Terms of reference
for the Batumi Urban Laboratory Coordination Group and Advisory Board commenced under the project
Sustainable Urban Development in Georgia

1. Background information on the Sustainable Urban Development in Georgia project

The "Sustainable Urban Development in Georgia" project (SUD) is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ in cooperation with the political partner Ministry of Regional Development and Infrastructure (MRDI) and with the support of the Ministry of Economy and Sustainable Development (MoESD) and the Ministry of Environmental Protection and Agriculture (MEPA).

The project brings integrated urban infrastructure projects to readiness for funding in the fields of energy efficiency, mobility, waste management and public spaces. For this, the project works closely with selected cities in Georgia, in cooperation with national and sub-national actors, as well as a professional network of experts and the local communities.

Together with the partner municipalities, the SUD project applies an "Urban Laboratory" (Urban Labs) approach to strengthen citizen engagement in developing and implementing climate-friendly urban solutions. Moreover, it capacitates local self-governments in investment budgeting, securing investment opportunities, and integrated planning through Neighborhood Development Plans (NDPs).

The accumulated expertise from the Urban Labs serves as a base for the recommendations for the review of national policies and/or programs. These recommendations are developed by the neutral Urban Lab Observation (research) Team and presented to the national Urban Policy Innovation Group (UPIG).

The overall SUD project has 5 outputs:

Output 1: Existing or new proposals from Urban Labs are supplemented by urban-integrated climate aspects with the involvement of affected populations.

Output 2: Calculations of the investment and follow-up costs have been developed for already existing or new proposals from Urban Labs.

Output 3: As part of the Urban Labs, integrated, climate-oriented Neighborhood Development Plans (NDPs) with the involvement of affected actors have been developed.

Output 4: Proposals for changes to legal regulations, national urban development programs or financing instruments have been developed by the Georgian Policy Innovation Group UPIG based on the Urban Lab monitoring.

Output 5: An exchange of Georgian experts on topics of climate-oriented, integrated, and participatory urban development is established as part of a network of urban innovators.

These outputs will jointly support the achievement of the overall objective of the project: "<u>Georgian municipalities, in cooperation with the national government, have developed participatory, climate-oriented and urban-integrated investment projects that are ready for financing.</u>"

2. General provisions

Urban Lab is an internationally acknowledged urban development instrument, which uses experimenting, multi-stakeholder collaboration, place-based approach and learning by doing as main methods.

Urban experimenting is when policymakers, urban planners, and/or researchers make careful changes in places (neighborhoods) or processes (administrative tools, legal framework) to see their effect and learn about human and institutional behavior in real situations, how ready, or efficient specific tools are in the given context.

Multi-stakeholder collaboration is ensured by setting up a working group for the Urban Lab comprised of representatives of the municipality, NGO's, field experts, businesses and interested citizens.

Place based approach refers to tailoring policies, solutions and investments to the specific local needs and specific territorial conditions.

The **learning process** implies learning from and by implementing the real-world solutions/projects implemented within the urban lab. The independent researchers ("Urban Lab Observation team") observe the process and derive recommendations for improvement. Selected recommendations are presented to the partner municipalities and for UPIG for upscaling.

The main goal of the Urban Lab is to supply evidence-based insights to the decision makers on new ways of thinking, new ways of working or new ways of organizing.

3. Structure, role, specific functions, and procedures of Urban Lab Coordination Group

3.1 Overall role

The Urban Lab Coordination Group is responsible for the smooth functioning and operation of the Urban Lab.

The mayor of Batumi municipality chairs and serves as the decision-making authority for the Urban Lab processes and projects, taking strategic decisions and ensuring alignment with the municipality's overall vision and goals. In his absence, the Delegate of the Mayor serves as the main coordinator and chairs the meetings of the Urban Lab Coordination Group.

3.2 Composition

The Urban Lab Coordination Group is comprised of representatives appointed by the mayor from key municipal departments/agencies essential for integrated urban development, as well as of a representative from SUD:

- Rusudan Zhozhadze, Head of Municipal Policy Service, Delegate of the Mayor for the Urban Lab and a Focal Point for SUD project.
- Emzar Kavjaradze, Head of City Transport and Transport Infrastructure Policy Department of the Municipal Policy Service
- Giorgi Tsanatskenashvili, Head of Urban Development and Urban Policy Service
- Levan Lazariashvili, Head of Batumi Transport LTD Company
- Sophia Todua, Regional Advisor at SUD, secretary of Urban Lab Coordination Group. The Regional Advisor supports the Urban Lab by providing technical advice to attain a better-quality urban project and by facilitating communication between GIZ and the Urban Lab Coordination Group.
- Upon decision by the mayor, members of the advisory board or the Urban Lab Observation Team can be invited to sessions of the Urban Lab Coordination Group.

3.3 Specific functions

The Urban Lab Coordination Group aims to secure the success of the Urban Labs in terms of urban development and learning by establishing integrated and participatory planning processes. The group is responsible for the smooth functioning and operation of the Urban Labs, which includes, but is not limited to:

- Elaborating and coordinating the overall Operational Plan of the Urban Labs, providing information, oversight and guidance during the whole process of the Urban Lab(s), to the development of the Neighborhood Development Plan and their correspondent investment projects, i.e. identification of the project areas, identification and securing of

resources/capacities needed, ToR development for service and goods procurements, reviewing of design and technical documents, cost calculations and budgeting, etc.

- Elaborating and presenting progress reports, technical and financial information, and proposals and other information correspondent to the mayor, thus facilitating decision-making.

- Designing and overseeing a comprehensive, meaningful and effective participatory process for the Urban Labs, including: identifying and engaging interested parties and affected stakeholders. Facilitating the exchange of crucial information; organizing public presentations, forums, events, and outreach programs to engage the public and create awareness about the Urban Labs. The Urban Lab Coordination Group shall convene, coordinate and participate in meetings with the citizens in the Urban Lab area.

- Supporting and participating in Urban Lab observation process and contributing to the development of policy recommendations for both local level and national reforms to be discussed within the municipality or at UPIG, as corresponds.

3.4 Rules and Procedures

- The Urban Lab Coordination Group meets as needed to comply with its functions, but at least once a month.
- The mayor or his delegate will convene, chair and organize all necessary meetings during the project. The agenda will be prepared by the Focal Point and agreed with the members of the Coordination Group. Upon request by the chair, GIZ can provide secretarial support.
- The municipality will provide the meeting space for the Urban Lab meetings. GIZ might provide support upon request.
- Meeting minutes will be documented and by the Regional Advisor via reports and shared with the members of the Urban Lab within 5 working days after the meeting. The recipients will be given 5 working days to provide comments, if any. If no response is received within 5 working days, the minutes will be considered as approved.
- SUD will share all Urban Lab project proposals, deliverables/suggestions, observation reports and policy recommendations prepared by the external consultants with all members of the Urban Lab Coordination Group. The recipients will be given 5 working days to provide comments or request an extension in case of more complex proposals. If no response is received within 5 working days, the proposals will be considered as approved.
- Communication of main messages with media will be agreed beforehand with the Urban Lab Coordination Group, explicitly with the Mayor and GIZ.
- Notwithstanding the above, to support process transparency, information about the project can be shared via diverse municipal or GIZ platforms including email, municipal website, posts on official social media, involvement with the media etc.

4. Urban Lab Advisory Board

4.1 Overall role

The role of the Urban Lab Advisory Board is to contribute to the success of the Urban Labs in terms of urban development and of learnings by providing recommendations on participatory methods, planning processes, decision making etc. to Urban Lab Coordination Group.

4.2 Composition

The members of the Advisory Board are identified by the Urban Lab Coordination Group and agreed with the mayor. The Board is constituted of representatives of various relevant municipal authorities, citizens, NGOs, private sector representatives, and/or field experts. The members agree to contribute to the Urban Lab throughout its duration.

Depending on the Urban Lab's needs, the composition of the Board may change over time.

4.3 Specific functions

- Providing insights and recommendations for elaboration of Batumi Urban Lab's operational plan and its implementation, as well as specific topics and/or territories explored within the Urban Labs.
- Disseminate information and communicate Urban Labs needs within their network to enhance participation of the Urban Lab.
- Supporting the Urban Lab Coordination Group to foster a participatory approach by reaching out to community members, ensuring their perspectives are considered in the decision-making process.
- Providing comments and recommendations to the Neighborhood Development Plan, ensuring they align with the community's needs.
- Supporting and participating in Urban Lab observation process and contributing to the development of policy recommendations for both local level and national reforms to be discussed at UPIG.

4.4 Rules and procedures

- Upon invitation by the Chair of the Urban Lab Coordination Group, the Advisory Board meets at least every two months with the Urban Lab Coordination Group. Depending on the project phase and needs, the Urban Working group might meet more frequently. The Advisory Board may also request the chair of the Coordination Group to hold additional meetings.
- Separate internal meetings among members of the Board can be held by the Advisory Board depending on the needs of the project and the Advisory Board.
- In an internal meeting, the Board appoints a focal point among its members who convenes and organizes its internal meetings as needed and facilitates communication between the

Board, the Urban Lab Coordination Group and GIZ. Upon request, GIZ may provide secretarial or logistical support.

- Minutes of joint meetings (Advisory Board and Urban Lab Coordination Group) will be documented by the chair of the Coordination Group and shared with all Coordination Group and Board members within 5 working days after the meeting. The recipients will be given 5 working days to provide comments, if any. If no response is received within 5 working days, the minutes will be considered as approved.

- Information on Urban Lab project proposals, deliverables/suggestions, monitoring reports and policy recommendations will be shared with all Board members. The recipients will be given 5 working days to provide comments or request an extension in case of more complex proposals.

- Official communication with media in the name of the Urban Lab will be agreed beforehand with the Urban Lab Coordination Group, explicitly with the Mayor and GIZ. Communication and messages of the Advisory Board should be clearly marked as such and should seek to support the overall goals of the Urban Labs.