

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

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| <b>Advisory services on financing of urban development projects</b> | <b>Project number/<br/>cost centre:<br/>21.2140.8-001.00</b> |
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## **0. List of abbreviations**

|      |   |
|------|---|
| MRDI | Ministry of Regional Development and Infrastructure |
| NDP  | Neighbourhood Development Plans                     |
| ToRs | Terms of Reference                                  |
| SUD  | GIZ Sustainable Urban Development Project           |

## 1. Context

The BMZ-funded Sustainable Urban Development “SUD” project aims to develop participatory, climate-oriented and integrated urban investment projects. The project brings integrated urban infrastructure projects to readiness for funding, using the “urban labs” approach. SUD works in the urban thematic areas of energy efficiency in public buildings, non-motorized mobility, waste management, adaptation to climate change, including green and public spaces and sustainable tourism. To this end, SUD works closely with selected cities in cooperation with national and sub-national actors, a professional network of experts and local communities. By conducting real life laboratories (“urban labs”), the project improves urban integration, citizen participation and inclusivity. In addition, the project works to improve local government and civil-society capacities in integrated planning and investment budgeting. Apart from infrastructure projects, the project also supports the development of Neighbourhood Development Plans (NDPs).

SUD works closely with the Ministry of Regional Development and Infrastructure (MRDI), and 3 partner cities (Batumi, Oni and Zugdidi). Two other partner cities will be chosen in the coming weeks.

The objective of this tender is to hire an expert on municipal financing, to support on providing an analysis on financing of urban development projects (in general, but also specific to the projects’ thematic areas and partner cities) as well as providing capacity development measures to municipal staff on preparing urban infrastructure investment calculations.

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

### **Deliverable 1: Analysis on “financing of urban development projects,” this includes:**

- i) An overview of municipal financing streams (max 5 pages), including answers to
  - (1) What are the current financing streams for municipalities when financing urban development projects?
  - (2) What are the thematic differences between these financing streams for municipalities (for e.g. does a fund at national level “only” fund infrastructure projects, etc)?
  - (3) What is the formal process for financing of urban development projects through national funds?
- ii) An overview of funding SUD-relevant urban development projects<sup>1</sup> in the SUD municipalities (max 5 pages per municipality)

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<sup>1</sup> SUD-relevant urban development projects are defined as urban infrastructure projects that are focused on: energy efficiency in public buildings, non-motorized mobility, waste management, adaptation to climate change, including green and public spaces and sustainable tourism.

- (1) Which of the financing streams are relevant for SUD-relevant urban development projects?
- (2) What SUD-relevant urban development projects have been financed in the last 5 years in our five partner municipalities?
  - (a) How were these financed?
  - (b) What were their thematic focal areas?
  - (c) What own source funding do the municipalities have for SUD-relevant urban development projects?
  - (d) What kind of capacities do the municipalities have to access national funds?
  - (e) What kind of capacities do the municipalities have to finance international funds?
  - (f) What are the current thematic priorities in terms of SUD-relevant urban development projects for these cities? (for e.g. priorities of the city council & mayor)
- iii) Overview of donor projects working on financing of all types of urban development projects (not only SUD-relevant topics)

## **Deliverable 2: Capacity development of municipal staff**

- a) Development of curricula and training plan for training of municipal staff on preparing urban infrastructure investment calculations according to MoF and PIM regulations
- b) Conducting training municipal staff on preparing urban infrastructure investment calculations according to MoF and PIM regulations (5 trainings planned, 1 per municipality)
- c) Brief training report (2 pages per training)

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

| <b>Milestones/process steps/partial services</b>   | <b>Deadline/place/person responsible</b> |
|--|--|
| Draft report of Deliverable 1 for the first three municipalities   | 25 October 2024                          |
| Final report of Deliverable 1 for the first three municipalities   | 1 December 2024                          |
| Draft report of Deliverable 1 for the other two municipalities (excluding section i “an overview of municipal financing streams” as this is included in the first milestone)   | 1 February 2025                          |
| Final report of Deliverable 1 for the first three municipalities (excluding section i “an overview of municipal financing streams” as this is included in the first milestone) | 1 March 2025                             |
| Developing curricula and training plan for Deliverable 2   | 14 Feb 2025                              |
| Conducting trainings   | 31 March 2025                            |
| Draft training reports   | 25 April 2025                            |
| Final training reports   | 30 May 2025                              |

Period of assignment: from 10 September 2024 until 1 August 2025.

*Please note: Deliverable 1 should be entirely in English language. Deliverable 2 will be entirely in Georgian language except a summarized version of the curricula and training plan which will be in English, and the training reports which will be in English.*

### 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.

### 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 deliverables (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines

##### Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Economics or Finance
- Language (2.1.2): C2-level language proficiency in Georgian, B2-level language proficiency in English
- General professional experience (2.1.3): 20 years of professional experience in the public finance sector
- Specific professional experience (2.1.4): 5 years of professional experience in working on public budgeting with local governments
- Leadership/management experience (2.1.5): 10 years of professional experience leading teams
- Regional experience (2.1.6): 20 years of professional experience in Georgia

- Development cooperation experience (2.1.7): 7 years of experience in development cooperation projects
- Other (2.1.8): N/A

### **Key expert 1 - PFM**

#### Qualifications of the team leader

- Education/training (2.2.1): university degree (German 'Diplom'/Master) in Economics or Finance
- Language (2.2.2): C2-level language proficiency in Georgian, B2-level language proficiency in English
- General professional experience (2.2.3): 12 years of professional experience in the public finance sector
- Specific professional experience (2.2.4): 3 years of professional experience in working on public budgeting with local governments
- Leadership/management experience (2.2.5): N/A
- Regional experience (2.2.6): 10 years of professional experience in Georgia
- Development cooperation experience (2.2.7): 3 years of experience in development cooperation projects
- Other (2.2.8): N/A

### **Key expert 2 - PIM**

- Education/training (2.3.1): university degree (German 'Diplom'/Master) in Economics or Finance
- Language (2.3.2): C2-level language proficiency in Georgian, B2-level language proficiency in English
- General professional experience (2.3.3): 8 years of professional experience in the public finance sector
- Specific professional experience (2.3.4): 1 year of experience providing PIM training
- Leadership/management experience (2.3.5): N/A
- Regional experience (2.3.6): 8 years of professional experience in Georgia
- Development cooperation experience (2.3.7): 3 years of experience in development cooperation projects
- Other (2.3.8): N/A

## **5. Costing requirements**

### **Assignment of personnel and travel expenses**

Per-diem and overnight accommodation 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 at <https://www.bundesfinanzministerium.de>).

Accommodation costs which exceed this up to a reasonable amount and the cost of flights and other main forms of transport 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 would like to reduce greenhouse gas emissions (CO<sub>2</sub> 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 CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO<sub>2</sub> emissions caused by air travel should 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                                  | 1                 | 50                        | 50      | 43 days deliverable 1, 7 days for deliverable 2   |
| PFM Expert                                   | 1                 | 20                        | 20      | 15 days deliverable 1, 5 days deliverable 2   |
| PIM Expert                                   | 1                 | 10                        | 10      | 10 days deliverable 2   |
| Travel expenses                              | Quantity          | Number per expert         | Total   | Comments  |
| Per-diem allowance in country of assignment  | 8                 | 3                         | 24      | Against time sheet  |
| Overnight allowance in country of assignment | 6                 | 3                         | 18      |   |
| Transport                                    | Quantity          | Number per expert         | Total   | Comments  |
| Fixed travel budget                          | 900 GEL           | 1                         | 900 GEL | A fixed budget of 900 GEL is earmarked for settling travel expenses against evidence.<br><br>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.   |
|------------------------------|----------|------------------|------------------|---|
| Other costs                  | Number   | Price            | Total            | Comments  |
| <b>Flexible remuneration</b> | <b>1</b> | <b>1,000 GEL</b> | <b>1,000 GEL</b> | A budget of GEL 1,000 is foreseen for flexible remuneration. Please incorporate this budget into the price schedule.<br><br>Use of the flexible remuneration item requires prior written approval from GIZ.   |
| <b>Workshops</b>             |          |                  |                  | Please calculate a budget for workshops taking the following cost items into account: participants' transportation, participants' accommodation and per diems, training venue costs, training material, lunches and coffee breaks. Participants should be estimated at 5 per municipality (25 in total).<br><br>The travel costs for the participants and the workshop costs will be reimbursed against evidence. |

## Workshops and training

The contractor implements the following workshops/study trips/training courses:

- Trainings to 5 municipalities as a part of Deliverable 2.

### 6. Inputs of GIZ or other actors

- N/A

### 7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToRs. 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 (language).

The complete tender must not exceed 4 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 (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.