
Project Title:	Enabling the Implementation of Georgia's Forest Sector Reform (ECO.Georgia)
Project/Activity Number:	20.2275.4-007.00/C3A1
Title of the assignment:	Instruction and trainings on "Cost Benefit Analyses" for Municipal Forest Management

1. 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).

The duration of ECO.Georgia is from April 2021 until June 2028.

2. Description of the Assignment

2.1. Context

GIZ has been supporting the Ministry of Environmental Protection and Agriculture (MEPA) and its main implementing partners, Biodiversity and Forestry Department (BFD), National Forestry Agency (NFA), Department of Environmental Supervision (DES), Rural Development Agency (RDA), as well as Environmental Information and Education Center (EIEC), in different directions dealing with forest sector reform, with a strong focus on introducing Ecosystem-based Sustainable Forest Management in Georgia.

In addition to ECO.Georgia's Component 1 ("Sustainable Forest Management") and Component 2 ("Market Development for Energy Efficiency and Alternative Fuels"), the third component funded by Swiss Agency for Development and Cooperation (SDC) aims to ensure a socially balanced transition to the new forest management approach, taking into account the needs of rural households (the "SDC project" hereafter). The overall goal of the SDC project entitled "Strengthening Livelihoods and Social Inclusion in Georgia's Forest Sector Reform" is to diversify the livelihood opportunities and strengthen local self-governance in forest management to increase incomes and reduce socio-economic disparities.

To ensure that municipal authorities and citizens have the relevant technical and human capacities to participate in the sustainable management of forests, the SDC project helps to develop and introduce municipal-level tools, practices, plans and necessary capacities for participatory sustainable forest management and conservation. Additionally, mechanisms at the local level to better protect the interests of adversely affected stakeholders will be developed, promoted and tested.

To address the current unsustainable forest management and harvest practices, the Government of Georgia (GoG) has initiated an extensive forest sector reform in 2013, followed by the National Forest Concept, the official forest policy approved by the Parliament of Georgia in 2014. A new Forest Code was approved in 2020, while policy-level Criteria and Indicators for sustainable forest management (SFM) were adopted in 2022. Based on the current legislation all wood-related commercial activities in state forests fall under the exclusive responsibility of public forest management bodies. Additionally, the New Forest Code introduced the principle of participatory forest management and the possibility for municipalities to manage forests of local importance themselves.

To develop the proper technical and human capacities for sustainable forest management in eight municipalities GIZ carried out the study and have determined for each municipalities the existing human, technical and financial capacities and their administrative and political interest. Subsequent actions included an agreement on the toolbox concept for decision-making related to MFM, the definition of required tools, and the commencement of the toolbox development process. The study has yielded that almost all municipalities have interest to engage in forest management, however there are needs to increase the necessary capacities to fulfil MFM requirements.

Subsequent actions included an agreement on the toolbox concept for decision-making related to MFM, the definition of required tools, and the commencement of the toolbox development process. Toolbox and its tools should ensure the creation of necessary knowledge and competence in eight target municipalities.

The toolbox on MFM will provide a comprehensive set of analytical and implementation tools for a) decision making on whether to engage in MFM, b) deciding on implementation

structures for MFM, respective capacity development measures and equipment procurement, and c) implementation of specific MFM measures. During this project, elements of the toolbox will serve as a decision-making instrument for municipal-level stakeholders to judge whether it is reasonable and attractive for them to take over forest management rights and obligations as a municipality.

Considering the existing situation in the municipalities, their needs and the necessary instruments for decision-making, with support of the project the following instruments will be developed:

Level one:

1. **Instruments and procedures to conduct Cost Benefit analyses.**
2. Instruments and procedures to conduct SWOT analyses for analysing strategic options.
3. Instruments and procedures for the analysis for the best and most suitable scenario for institutional arrangements.

Level two:

4. Future scenarios: forest development, local population attitudes and differences between existing practices with mainstreamed gender considerations.
5. Gender-responsive Institutional development plans.

Level three:

6. Practical showcases based on the experience with managing the communities' so-called "Green Spaces Management".
7. Gender-responsive Instruments and procedures to ensure Public Participation.
8. Usage of Geographic Information System (GIS).

Knowledge Management and Training Platform (KMTP)

The online e-learning Knowledge Management and Training Platform (KMTP) for the forest sector is currently being developed by Environmental Information and Education Center (EIEC) and by MEPA's IT department in close cooperation with NFA and DES, funded by ECO.Georgia. It is envisaged that any future training in the forest sector shall make best use of the platform, which will be accessible also to private service providers and NGOs. The system will include e-learning elements, videos, knowledge storage, and ultimately strengthen the management and dissemination of information. The KMTP will ensure that people engaged in forestry sector have adequate knowledge and skills to effectively implement the actions considered under SFM under the new forest code through improved knowledge management and dissemination, and the institutionalization of key sector trainings. While each module will have a lead institution who provides insight on training content and oversees module development, EIEC is expected to oversee the broader functioning of the platform providing key coordination and logistical support.

The training course will consist of 2 modules:

- Basic module
- Professional module

For the basic module, relatively simple, introductory topics will be required.

For the professional module - knowledge deepening, more technical issues.

After completing all the required modules and quizzes/tests, there should be final exam/test and some courses issue certificates. Not all courses give certificates it depends on the course (not compulsory).

In many cases, the actual training should comprise of a theoretical part (via KMTP) and a practical part (e.g., in the forest).

A demo version of KMTP already is developed, and the full operation is scheduled for the beginning of 2024.

2.2. Objective(s) of the assignment and work packages/tasks

Cost-benefit analysis is a straightforward and practical decision-making tool to help organizations make more informed choices. It involves examining the potential benefits expected from a particular decision or action and subtracting all the associated costs. By comparing the benefits and costs, organizations can determine whether a decision will bring more value than it costs to implement.

A cost-benefit analysis provides an efficient way to determine the value and justification of new decisions. This analysis is crucial for all type of governance to make well-informed decisions.

The objectives of the assignment are to develop detail instruction on Cost-Benefit Analyses for Municipal Forest Management in the above-mentioned sense and conduct relevant trainings to increase knowledge and understanding how to use/apply this tool in practises.

In particular, the consultants shall fulfil the following tasks:

I. Instruction on “Cost-Benefit Analyses”

Develop a detailed, gender-sensitive instruction on the Cost Benefit Analyses

- Particular attention should be given to the future local/municipal forest management.
- While developing of the instruction, international best practices should be considered (requested by forest management).

II. Capacity development (8 target municipalities)

Develop and agree on training modules, materials and schedules. Training modules must be compatible to the **KMTP** (please see detail description under chapter 2.1) and include gender-equality and social inclusion.

Conducting 3 trainings of up-to 3 days for 8 target municipalities to increase knowledge and understanding on Cost Benefit Analyses, how to use/apply it. The audience should include:

- Municipal authorities – most relevant body for management of green areas as well as potential MFM

In total 2-3 person from each municipality.

To ensure proper understanding on MFM and management of green areas, the training materials should include:

- Importance of the informed decision making.
- Importance of the Cost-Benefit Analyses tool while decision making.
- How to use Cost-Benefit Analyses tool in practice.
- Gender-equality and social inclusion as mainstream topics.

The 3 trainings each of up-to 3 days, shall be organised in two groups; suitable locations for the trainings should be selected in consultation with the project team:

Group 1: Guria (Chokhatauri, Ozurgeti and Lanchkhuti) – around 9 participants

Group 2: Kakheti and Mtskheta Mtianeti (Akhmeta, Telavi and Tianeti) - around 9 participants

Group 3: Kakheti (Kvareli and Dedoplistskaro) - around 6 participants

Location – Trainings should be conducted in municipality venues (additional cost is not required). Food is required during the training, as well as accommodation for overnight for the participants should be organised and covered during the training period. The costs related to the transportation of participants should be cover by themselves (own costs/contribution).

2.3. Outputs/deliverables

Expected outputs are:

1. Outline of the instruction for gender-sensitive cost-benefit analyses
2. First draft of the instruction for gender-sensitive cost-benefit analyses
3. Final draft of the instruction for gender-sensitive cost-benefit analyses
4. Training modules (suitable for e-learning via KMTP), materials and schedules including gender-equality and social inclusion.
5. Trainings conducted for 8 municipalities (in total 3 groups, gender aspects shall be considered)

2.4. Schedule and timeframe¹

Outputs and experts	Deadline	Number of days per expert	Number of travel days* (training, meetings)
Output 1,2 and 3	28.03.2024		
Output 4 and 5	15.06.2024		
Expert 1 (Team leader) - experience in economy and/or management of the finance, ecology, sociology		Up to 12 WD	

¹ The schedule is seen as the maximum number of days required for the delivery of the expected results. Thus, to be applied in the financial proposals of the tenderers.

Expert 2 - experience in economy and/or financial management		Up to 30 WD	
Expert 3 - experience in forest management or/and nature conservation		Up to 7 WD	
Expert 4 - experience in inclusiveness and gender aspects		Up to 7 WD	
Experts 2 for training modules and conducting training		Up to 17 WD	6 days
Other cost			
Food for Capacity development up to 9 days and around 24 participants			up to 9 training days
Accommodation for Capacity development up to 9 days and around 15 participants			Up to 9 training days
Transportation for conducting training			6 days

**Experts are to travel by (own or rental) car; for reimbursement of the cost, lump sum rate per day can be agreed, but this applies only for one car. It is expected that the experts travel together in one car.*

3. Company and Experts' profiles

Company - Required competences

- (1.1) 5 years of experience in economy, sociology and/or environmental projects
- (1.2) 3 years of working experience with governmental and/or international organization in Georgia

Expert/Field of expertise:

Expert 1 - Capacity development

- (5.1.1) At least a master's degree in economy, sociology, environmental or natural resources management.
- (5.1.1) 7 years working experience.
- (5.1.2) 5 years working experience in economy, financial management, ecology, sociology particular with state and international organisations.
- (5.1.4) Language skills: excellent level of written and oral English is required.

Expert 2 - Economy and/or financial management

- (5.2.1) At least a master's degree in economy, financial management or a similar sector
- (5.1.1) 7 years working experience.
- (5.2.2) 5 years working experience in economy, financial management ideally with state and international organisations.

- (5.2.3) Teaching experience or working experience as a trainer.
- (5.2.4) Language skills: good level of written and oral English is required.

Expert 3 – Forestry or/and Nature conservation

- (5.3.1) At least a master's degree in forestry, nature conservation or environmental protection.
- (5.3.1) 7 years working experience.
- (5.3.2) 5 years working experience forestry, nature conservation ideally with state and international organisations.
- (5.3.4) Language skills: good level of written and oral English is required.

Expert 4 - Gender Specialist

- (5.4.1) At least a master's degree in social science, sociology, political science, or other related disciplines is required.
- (5.4.1) 7 years working experience.
- (5.4.2) 4 years working experience on gender mainstreaming, gender equality or/and other related disciplines ideally with state and international organisations.
- (5.4.4) Language skills: good level of written and oral English is required.

4. Timing and duration

Between February and September 2024

5. Place of assignment

Tbilisi and 8 municipalities, Georgia

6. Reporting

- The consultant should report to Lasha Dzadzamia, Advisor - ECO.Georgia
- The consultant is expected to work very closely with MEPA, BFD and local government
- Reports and materials must be delivered in **Georgian and in English**. Report should also consist of developed training modules

7. Other provisions

7.1 Tender Procedure

The technical evaluation will take place in accordance with the assessment grid. As the grid indicated, the tenderer shall make a technical proposal. Technical proposal should consist of the following parts (2):

- interpretation of the ToR/assignment (2.1)
- strategy for the implementation reflecting other alternatives (2.1)
- implementation method (2.1)
- a work plan (2.2)

Along with the technical proposal, tenderer shall provide CVs of proposed experts meeting the requirements listed in Art. 3.

7.2 Budgeting and payment

Travel expenses shall be included in the financial proposal.

Please calculate your price bid based exactly on the costing requirements. The specifications for pricing are defined in the attached price schedule which is required to be used for the preparation of the financial offer.

Payments can be made in two instalments. The contractor can issue an interim invoice upon submission of deliverables 1-3 for which maximum of 43 working days (Sum of the working days of expert 2 and 3 and up to 6 WD of Team leader) can be claimed.

Final payment can be effected after provision of Output 4-5.