Financial Proposal | The financial proposal should indicate all the details indicated budget template | 30% |

# Eligibility / Requirements

The winning entity must be able to provide the following documentation:

* ID and Tax registration;
* Bank Details.

# List of the required documents

* CVs with highlighted specific experiences related to this ToR;
* At least **two signed references** or **contact information of two referees (included in CV)** that are independent from each other;
* The **Financial Proposal** in EURO Gross including VAT (Attached form).

\*You can check the VAT exemption status effective within Georgia at RS.GE (ID: 205305560)

# Deadlines and Submission:

The required documents in the English language should be submitted via email to [**greta@ada.gv.at**](mailto:greta@ada.gv.at) before **04.04.2023, 23:59** in the form of separate documents in **PDF format**. Please indicate “**Field Monitoring Officer” and Location** in the subject line. For example, “**Field Monitoring Officer ( Upper Imereti & Lechkhumi)”**.

The GRETA project/ADA, its donors and implementing company reserve the right to reject all proposals and cancel, reschedule and/or stop the call for Expression of Interest and/or Tender at any time.

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# Processing of personal data

During initiation and performance of contracts, ADA may process personal data of natural persons that are collected by ADA or transferred or disclosed to ADA by prospective contractors or third parties under their instruction, e.g., personal data of employees, legal representatives, agents or other partners of the prospective contractors or such third parties.

By submitting information to ADA, you, as a prospective contractor, acknowledge:

* to have taken note of ADA’s Privacy Notice <https://www.entwicklung.at/en/media-centre/privacy-notice> (’ADA Privacy Notice’);
* to ensure that each direct or indirect transfer or disclosure of personal data to ADA during the initiation or performance of a contract is lawful pursuant to applicable data protection law;
* to ensure that all persons, whose personal data are transferred or disclosed to ADA, were promptly and demonstrably provided the ADA Privacy Notice; and
* that if a contract is concluded and in accordance with its terms, ADA publishes, in particular on the ADA website, information about the contract and the contracting parties.

# Oher conditions:

The consultant will be required to use their own laptops and submit all deliverables in digital format. The offeror is expected to plan for the team’s workspace, conference facilities, telecommunications, printing, and any other needs necessary for completing the activities.

**15.1 Confidentiality:**

The materials produced during the period of this consultancy will be treated as strictly confidential, and the rights of distribution and/or publication will reside with GRETA/ADA. Use or re-publication of any material by the contractor will not in any way be permitted.

**15.2 Nature of Penalty Clause to be stipulated in the contract:**

GRETA/ADA reserves the right not to pay the Contractor or withhold part of the payable amount if one or more requirements established for this assignment are not met or the deadline set for the accomplishment of the tasks is missed.

**15.3 Contract:**

The selected company will be awarded a maximum 7 months-long contract starting from the day of signature.

**15.4 Payment Schedule:**

Payments will be based on deliverables and will be made in local currency (GEL) converted from EURO in the date of payment and within 10 days upon delivery, based on GRETA’s satisfactory review of services specified in terms of Reference and the formal approval. Nature of Penalty Clause to be stipulated in the contract:

GRETA/ADA reserves the right not to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, or if not delivered for failure to meet deadlines.

**15.5 Working language:**

GRETA/ADA project working languages are Georgian and English, and communication, meetings, documentation, deliverables, etc., have to be bilingual.

**15.6 Support provided by GRETA:**

GRETA will regularly communicate with the contractors and provide feedback and guidance and necessary support to achieve the objectives of the work, as well as remain aware of any upcoming issues related to the performance and quality of work. GRETA will provide the contractor with basic information on the projects (reports, earlier developed human stories, GRETA -branded pictures);

**15.7 Copyrights & utilization rights:**

The copyright of all materials produced (raw and edited) taken during the assignment will belong to GRETA/ADA.

**15.8 Code of conduct:**

Code of conduct during the term of consultancy: the GRETA/ADA Code of Conduct must be signed and thoroughly followed by the consultant.