

Terms of reference (ToR) for the procurement of services

Project Title: Enabling the Implementation of Georgia's Forest Sector Reform (ECO.Georgia)

Project/Activity Number: 20.2275.4-007.00 / 0302 – 50%
20.2275.4-002.00 / 0101 - 50%

Title of the assignment: Supporting preparation and implementation of participatory mapping of Forest Ecosystem Services (FES)

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 March 2029.

2. Description of the Assignment

2.1. Context

The legal and policy framework guiding the development and management of forest ecosystem services (FES) in Georgia is based on the country's Constitution, the Forest Code of Georgia, and various other relevant policy documents and regulations. Over recent years, Georgia has transitioned towards more sustainable and conservation-oriented forest management practices, emphasizing the protection and enhancement of forest ecosystem services. These changes are critical for addressing persistent challenges such as illegal logging, social cutting, and land-use conflicts.

The integration of FES into forest management planning is recognized as a cornerstone of sustainable forest management. Forest ecosystem services are crucial to the livelihoods of local communities, environmental sustainability, and the broader economy. However, the local communities that are the primary beneficiaries of these services often remain excluded from key processes such as Forest Management Plans (FMP) development, despite their critical knowledge and experience.

Involving local communities in ecosystem service evaluations helps include their knowledge and experience, leading to better forest management plans. This approach ensures forest management meets both sustainability goals and the needs of the communities who depend on these resources.

Participatory FES mapping is a cost-effective, inclusive, and empowering tool that helps communities and stakeholders collaboratively manage forest resources, fostering long-term sustainability and resilience.

The importance of evaluating and integrating local perspectives cannot be overstated. Such efforts enrich ecosystem service assessments and help ensure that forest management aligns with both ecological sustainability and the needs of local communities. These ToR seek to outline the scope, objectives, and methodologies required for a comprehensive evaluation of forest ecosystem services in Georgia, specifically in 5 selected municipalities with active FMP processes, emphasizing participatory approaches that incorporate local knowledge and foster community engagement.

Participatory Ecosystem Services (ES) mapping workshops are effective, low-cost and can provide valuable information for all users. The ES mapping workshops will include presentations on ecosystem services and their functions, group discussions, participatory mapping exercises, and interactive activities designed to actively engage participants. Participants will include representatives from Local Advisory Councils (LACs), government agencies, local communities, NGOs, and experts. Such workshops enhance understanding, support decision-making, and foster collaboration among stakeholders.

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

The objective of the assignment is to develop forest district maps for 4 target municipalities of Ozurgeti, Chokhatauri, Lanchkhuti, Dedoplistskaro based on participatory mapping of forest ecosystem services (FES) and refine the existing forest district map of Akhmeta municipality based on the same FES method.

The assignment will both contribute to the enhancement of sustainable forest management (SFM) plans in the municipalities mentioned above and strengthen public participation practices at the local level related to SFM.

The consultant will prepare and implement the mapping process, engaging local stakeholders, and provide comprehensive reports and maps. In particular, the consultant shall fulfil the following tasks:

Work package 1: Village Selection and Mapping Preparation

- The consultant will select forest-dependent villages across the five municipalities and prepare the base maps for forest management units, ensuring they are aligned with project specifications (scale, content, and format). This will include producing printed maps for each selected village.
- ECO.Georgia project will facilitate, within its mandate, access to existing GIS data.

Work Package 2: Training and Participatory FES Mapping Facilitation

- The consultant will conduct training for village trustees and LACs members on FES mapping techniques and its relevance to SFM. They will then lead participatory mapping exercises with local stakeholders, ensuring accurate data collection and active community involvement in the mapping process.

Work Package 3: Finalizing maps and reporting

- The consultant will finalize the FES maps for all forest management units, including both printed and digital versions. Additionally, they will compile combined municipality maps and prepare a final report (with annexes), summarizing the process, findings, and recommendations for future SFM strategies.

2.3. Outputs/deliverables

Expected outputs according to the work packages are as follows:

Work package 1: Village Selection and Mapping Preparation (two teams working in parallel in different geographic areas)

Output 1: Selection of forest dependent villages in 5 municipalities

Output 2: Preparation of the base maps for all forest management units (სატყეო უბნის სატყეო), in 5 municipalities

- Topographic maps of each forest unit (სატყეო უბნის სატყეო), A1 format, 1:50,000 scale, with full legend including all relevant FES.
- 1 printed map per selected village

Work Package 2: Training and Participatory FES Mapping Facilitation

Output 3: Training of village trustees (LACs members)

Output 4: FES mapping jointly with village trustees

Output 5: Filled in FES maps for all forest management units in 5 municipalities, 1:50,000 scale, original maps (output 4) as well as shp files.

Work Package 3: Finalizing maps and reporting

Output 6: Combined maps for each municipality as shp files

Output 7: Final report (in ECO.Georgia template) of max 10 pages with annexes, including maps, LoPs etc.

2.4. Schedule and timeframe

	Deadline	Number of experts	Number of working days
Output 1	After 1 week from signing of the contract	1	Up to 3
Output 2	After 3 weeks from signing of the contract	1	Up to 10
Output 3/4	After 7 weeks from signing of the contract	2 to 4	Up to 40
Output 5	After 8 weeks from signing of the contract	2	Up to 4
Output 6	After 12 weeks from signing of the contract	1 to 2	Up to 15
Output 7	After 13 weeks from signing of the contract	1	Up to 3
Travel expenses			Number of days/nights per expert
Transportation		1 to 4	Up to 10 days
Accommodation (full board)		1 to 4	6 overnights per expert
Refreshments for training/workshop participants			Up to 10 (5 trainings and 5 workshops)

**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 (one region). It is expected that the experts travel together in one car.*

3. Company/Experts' profile

Company profile

(1.1) Company/organization - Required competences

- At least 5 years of experience in forestry sector, GIS and public participation

Personnel concept

(5.1) Expert 1 – Team leader and lead expert with forestry and GIS background

- (5.1.1) General qualification: **Education:** Master's degree, preferably in Geography and/or forestry with the focus in GIS.

- (5.1.2) Specific qualification: **Professional experience:**
 - 7 years of experience in GIS and forestry
 - 7 years of experience in public participation in forestry, facilitating workshops, and conducting of trainings
- (5.1.4) **Language skills:** Fluency in Georgian and English.
- **(5.2) Expert 2 (Forestry and GIS)**
- (5.2.1) General qualification:
 - Education:** Master's degree, preferably in Geography and/or forestry with the focus in GIS.
- (5.2.2) Specific qualification: **Professional experience:**
 - 5 years of experience in GIS and forestry
 - 3 years of experience in facilitating workshops, and conducting of trainings
- (5.2.4) **Language skills:** Fluency in Georgian and English.
- **(5.3) Expert 3 (Sociologist/anthropologist)**
- (5.3.1) General qualification:
 - Education:** Master's degree, preferably in Social Sciences (e.g. sociology or anthropology)
- (5.3.2) Specific qualification: **Professional experience:**
 - 5 years of experience in public participation, working with local communities/SCOs on community engagement, policy influence, etc.
 - 3 years of experience in designing and facilitating workshops, and conducting trainings and focus groups
- (5.3.4) **Language skills:** Fluency in Georgian and English.
- **(5.4) Expert 4 (Sociologist/anthropologist)**
- (5.4.1) General qualification:
 - Education:** Master's degree, preferably in Social Sciences (e.g. sociology or anthropology)
- (5.4.2) Specific qualification: **Professional experience:**
 - 5 years of experience in public participation, working with local communities/SCOs on community engagement, policy influence, etc.
 - 3 years of experience in designing and facilitating workshops, and conducting trainings and focus groups
- (5.4.4) **Language skills:** Fluency in Georgian and English.

4. Timing and duration

From Feb 2025 to June 2025.

5. Place of assignment

Georgia

6. Reporting

- Reports are to be prepared according to the GIZ template to be provided by the project;
- All documents shall be delivered electronically (text files, PPT, sph) in English and in Georgian; as well as filled in FES maps for all forest management units in 5 municipalities.
- The consultant shall report to the Component 1 leader, GIZ/ECO.Georgia.

- The consultant is expected to coordinate very closely with the Component 1 and Component 3, GIZ/ECO.Georgia.

7. Other provisions

7.1 Budgeting and payment

Interim payment can be effected after submitting of outputs 1 and 2 and written confirmation from the GIZ.

Final payment upon submitting of output 3-7 and after provision all reports given above.

7.2 Tender Procedure

Concept

In the tender, the tenderer is required to submit a technical proposal showing how the objectives defined in Chapter 2 are to be achieved and if applicable under consideration of further method-related requirements (technical-methodological concept).

The technical proposal will be evaluated in accordance with the assessment grid which consists of followings:

(2.1) Concept

- interpretation of the objective /assignment (2.1)
- strategy for the implementation reflecting other alternatives (2.1)
- cooperation during the implementation (stakeholders in the implementation, reference projects etc.) (2.1)
- a work plan in a visual form

Personnel concept

The tenderer is required to provide personnel who are suited to filling the positions described, on the basis of their CVs, the range of tasks involved and the required qualifications.

The CVs of the personnel proposed meeting the requirements below 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.

Financial bid should be calculated in line with the price schedule which you can find as an attachment.