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Programme:	Private Sector Development and Technical Vocational Education and Training Programme in South Caucasus (PSD TVET SC): Clusters4Development Project
PN:	16.2179.6-007.00
Activity:	Development & upkeep of Social media for Authentic Imereti and Authentic Kakheti Tourism Clusters and their member SMEs
Period:	14th of March – June 5th 2023

Terms of Reference

1. Brief information about the project

“Clusters 4 Development: Better Business Sophistication in Georgia” Project (hereafter – C4D) is a multi-donor action funded by the EU and the German Ministry for Economic Cooperation and Development (BMZ). The project is implemented by the Private Sector Development and TVET South Caucasus Programme at the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ).

C4D is an integral part of the EU Programme “Economic and Business Development in Georgia”, Component 3: greater business sophistication, in particular, related to the strengthened policy framework to facilitate the development of SME, clusters and incubators (Result 3.1) and the development and functioning of the clustering approach in at least 5 pilot sectors in Georgian regions (Result 3.2).

In line with these results, the specific objectives of the project are: 1) Enhanced business performance of private sector actors in the construction, tourism and apparel sectors through cooperation mechanisms (Components 1-3); and 2) Improved institutional framework for cluster and business development (Component 4).

Specifically, the project is implemented across four components:

- Component 1: Development and pilot implementation of a market-oriented cluster in the construction sector.



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- Component 2: Development and pilot implementation of a market-oriented cluster in the tourism sector.
- Component 3: Development and pilot implementation of a market-oriented cluster in the apparel sector.
- Component 4: Enhancement of institutional capacities for cluster and business development.

Key Implementing Partner of the project is the Ministry of Economy and Sustainable Development of Georgia (MoESD).

Context and current situation in the field of assignment

Clusters4Development project supports establishment of two market-oriented clusters in the tourism sector, one in Kakheti, one in Imereti. Each cluster is comprised of approximately 30 “core” members, with additional “potential” members during the current start-up phase. Cluster members comprise the following types of business: Craft Makers, Concept Accommodation, and Food & Wine Producers. Both clusters have the theme of “Authentic”, with members selected due to their passion and interest in promoting traditional methods of production. Clusters were established in October 2021, and await legal registration, which is scheduled for early 2023. To support the establishment of the clusters, the project has formulated several support activities, both directly to individual cluster members, as well as the clusters themselves.

This approach has been chosen to highlight the clusters as offering something diverse, authentic, and experience-based tourism offerings to the respective regions. In the long-term this will not only help cluster members themselves, but also promote tourism in Imereti and Kakheti, as well as all of Georgia.

Covid-19 has hit Georgia’s tourism sector hard, and this is felt especially in rural areas. Before the pandemic Tourism was a major contributor to Georgia’s economy. It accounted for 7.5 percent of GDP growth in 2018. Georgia received a record number of 8.7 million international visitors (tourists, transit, other) in 2018, a 10 percent increase over 2017. Supporting tourism recovery of cluster members is therefore an additional goal of the project.

Cluster members have been assessed by project experts, and capacities need to be enhanced in terms of general and facility level management, quality service and infrastructure (e.g. product diversification, new marketing approaches, sustainable product development, digitalization), quality education in tourism related specialties. This mainly refers to the significant number of small-scale, family-owned



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businesses in the sector, which often lack adherence to quality and standards and have limited oversight on up-coming challenges and market trends. The cluster-based approach will contribute to enhanced sector-wide capacity and quality up-grade, product diversification and market access by strengthening cooperation and capacities of market players along both horizontal and vertical value chains.

The approach in both project regions reflects the strategic policy framework, in particular the efforts undertaken by the Georgian National Tourism Administration (GNTA) in raising regional tourism profiles both nationally and internationally. The most recent marketing and branding propositions for both regions suggest building the tourism offer around “the primary wine-making region and wine destination in Georgia” in Kakheti and the “ancient, diverse and rich history, culture and food plant heritage” in Imereti.

2. Objective of the assignment

GIZ/C4D seeks an experienced Digital Marketing Agency to improve the digital presence and market positioning of both tourism clusters. The assignment is to create and improve the social media presence of individual cluster members.

The purpose of improving each cluster member’s digital presence is to a, improve their sales; b, align them with the cluster identity; and c, showcase each member’s products and offerings by telling their unique business story.

2.1. Scope of work

Under this assignment, the Contractor is expected to:

- 1. Improve each core cluster member’s digital marketing/social media presence.** Review each cluster member’s existing digital presence (using data supplied by the C4D team) and enhance existing social media presence, create appropriate presence where needed, and improve existing online points of sales. Additionally, gathering of each cluster member’s unique business “story”, for showcasing on their own social media, as well in a cluster website (see below).

Anticipated Deliverables:

Deliverable 1: Manage, update & provide, create content and maintenance and upkeep of all existing social media channels of up to 60 SMEs cluster members, as well as social media channels of regional clusters in both regions up until the end of the contract.

Deliverable 2: Work directly with each cluster member (either remotely or by physically visiting their premises) to develop/improve each member’s digital presence as appropriate (Facebook,



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Booking.com, TripAdvisor), to match the “authentic” theme of the clusters and provide coaching on use of social media (up to 60 SMEs in total)

Deliverable 3: Develop a “Making of” video story for the Regional Cookbooks

Deliverable 4: Develop a “Making of” photo stories for the cluster representation at the ITB Berlin 2023 of each represented cluster member, and work with the GIZ consultants on the “storytelling” of each business represented

Deliverable 5: Develop a “Making of” photo story for the both regional cluster representation at the ITB Berlin 2023

Deliverable 6: Provide trainings on social media management (including commercial tools) for the cluster member SMEs and cluster managers

Deliverable 7: Provide high quality photo stories with descriptions for the Natural Wine Association web page and any news and updates related to any of the cluster representatives that are also Associations members

Deliverable 8: Boosting social media of clusters and its members for the summer season

All provided materials will need to be in Georgian and English languages.

The contractor is required to take under consideration accomplishment of following tasks with comprehensive reporting:

Tasks	Reporting
Workplan for support	GIZ Team
Training and coaching plan / presentations for cluster members SMEs and cluster managers	GIZ Team
Briefing report on technical support provided for Social Media channels development and Training and coaching activities	Cluster members, GIZ Team

The contractor is expected to allocate qualified technical staff and resources for the tasks throughout the entire period of assignment.

2.2. Intellectual Property

Content developed for individual businesses will be owned by each business, cluster Social Media channels developed and associated development materials will be owned by each cluster as legal entities (once they are registered). GIZ shall be entitled to keep backup files of all software created in the framework of this assignment.



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2.3. Deliverables and timeline

The contract period for this assignment is expected to be from signing of contract in March to completion by 5th of June 2023

An indicative structure of tasks/deliverables and due dates is suggested as follows. Expert days are estimates, and resource allocation will be the responsibility of the bidder.

Phase/Tasks	Deliverables	Expert Days	Due Date
1. Preparatory work			
1.1. Review social media pages and make recommendations for improvements - focusing on visual as well as text content ("storytelling") and options of purchase and booking through social media (up to 60 SMEs in total)	<ul style="list-style-type: none"> Individual social media activity analysis & recommendations for improvement report 	12	On-going to 20 May 2023
1.2. Develop workplan for upgrading cluster member's digital presence (up to 60 SMEs in total)	<ul style="list-style-type: none"> Workplan with dates Provide high quality photo stories with descriptions for the Natural Wine Association web page and any news and updates related to any of the cluster representatives that are also Associations members 		
2. Improving digital presence of cluster members			
2.1. Develop the set of recommendations per individual cluster members on digital presence development directions (up to 60 SMEs in total)	<ul style="list-style-type: none"> Visit the individual cluster members on sight & and come up with a working plan for each individual member 	70	On-going to 20 May 2023
2.2. Manage, update & provide the maintenance and upkeep for clusters' & members Social Media presence (Facebook, insta, TripAdvisor, booking) (up to 60 SMEs in total)	<ul style="list-style-type: none"> Create/upgrade actual social media channels as needed Visit the individual cluster members on sight & demonstrate 		



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Phase/Tasks	Deliverables	Expert Days	Due Date
<p>2.3. Create / Update photo & small scale video (reels (if needed) materials of SMEs for their social media channels and further marketing usage (brochures, business cards etc.) (up to 60 SMEs in total)</p> <p>2.4. Set up & update Google My Business as needed</p> <p>2.5. Improve Search Engine Optimisation (SEO)</p> <p>2.6. Provide in person / at-distance coaching on managing and updating of cluster member's social media channels</p>	<p>the process while take several photos that could be used as their content</p> <ul style="list-style-type: none"> • Google My Business listing • Improve SEO • Small recommendations manual for coached cluster members 		
3. Development of cluster social media			
3.1. Develop/update social media presence of both regional clusters (two clusters in each region: Kakheti and Imereti) as appropriate (Facebook, Instagram etc.,)	<ul style="list-style-type: none"> • Create/update social media channels for both tourism clusters for Kakheti and Imereti regions 	10	On-going to 20 May 2023
4. Develop the individual stories for cluster members			
4.1 Gather the unique business story of each cluster member, and work with the GIZ consultants on the "storytelling" of each business (up to 60 in total)	<ul style="list-style-type: none"> • Visit the individual cluster members on sight in Kakheti and Imereti & interview the on their individual business stories, values & ideas • Create individual business stories of each cluster member together with GIZ team for content and posting purposes on their social media channels 	40	On-going to 20 May 2023



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Phase/Tasks	Deliverables	Expert Days	Due Date
5. Training of cluster managers & cluster members			
<p>5.1 Train tourism cluster managers & members on social media marketing managements, content creation and other tools (booking, sales, boosting etc.) (up to 60 SMEs in total)</p> <p>5.2 Conduct the social media extensive training for cluster managers, cluster members in the regions</p>	<ul style="list-style-type: none"> Conduct the training for tourism cluster managers & cluster members Introduce the work done (soc. Media channels created, updated, reorganized) Conduct the extensive overview of the main tools of advertisement placing and targeting for the paid ads and boosting options Provide in depth social media extensive training for the cluster managers, DMO reps and mainly cluster members 	8	10 May 2023
6. Individual coaching			
<p>6.1 Provide the maintenance and upkeep of all social media channels of cluster members in both regions up until the end of the contract (up to 60 SMEs in total)</p> <p>6.2 Provide individual coaching</p>	<ul style="list-style-type: none"> Provide individual maintenance and upkeep of each social media channel of each cluster member (up to 60) until the end of the contract Create individual content packages for each member with the posting and media content Provide individual coaching regarding the upkeep and 	20	On-going to 20 May 2023



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Phase/Tasks	Deliverables	Expert Days	Due Date
	managing of created social media channels for cluster members		
7. Cookbook Video			
7.1 Develop a “Making of” video story for the Regional Cookbooks	<ul style="list-style-type: none"> Together with the GIZ team and other experts work on producing a “making of” video of creation of recipes for the regional cookbooks and wine pairing 	15	10 April 2023
8. ITB			
8.1. Reworking (edit, retouch) of photos for the cluster representation at the ITB Berlin 2023 of each represented cluster member, and work with the GIZ consultants on the “storytelling” of each business represented	<ul style="list-style-type: none"> Showcase each represented cluster member at the ITB with their products and degustations 	10	10 April 2023
9. Boosting			
9.1 Boosting of social media of clusters and its members for the tourism seasons (up to 60 SMEs in total)	Work on Boosting social media of regional clusters and its members for the tourism seasons throughout the contract period, together with C4D team	5	31 May 2023
Total: 190 days			

3. Coordination and Communication

- The Contractor reports to the GIZ/C4D Programme Expert, providing regular updates.



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- The Contractor will coordinate closely on all content and technical aspects of this assignment with GIZ/C4D team.

4. Visibility

Development of all products under this assignment is funded by the EU and the German Federal Ministry for Economic Cooperation and Development (BMZ) and must follow communication and visibility requirements for the EU and BMZ financed external actions (i.e. inclusion of logos and disclaimers).

5. Submission Requirements

The bidding company shall submit technical and financial proposals to comply with the following requirements:

5.1. Technical proposal

Information about the company demonstrating its strong record in the area of web, social media, content development in Georgian and English languages and management, branding and marketing.

- a. Assignment relevant portfolio – links to similar past works that demonstrate ability of the company to deliver on this assignment and produce creative, high-quality products.
- b. A work plan to include proposed implementation schedule and activities to be performed by Contractor and suggested professionals for completion of this assignment.
- c. A list of proposed professionals to be involved in implementation of this assignment (please include their CVs and relevant works). Implementation team shall include the experts listed below:

Expert 1: Team Leader / Social Media Manager (70 days)

Responsibility for the management of the assignment and key contact point between GIZ and the contracted company

- Education/training: Bachelor's degree in business, PR/marketing, journalism, public relations or related field
- Language: Excellent business language skills in English and Georgian



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- General professional experience: 3-5 years of social media management experience & Strong understanding of marketing strategy and how to effortlessly utilize these concepts throughout various forms of outreach
- Specific professional experience: 2 years of working experience in tourism sector with the main focus on experience in implementation of digital tools, assessment of existing trends, requirements and needs of tourism market, Marketing, PR in tourism
- Leadership/management experience: Ability to manage and supervise a diverse group of people and simultaneously work toward many company initiatives at once
- Development Cooperation (DC) experience: will be an asset

Expert 2: Content Creator (copywriter) (70 days)

- Education/training: Marketing/PR/Journalism/Philology (BA)
- Language: Excellent language skills in English and Georgian
- General professional experience: 3+ years' experience with writing regarding various topics in Georgia
- Specific professional experience: 2 years' experience of excellent writing, editing, and proofreading skills with a knack for storytelling and appropriately representing tone and message for varied audiences both in English and Georgian
- Preferable experience in promotion of the tourism / cultural heritage sector
- Development Cooperation (DC) experience: will be an asset

Expert 3: Videographer / visual Content Creator(50 days)

- At least 3 years' experience as a photo and/or videographer in a competitive industry
- At least 3 years' experience of social media promotion for businesses
- Preferable experience in promotion of the tourism sector
- Experience in working closely with tourism sector clients to produce high-quality photographic/videographic images
- Experience in using different techniques to enhance the photographs/videos as required and use manipulation software to get desired results
- Portfolio

5.2. The financial proposal shall clearly state:



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- All types of costs to be charged to the project for implementation of this assignment, **excluding VAT** as per attached price schedule. The attached price schedule is to be used for the preparation of the financial offer.
- Financial proposal shall not include the budget for boosting / advertisement (social media, web page, google Ads.). This is a subject of an agreement between GIZ and service provider. The cost determined by the budget will be covered separately based on the provided invoice and evidence of expenditure.
- Fee rate of experts assigned that shall cover all personnel costs, including ancillary personnel costs, backstopping, communication and reporting costs; and all overheads, profit, interest, risks, etc.
- Price for traveling to regions as appropriate.

5.3. Additional means of support

Items to be provided for by the Project in case of trainings, workshops etc. shall include:

- a) Venue(s), facilities, interpretation, refreshments and meals for workshops;
- b) Hotel accommodation to implement visits to regions of Georgia, for workshops;
- c) Transportation to implement visits to region of Georgia, for workshops;

6. Evaluation criteria

Technical Proposal will be assessed based on the following criteria:

- Credentials of the company and assignment-relevant experience;
- Interpretation of the assignment objectives by the bidder;
- Professional credentials and qualifications the proposed staff;

* For the detailed information, please review assessment grid, attached to this document.

7. Conditions and payment terms

Payments will be carried out based on the implementation of this assignment and the acceptance of all deliverables and provision of the invoices according to the following schedule:

Advance payment in up to 30 % will be made upon the signature of the contract.

Final payment will be made upon the completion of all Phases and final report regarding the completion of assignment.



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*The budget for social media, and google ads boosting campaign is determined up to 10.000 GEL. The contractor is required to submit a report that illustrates the expenses (Facebook / Meta Invoice) and the result of campaign (likes, visits, reaches, etc.)