



THE REGIONAL ENVIRONMENTAL CENTRE FOR THE CAUCASUS

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR PASTURELANDS IDENTIFICATION AND REGISTRATION SUPPORT IN DMANISI MUNICIPALITY

Ref. no. 027RECC/G/FAO- [BL 5650-07]- 02-2024

Contract Title:	Consultancy Services for Pasturelands Identification and Registration Support in Dmanisi Municipality		
Contract Type:	Service Contract - Global Price Based (<i>Subcontract Service Agreement</i>)		
Budget Line:	5650-07 [<i>Contracts – Pasturelands Identification and Registration Support in Dmanisi Municipality</i>]		
Contracting Organization:	The Regional Environmental Centre for the Caucasus (RECC)		
Division/Department:	RECC Projects' Implementation Unit		
Programme/Project Number:	“Achieving Land Degradation Neutrality Targets of Georgia through Restoration and Sustainable Management of Degraded Pasturelands” (<i>GEF Project ID: 10151 / FAO Entity Number: 654524 / FAO Project Symbol: GCP/GEO/006/GFF</i>)		
Duty Station:	Tbilisi and Dmanisi Municipalities		
Expected Start Date of Assignment:	November, 2024	Duration:	6 months (up to May, 2025)
Reports to:	Sophiko Akhobadze	RECC Executive Director	

1. DESCRIPTION OF OBJECTIVES OF THE SERVICE

1.1. Background

The Regional Environmental Centre for the Caucasus (RECC) as operational partner is involved in implementation of the Global Environmental Facility (GEF) financed project Achieving Land Degradation Neutrality Targets of Georgia through Restoration and Sustainable Management of Degraded Pasturelands – GEF Project ID: 10151” (“the Project”)¹. GEF Implementing Agency for the Project is the Food and Agriculture Organization of the United Nations (FAO).

With the above regard, in May, 2020 the RECC and FAO signed Operational Partners Agreement (OPA) for implementation of the Grant Project “Achieving Land Degradation Neutrality Targets of Georgia through Restoration and Sustainable Management of Degraded Pasturelands”. This Agreement and its amendments governs the implementation by the RECC of the relevant parts of the Project as defined in the results matrix, work plan and budget in Annex 3 of the OPA. It describes the relationship between the RECC and FAO and their responsibilities.

Under the Project and within the context of Land Degradation Neutrality (LDN), Georgia aims to maintain and increase the amount of healthy and productive land resources in line with the national sustainable development goals. Georgia has released five voluntary LDN targets. The project is directly linked to the implementation of two of these targets: Target 1: Integrate LDN principles into national policies, strategies and planning documents; and Target 4: Degraded land will be rehabilitated.

Project consists of four subsequent components: (1) Policy and Regulatory/Institutional, (2) Demonstration, (3) Capacity Building and (4) Knowledge Management.

Component 2 (Demonstration of sustainable pastureland management practices and scaling up successful approaches) interventions involve a variety of appropriate approaches to avoid, reduce, and reserve land degradation. The three target municipalities (Kazbegi, Dmanisi and Gurjaani) represent national priorities according to the sub-national assessments of hot spots (identified through LDN Target Setting Programme - TSP).

Pastureland inventories and multi-factor assessments following LDN indicators are conducted for all three target municipalities and served as basis for the development of the Pasturelands Strategic Management Plans for all three target municipalities. Strategic plans for pasturelands management at the municipal level includes different approaches and techniques for the diverse land tenure systems and economic realities that exists within the target municipalities. Both pasture inventories and assessments, as well as pasture management planning at the municipal level, revealed the need to register and categorize the areas used as de facto pastures by the local population in the target municipalities in order to ensure the formalization of users rights over pasturelands.

National Pasturelands Management Policy Document (NPMPD) discusses the need to formalize livestock owners’ rights to access the pastures to ensures pasturelands sustainable management and, in this regard, considers as a first step the official registration of lands used for pasture or, in the case of registered plots, assigning them the category of pasture. This approach is being considered by the process of development of new pasture management legislation. Pasturelands registration will create a spatial database that is necessary basis for defining pasturelands tenure regimes (common and individual (leasehold) regimes), and therefore to enable all livestock owner to formalize their access to it.

¹ Project “Achieving Land Degradation Neutrality Targets of Georgia through Restoration and Sustainable Management of Degraded Pasturelands (2020-2023)”.

(GEF Project ID. : 10151, Focal Area: Land Degradation, GEF Period: GEF-7, Approved for Implementation: Feb-2020).

<https://www.thegef.org/project/achieving-land-degradation-neutrality-targets-georgia-through-restoration-and-sustainable>

The National Project of Systematic Land Registration (2022-2024) is being implemented with a loan from IBRD. By January 2025, the systematic registration of land titles should be completed. However, agricultural land is registered without categorization and poses significant challenges to pasturelands management planning handover to pasture users as defined by the NPMPD. The project in the extended activities aims to facilitate the transfer the right-of-use of state-owned pastures to target municipalities. The project will provide technical support for pastures identification and registration/categorization, as well as definition of the common use pastures in Dmanisi pilot municipality to create a spatial database for informed decisions on pasturelands handover.

The experiences of this project will be replicated across Georgia through activities of national and international partners, and shared with other countries in the region and at UNCCD.

1.2. General Objective of the Service

The objective of the consultancy service is: **Pasturelands Identification and Registration Support in Dmanisi Municipality to create a spatial database for informed decisions on pasturelands disposal.**

Identification and registrations support should cover both unregistered and state or municipally owned and therefore already registered plots of land that are registered in the public register as agricultural land without specifying the land category.

Land plots are identified and assigned to the pasture category by following these criteria:

- Land plots identified as pasture land according to district land use maps and/or land use plans of former collective farms and farms as of 1991.
- Land plots registered with unspecified data in the public registry, identified as mowing-pasture land based on cadastral data processed by a special computer program (the so-called "yellow layer").
- Field verification of actual conditions and usage.

The assignment is to be implemented with overall guidance and supervision of the RECC Executive Director (Project Policy and Institutional Advisor – *RECC Project Core Team Supervisor/Manager*), the Project Technical Advisor in Agricultural Development (*RECC Project Core Team Coordinator*), in close consultation with the Ministry of Environmental Protection and Agriculture of Georgia (MEPA), the National Agency for Sustainable Land Management and Land Use Monitoring (NASLM) and Dmanisi Municipality, in cooperation with the project national consultants on pasture assessment and planning.

RECC will ensure that the local authorities are informed on this survey. RECC will make available to the consultant relevant reports, documents, maps and data at RECC's disposal, including: a) Report on Pasture-Hayfield Assessment in the Dmanisi Municipality; b) Dmanisi Municipality Pasturelands Management Plan, prepared within the project, that should be used by the consultant while implementation of the assignment.

2. SCOPE OF THE SERVICE

Consultant Entity is expected to implement tasks within this assignment in coordination with the RECC project implementation team and experts, the National Agency for Sustainable Land Management and Land Use Monitoring (NASLM) and Dmanisi Municipality.

Under this Scope of Work, the Consulting Entity shall perform the following tasks:

a. To create integrated GIS database of nominally state owned but still unregistered land plots and land plots registered without indication of particular agricultural land category in Dmanisi Municipality that could be registered as pasturelands

Primary identification of the pasturelands in Dmanisi municipality is conducted by the pastureland inventory and multi-factor assessment and pasturelands management planning processes implemented within the project. For these purposes different sources (e.g. NAPR cadastral data, existing land use maps (*from before 1990*), information obtained using participatory planning methods with interested parties) were used, that have been integrated and pasture's location determined. All data and information obtained under these activities will be provided by RECC to the consultant entity.

According to above mentioned assessment and planning processes in total 52,127 a of land is used as pastures in Dmanisi municipality, out of which:

- 36,382 ha is registered under the pasture category;
- 13,150 is registered without assigning the category;
- 2,595 is not registered.

The consultant entity, in close cooperation with project pasturelands assessment and planning experts, NASLM and Dmanisi Municipality, should revise and update obtained data and develop integrated GIS dataset of pasturelands distribution in Dmanisi municipality. After the completion of this task all (i) not registered land plots that could be registered as pastures and (ii) all registered land plots that could be recommended for assign the category of pastures, should be specified for further field verification.

b. Field verification of nominally state owned but still unregistered land plots and land plots registered without indication of particular agricultural land category in Dmanisi Municipality that could be registered as pasturelands

Field verification of identified nominally state owned but still unregistered land plots and land plots registered without indication of particular agricultural land category used as pastures include but is not limited to:

- 2, 595 not registered land plots
- 13,150 registered land plots registered without assigning the category.

The indicative distribution of the above-mentioned pastures in the municipality of Dmanisi is presented in Annex 1.

Field verification of identified nominally state owned but still unregistered land plots and land plots registered without indication of particular agricultural land category used as pastures include but is not limited the following activities:

- Consultations with municipality representatives and local users further clarification of identified pastures to be registered and/or categorized;
- Determination of de-facto use of the identified pasturelands by field verification;
- Cadastral surveying/measurements of land parcels and searching for field data in accordance to the resolution N388 of the Government of Georgia adopted on August 8, 2016: "Approving the procedure for performing and documenting the cadastral planning/measurement work of the land plot and the procedure for suspending and revoking the validity of the certificate of the person authorized to perform the cadastral planning/measurement work for performing the cadastral planning/measurement work in violation of the requirements of the Georgian legislation";
- When performing cadastral planning/measurement works of the pasturelands, the cadastral survey drawing should not include those areas, the actual situation of which excludes the use of the mentioned areas as the pastureland, in particular, following structures: a) buildings; b) perennial agricultural crops; c) objects of communication; d) infrastructure functionally related to

communication objects (business yards, main irrigation canals, roadsides, drainage canals, electric transmission or communication towers (supports), etc.).

c. Preparation of documentation necessary for land registration and proposals for changes in the registered land title data

The consultant entity, in close cooperation with project pasturelands assessment expert, shall prepare:

- a) Documentation necessary for land plots registration (*including cadastral planning/measurement drawings of the land*), both in material (paper) and electronic (recorded on a CD) form for all identified pasturelands that are not registered.
- b) Refined georeferenced spatial database of land plots that are already registered by the National Agency of Public Registry (NAPR) in state or municipal ownership as agricultural lands without indication of particular agricultural land category aimed at granting the category of “pasture” to them. For each registered plot of land, digitized boundaries of the part of the land plot that is recommended for pasture category assignment and descriptions of the de-facto use identified on the basis of field verification should be prepared and submitted.

4. DELIVERABLES AND REPORTING SCHEDULE

The estimate duration of the assignment is 6 months. The services will be commenced in November, 2024.

The Consulting Entity will submit reports to the following deliverables indicated in Table 1.

All deliverables should be submitted in Georgian languages.

Table 1. Reporting Obligations

Report Index	Name of Deliverable/Means of Verification	Time of Submission
R1	Technical Report on development of integrated database of nominally state owned but still unregistered land plots and land plots registered without indication of particular agricultural land category in Dmanisi Municipality that could be registered as pasturelands, including maps and georeferenced spatial databases for: <ol style="list-style-type: none"> 1. Land plots registered under the pasture category within the municipality (indicated by cadastral codes and areas); 2. State or municipal owned land plots registered within the municipality but without indication of land category, which are identified as pasture (indicated by cadastral codes and areas); 3. Unregistered plots within the municipality, which are identified as pasture (georeferenced spatial database of pastures to be registered. 	December, 2024
R2	Documentation necessary for land plots registration (including cadastral planning/measurement drawings for land plots) both in material (paper) and electronic (recorded on a CD) form for all identified pasturelands that are not registered.	May, 2025
R3	Refined georeferenced spatial database of land plots for preparation of proposals on technical changes in registered land title data aimed at granting the category of “pasture” to	May, 2025

	those plots of agricultural lands which are already registered by the National Agency of Public Registry (NAPR) in state or municipal ownership as agricultural lands without indication of particular agricultural land category	
R4	Thematic map of pasturelands to be registered/to be categorized in the Dmanisi municipality both in electronic and physical form printed on A0 format, at least 5 copies.	May, 2025

All deliverables are subject for review and approval by the RECC.

5. PAYMENT SCHEDULE

The Consulting Entity shall submit to the RECC the deliverables in the form and within the time periods specified in Table 1 (Reporting Obligations) as per Terms of Reference, acceptable to the RECC. The payment mode for the service will be applied based on delivered reports and acts of acceptance (*Service Delivery Acceptance Acts*) signed by both sides (RECC and Consulting Entity) and submitted by the Consulting Entity of original invoices to the RECC.

RECC will only make milestone payment based on achievement of specific deliverables as specified in time schedule for submission of deliverables as per Table 1 (Reporting Obligations).

The schedule of payments is specified below:

Table 2. Schedule of Payments

Report Index for Deliverables	Amount of Transfer in % of total contract ceiling for the Services (total Value of the Service)
R1	20%
R2	40%
R3, R4	40%
Total	100%

6. CONSULTING ENTITY'S QUALIFICATIONS AND EXPERIENCE

Eligibility for Participation. Subcontracting for this assignment is allowed for commercial services of for-profit entities (*registered in Georgia according to the law of Georgia "On Entrepreneurs"*).

- The consulting entity shall have at least 5 years' experience in performing of land cadastral survey and preparation of cadastral planning/measurement drawing for land plots;
- The consulting entity must specify the qualifications and experience of each specialist to be assigned to the performing of tasks in accordance of ToR;
- The specialist/specialists for carrying out cadastral survey/planning works should be certified by an entity duly accredited by a Legal Entity under Public Law called the Accreditation Centre of the Unified National Body of Accreditation in accordance with the requirements of the Legislation of Georgia in accordance with law on "The Public Registry".
- The consulting entity will be able to demonstrate – through the curriculum vitae of its team its experience with the professional preparation of documentation for land registration and performing of field verification works;

- Practical experience and familiarity in data gathering and processing on agricultural land (including pastureland);
- Experience in GIS linked data systems, their operation and analyses;
- Specific Knowledge of land categories (incl. pasturelands) classification, delineation, land registration;
- The consulting entity's proposal must include an understanding of the Terms of Reference (TOR) and a description of the proposed approach to the pasturelands identification, mapping and preparation of registration documentation and georeferenced spatial databases in accordance with the TOR.

7. CONTACTS, COMMUNICATION AND SUPERVISION

The Consulting Entity will be under the direct supervision of the RECC Project Core Team based in Tbilisi Head Office for the duration of the service. The Consulting Entity will maintain official communication with the RECC Project Core Team.

8. AWARD CRITERIA

Evaluation will be made in accordance with the quality/price-based selection method per REC Caucasus procedures and rules. The best value for money will be established by weighing technical quality against price on an 60/40 basis.

When evaluating technical offer of a candidate, a score out of a maximum 100 points could be received by the offer in accordance with the technical evaluation grid (setting out the technical criteria, sub-criteria and weightings) laid down in this Terms of Reference (*see below*).

Only offer that achieved a score of 75 or more shall be declared 'technically accepted'.

The quality of a technical offer will be evaluated in accordance with the award criteria and the associated weighting as detailed in the following evaluation grid of this Terms of Reference:

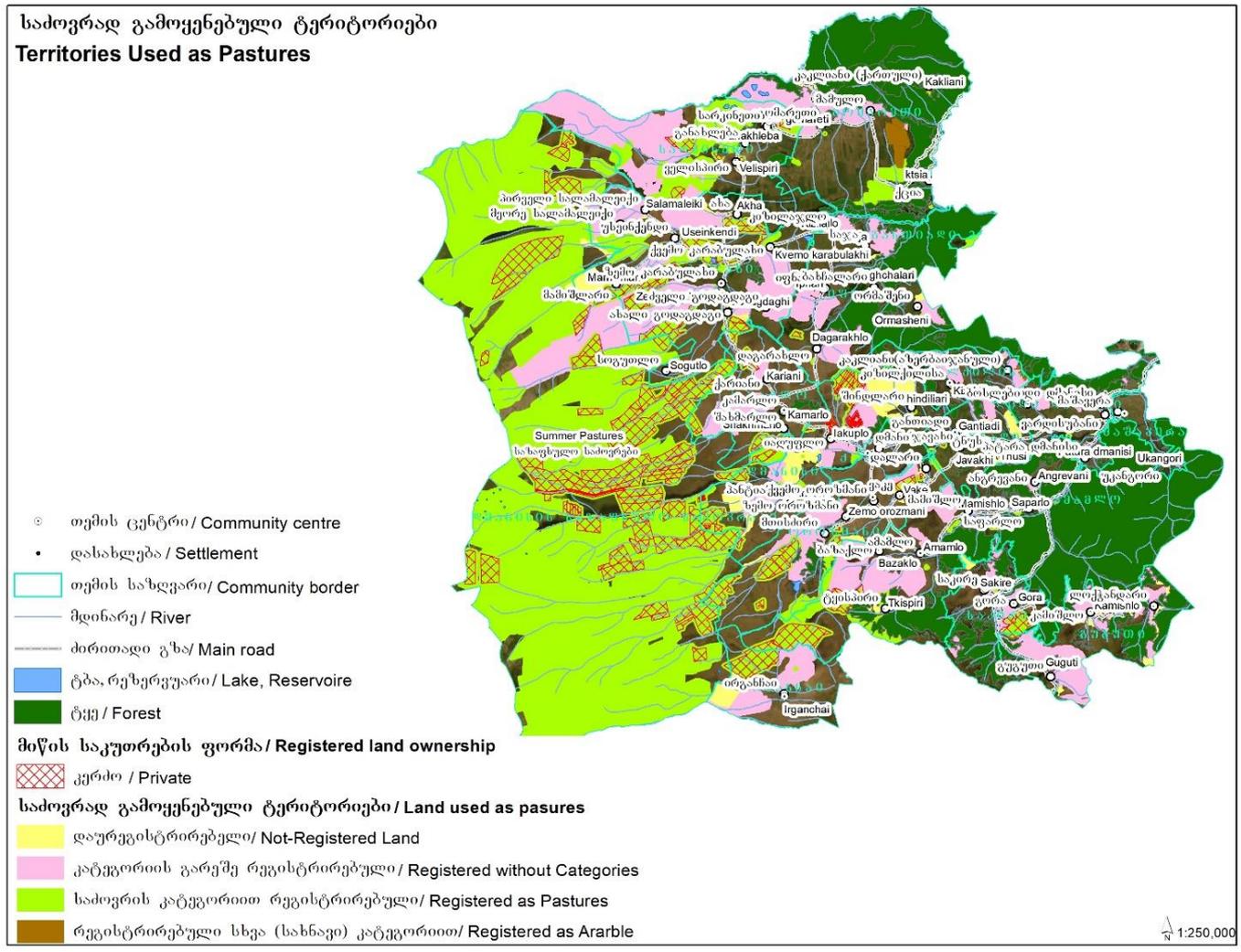
Evaluation Grid

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Consultancy Services for Pasturelands Identification and Registration Support in Dmanisi Municipality

EVALUATION GRID	Maximum
Service Organisation and Methodology	
(Max 20 points)	
Rationale	5
Strategy	10
Timetable of activities	5
Total score for Organisation and methodology	20
Consulting Entity	
Professional experience	
<i>At least 5 years experience in performing of land cadastral survey and preparation of cadastral surveying/measurement drawing for land plots</i>	20
<i>Practical experience in data gathering and processing on agricultural land (including pasture land)</i>	20
Experts	
Leading GIS expert	
Professional experience <i>At least 15 years proven experience in GIS linked data systems, their operation and analyses; Specific Knowledge of land categories (incl. pasturelands) classification, delineation, land registration.</i>	20
Surveyor	
<i>At least 5 years proven experience in performing of land cadastral survey and preparation of cadastral surveying/measurement drawing for land plots Certificate authorized to perform cadastral surveys/planning</i>	20
Total score for Consulting Entity	80
Overall total score	100

Annex 1: Territories Used as Pastures in Dmanisi Municipality



Map 1: Spatial distribution of pastures used by the population for grazing