

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

Evaluation of the factual GHG emission savings within the framework of the 2021-2023 Climate Action Plan (CAP) and potential future GHG emission savings within the framework of the 2024-2025 Climate Action Plan (CAP2.0)	Project number/ cost centre: 16.9088.2-004.00
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0. List of abbreviations

AA	German Federal Foreign Office
BMWK	German Federal Ministry Economic Affairs and Climate Action
CDCPIII	Capacity Development for Climate Policy in the Countries of Southeast, Eastern Europe, the South Caucasus and Central Asia, Phase III
CSAP	Georgia's 2030 National Climate Strategy and 2021-2023 Action Plan
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH
IKI	International Climate Initiative
MEPA	Ministry of Environmental Protection and Agriculture
NDC	Nationally Determined Contributions
ToRs	Terms of reference

1. Context

Within the framework of the International Climate Initiative (IKI), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH implements the regional programme “Capacity Development for Climate Policy in the Countries of Southeast, Eastern Europe, the South Caucasus and Central Asia, Phase III” (CDCPIII). The Programme is commissioned by the German Federal Ministry for Economic Affairs and Climate Action (BMWK) and German Federal Foreign Office (AA). The regional project supports the development of processes, methodologies, and instruments for long-term decarbonization planning and the integration into national targets to fight climate change while also achieving economic transformation targets. It strengthens the capacities of public decision-makers and institutions for the application of necessary integrated and inter-institutional planning processes.

In Georgia, CDCPIII supports the Government of Georgia in fulfilling its national commitments for the implementation of the Paris Agreement. In previous years, CDCPIII provided advisory support in the development of and reporting on the updated NDC and Georgia's 2030 National Climate Strategy and 2021-2023 Action Plan (CSAP), the elaboration of sector specific analyses for long-term decarbonization pathways, the preparation of policy and feasibility studies for sectoral implementation of the CSAP and in developing the Monitoring and Reporting Scheme, as well as elaboration of the Roadmap for the Climate Change Law and conducting educational activities for raising awareness about CSAP and climate change in general. In 2023-2024 CDCPIII continues its support with the elaboration of the Climate Action Plan 2.0 for the period of 2024-2025, as well as monitoring and reporting on the implementation of the current Climate Action Plan (CAP 2021-2023).

Georgia, strategically situated in the Caucasus region, has witnessed economic growth, which has consequently triggered a significant rise in CO₂-emissions. With the CSAP, Georgian policy makers therefore created a mechanism for planning and implementing coordinated efforts towards lowering CO₂-emissions and hence furthering climate change mitigation. To achieve this goal, the CSAP identifies actions needed for reaching Georgia's 2030 greenhouse gas (GHG) emission reduction targets for climate change mitigation, as set in Georgia's updated NDC to the Paris Agreement of the United Nations Framework Convention on Climate Change (UNFCCC). In the CSAP, these actions are then enshrined in a long-term vision and goals for GHG emission reduction by 2030 on the national level and broken down into concrete objectives and activities. CSAP consists of two documents 2030 National Climate Strategy covering a ten-year period with 7 sectoral goals and 24 objectives and 2021-2023 Climate Action Plan, which is an integral part of the strategy and includes 66 activities for 7 sectors covered in the strategy,

To assess whether the implementation of these 66 activities and hence the fulfilment of the 24 objective is successful, biannual reporting is done, consisting of 6-month progress and status report, as well as annual implementation reports, where said objectives and activities are evaluated with regards to their status of implementation, however the reporting does not include the evaluation of their overall impact on GHG emission reduction. With 2021-2023 Climate Action Plan expired and a new Climate Action Plan 2.0 for 2024-2025 recently adopted, it is imperative focus on a comprehensive evaluation of the plan's efficacy in reducing GHG emissions. This evaluation should assess tangible impact on GHG emissions reduction. Such an assessment is vital to determine the plan's actual effectiveness in mitigating climate change. Tasks to be performed by the contractor.

The contractor is responsible for providing the following work:

A, Evaluation of the factual GHG emission savings within the framework of the 2021-2023 Climate Action Plan (CAP)

- Evaluating the objectives and activities laid out in the 2021-2023 CAP along their effectiveness in terms of GHG emission savings.
- Calculating the factual GHG emission savings from the activities and their implementation status, using the TIER1 evaluation method.
- Assembling the findings in a report, also indicating recommendations for the following CAPs to bridge the implementation gap.

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

Milestones/partial works	Deadline/place/person responsible	Criteria for acceptance
Inception Report with project plan outlining the scope, timeline, and resource requirements	November 18, 2024	<p>Clearly defined scope and boundaries of the study, including what will be included and excluded from the research.</p> <p>Outline the specific goals and outcomes the project aims to achieve.</p> <p>Clear identification of project objectives, deliverables, and key activities to be undertaken.</p> <p>A detailed timeline specifying start and end dates for each task and dependencies between tasks.</p> <p>(5-15 pages)</p>
Concept note of the study and suggested structure/outline, including methodology and assessment criteria	November 25, 2024	<p>Clear and descriptive title for the study</p> <p>Explanation of the context and rationale for the study.</p> <p>Clearly stated the specific goals and objectives of the study.</p> <p>Research methodology that will be employed in the study.</p> <p>Outline of the potential outcomes or findings of the study.</p> <p>Outline/Structure of the study</p> <p>(5-10 pages)</p>

Draft report on factual GHG emission savings in the 2021-2023 CAP	November 30, 2024	<p>Overview of the project and objectives of the analysis.</p> <p>Detailed project description, including scope and methodology, as well as results of desk review of CAP and CAP2.0</p> <p>Assessment results and breakdown of GHG saving by sector.</p> <p>Summary of findings and recommendations.</p> <p>(at least 30 pages, without appendices)</p>
Final report on factual GHG emission savings in the 2021-2023 CAP	December 10 , 2024	<p>Overview of the project and objectives of the analysis.</p> <p>Detailed project description, including scope and methodology, as well as results of desk review of CAP and CAP2.0</p> <p>Assessment results and breakdown of GHG saving by sector.</p> <p>Summary of findings and recommendations.</p> <p>(at least 30 pages, without appendices)</p>
Presentation material on the findings of both reports	December 10, 2024	<p>The content presented aligns with findings and insights.</p> <p>The presentation should be structured in a way that logically presents the findings, making complex information understandable and engaging for the intended audience.</p>

Period of assignment: from **28.10.2024** until **15.12.2024**.

2. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 0 (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 02 Tasks to be performed) (1.1.2).

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 02 (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).

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

3. Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 67), 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

- Develop and manage a detailed project timeline and workflow.
- Coordinate interactions between the key expert, short-term experts, and stakeholders.
- Oversee the research and evaluation to ensure adherence to the TIER1 evaluation method.
- Review and approve drafts and final reports.
- Act as the primary point of contact for stakeholders, providing project updates.
- Organize and lead meetings to discuss project progress and integrate feedback.

Qualifications of the team leader

- Education/training (2.1.1): university degree (German 'Diplom'/Master) in Environmental Science, Environmental Engineering, or Climate Policy (or any other course of study relevant to climate change mitigation and environmental assessment)
- Language (2.1.2): C1-level language proficiency in English

- General professional experience (2.1.3): 7 years of professional experience in the in the environmental policy or climate action sector, focusing on projects related to sustainability, environmental impact assessment, or greenhouse gas emissions.
- Specific professional experience (2.1.4): 5 years of professional experience in climate change mitigation, including hands-on experience with GHG inventory methods, climate action planning, and policy implementation evaluation.
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Development cooperation (DC) experience (2.1.7): 2 years of experience in DC projects

Note: Team Leader and Key Expert can be the same person, as long as he/she is duly qualified to fulfil the tasks outlined in this TOR for both experts.

Key expert 1

Tasks of key expert 1

- Conduct detailed evaluations of the objectives and activities in the 2021-2023 CAP.
- Calculate actual and potential GHG emissions savings using the TIER1 evaluation method.
- Gather and manage necessary data for accurate analysis.
- Assemble the findings into structured reports, drafting sections on methodology, results, and recommendations.

Qualifications of key expert 1

- Education/training (2.2.1): University degree (German 'Diplom'/Master) in Environmental Science, Climate Science, or Environmental Engineering, ideally with a focus on quantitative methods and statistical analysis related to environmental assessments.
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 7 years of professional experience in environmental analysis or climate science, particularly with a focus on quantitative environmental data analysis and GHG emission assessments.
- Specific professional experience (2.2.4): 5 years of experience in GHG emissions calculation using recognized methodologies such as the TIER1 evaluation method, with proven capability in handling large datasets and complex analytical scenarios in the context of climate action plans.
- Development Cooperation (DC) experience (2.2.7): 2 years of experience in DC projects

Note: Team Leader and Key Expert can be the same person, as long as he/she is duly qualified to fulfil the tasks outlined in this TOR for both experts.

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool with minimum 2, maximum 7 members

For the technical assessment, an average of the qualifications of all specified members of the expert pool is calculated. Please send a CV for each pool member (see below Chapter 7 Requirements on the format of the bid) for the assessment.

Tasks of the short-term expert pool

- Provide specialized expertise in calculating GHG emissions for each of the seven sectors outlined in the CAP (energy generation and transmission, transport, buildings, industry, waste management, agriculture, and forestry).
- Assist in data collection, analysis, and the preparation of sector-specific reports.
- Offer sector-specific insights and advanced analysis for complex calculations or modeling scenarios.

Qualifications of the short-term expert pool

- Education/training (2.6.1): 2-7 experts with university qualification (German 'Diplom'/Master) in Environmental Science, Environmental Engineering, Climate Science, or a related field that provides a solid foundation in environmental impact assessments and GHG calculations cumulatively covering all seven sectors (energy generation and transmission, transport, buildings, industry, waste management, agriculture, and forestry).
- Language (2.6.2): 2-7 experts with B2-level language proficiency in English
- General professional experience (2.6.3): 2-7 experts with 5 years of professional experience in environmental studies, climate policy analysis, or a specific industry sector relevant to the CAP energy generation and transmission, transport, buildings, industry, waste management, agriculture, and forestry).
- Specific professional experience (2.6.4): 2-7 experts with 3 years of professional experience in conducting GHG emissions calculations, preferably with expertise in one or more of the specific sectors outlined in the CAP. Experience should include using methodologies aligned with international standards like the TIER1 evaluation method.

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

4. 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 (CO₂ 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 CO₂ efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO₂ 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

The following basic calculations for the contract for works are a reference value based on the acceptance criteria for each partial work/milestone specified in Chapter 2 (Tasks to be performed by the contractor).

Since the contract to be concluded is a contract for works, we would ask you to offer your services at a lump sum price.

In addition, the assessment of the financial bid is also based on the underlying daily rate. Please also provide the underlying daily rate. A breakdown of days is not required.

Nr.	Task	Number of days	Deadline
1.	Develop an Inception Report with project plan outlining the scope, timeline, and resource requirements	2 expert days	November 18, 2024
2.	Concept note of the study and suggested structure/outline, including methodology and assessment criteria	2 expert days	November 25, 2024
3.	Evaluation of the factual GHG emission savings within the framework of the 2021-2023 Climate Action Plan (CAP)	30 expert days	December 10, 2024
4.	Presentation material on the findings of both reports	1 expert days	December 10, 2024
	TOTAL:	35 days	

5. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- GIZ should provide clear and comprehensive documentation of the project requirements, including specific goals, timelines, deliverables, and any methodologies or standards that should be adhered to.

- GIZ should facilitate access to all necessary data related to previous and current Climate Action Plans, including data on GHG emissions, implementation reports, sectoral analyses, and any other relevant environmental assessments.
- Provide a list of key stakeholders involved in the Climate Action Plans and establish communication channels for the contractor to engage with these stakeholders when necessary.

6. 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 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 34 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).

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all relevant costs (fees, travel expenses etc.). The price bid will be evaluated on the basis of the specified lump sum price. In addition, please also provide the underlying daily rate. A breakdown of days is not required.