Terms of reference (ToR) for the procurement of services

gíz

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

Project/Activity Number: 20.2275.4-001.00/C1A5

Title of the assignment: Training in Microsoft Power BI programme for partner organisations and universities

1. Brief information on the project

Climate change impacts and the demand for fuelwood from the 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 the 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

GIZ has been supporting the Ministry of Environmental Protection and Agriculture (MEPA) and its main implementing partners, Biodiversity and Forestry Department (BFD), National Forestry Agency (NFA), Department of Environmental Supervision (DES), Rural Development Agency (RDA), as well as Environmental Information and Education Center (EIEC), in different directions dealing with forest sector reform, with a strong focus on introducing Ecosystem-based Sustainable Forest Management in Georgia.

In the context of the ongoing project, which encompasses a wide array of activities in terms of processing and comparison of various datasets such as Forest degradation studies, Forest Management Inventory (FMI), Forest Management Planning (FMP), National Forest Inventory (NFI) etc the need for advanced data processing and data visualization tools are critical. Currently, much of this data is managed and processed in Excel. While Excel is a powerful tool, it has limitations in handling large datasets and creating dynamic, interactive visual reports.

Microsoft Power BI (Power Business Intelligence) offers a significant upgrade in these areas. It enables the creation of dynamic reports that not only present data in a visually appealing manner but also allow for real-time interaction and data exploration. This capability is particularly important for our daily work, where the ability to quickly analyse and compare different datasets can lead to more informed decision-making and better project outcomes.

By gaining proficiency in Power BI, lecturers **(up to 6 persons)** can modernize their curricula, providing students with practical skills in data analysis and visualization that will be highly applicable in their future careers. This knowledge allows lecturers to present forestry concepts in a dynamic way, facilitating deeper insights and engagement. Additionally, as students become skilled in using Power BI, they can contribute more effectively to research initiatives and forest management projects that require robust data processing.

However, outsourcing the creation of Power BI reports can be costly. Given the frequent need for report updates as new data comes in, it would be far more efficient and cost-effective if the partners **(up to 6 persons)** were trained to work with these reports independently. This would not only reduce project costs but also empower our team to produce high-quality, customized reports tailored to our specific needs.

A total of **up to 12 participants** will be trained through two training sessions, comprising up to six participants from the partner organization and up to six participants from the university.

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

The objective of the assignment is to customise the training content to align with the specific needs of the participants, ensuring that all examples and exercises are directly applicable to the tasks and challenges they will face in their daily work.

- **Syllabus:** The syllabus must include a detailed daily schedule, specifying the duration and topics covered in each session.
- **Conduct Online Training:** The training sessions should be conducted online, ensuring accessibility for all participants.

Dataset: The training should incorporate practical exercises using the National Forest Inventory (NFI) databases or other inventories, which will be provided to the trainer by the Ministry of Environmental Protection and Agriculture of Georgia in Excel format. This hands-on approach will ensure that participants learn how to work with the actual data they will encounter in their daily tasks. See the link for an example https://mepa.gov.ge/Ge/Page/NFI

- **Record Training Sessions:** The entire training should be recorded, and the video should be provided to GIZ.

2.3. Outputs/deliverables

Expected outputs are:

- **Output 1** Post training report (.pbix) format and training materials (e.g. formulas list) for group 1.

- **Output 2** Post training report (.pbix) format and training materials (e.g. formulas list) for group 2.

2.4. Schedule and timeframe

	Training Deadline	Number of experts	Number of working days
Output 1	30.04.2025	1	10
Output 2	27.06.2025	1	10
Total			**20**

3. Company and Experts' profiles

Expert 1:
(5.1.1) General qualification:
Education: bachelor's degree in the field of IT and data management/ analysis.
Professional experience: 7 years working experience IT data management/ analysis.
(5.1.2) Specific qualification: 5 years' teaching experience in Power BI.
(5.1.4) Linguistic skills: business fluency in English

4. Timing and duration

Contract time frame is from March 2025 to August 2025.

5. Place of assignment

Georgia/online

6. Reporting

- Training report shall be delivered electronically in English and in Georgian.
- The consultant shall report to Component 1 leader and/or Advisor of GIZ
- The consultant shall keep a time sheet (8 hours = 1 working day).

7.   Other provisions

The contractor is strictly prohibited from uploading, sharing, disclosing, or otherwise disseminating training recordings, training materials, or associated datasets to any third party.

7.1 Budgeting and payment

Interim payment can be affected after submitting of outputs 1 written confirmation from the GIZ.

Final payment upon submitting of output 2 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:

- Concept (2.1)

a. interpretation of the objective /assignment (2.1)
b. strategy for the implementation reflecting other alternatives (2.1)
c. implementation methods (structured by project phase or subsector)

- Work and time schedule (2.2)

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.