

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

CONFIDENTIAL

Capacity Need Assessment and Capacity Building Campaign on Climate Resilience, Climate Change Adaptation, Nature-Based Solutions and Sustainable Practices	Project number/ cost centre: 21.9025.4-008.00
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0. List of abbreviations

BMUV	German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection
CD	Capacity Development
CNA	Capacity Needs Assessment
CoM	Covenant of Mayors
EaP	Eastern Partnership
EU	European Union
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
MRV	Monitoring, Reporting and Verification
NDC	Nationally Determined Contribution
OECD	Organization for Economic Cooperation and Development
OP	Operational Planning
SECAP	Sustainable Energy and Climate Action Plan
ToR	Terms of Reference

1. Context

The project Decarbonization and Climate Resilience in the Eastern partnership (EU4ClimateResilience) is jointly co-financed by the European Union and the Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection (BMUV), and implemented by GIZ and OECD. The project is implemented in synergy with the BMUV-funded project Promoting Green Deal Readiness in the Eastern Partnership Countries (PROGRESS) reflecting the Team Europe approach.

EU4ClimateResilience supports the Eastern Partnership (EaP) countries Armenia, Azerbaijan, Georgia, the Republic of Moldova and Ukraine in improving climate change and adaptation policies to achieve the mitigation and adaptation goals and targets under the Paris Agreement (PA) and related to bilateral agreements with the EU. This is achieved inter alia by technical support for the NDC 2025 update, improving the regulatory framework as well as further improving the institutional capacities to update the Nationally Determined Contribution (NDC), elaborate and implement Monitoring, Reporting and Verification (MRV) systems and mainstream climate change into sectoral and regional policies. The Action also acts on a local level by supporting the implementation of local climate adaptation projects, increasing the preparedness and resilience of cities and municipalities against short- and long-term climate risks. To mobilize additional sustainable investments, the introduction of innovative financial instruments such as green bonds will be supported. In Ukraine, the Action will address the reconstruction needs.

EU4ClimateResilience project focuses on supporting the green transition, enhancing decarbonization efforts, improving energy security, and boosting resilience to climate change impacts. The project's specific objectives are as follows:

- Increase countries' capacities to adequately measure and reduce national emissions and adapt to the impact of climate change and advance the implementation of the climate policy framework.
- Demonstrate the benefits of climate adaptation through specific projects.
- Support the establishment of credible regulatory frameworks on green finance in line with EU norms and to support the diversification and scaling-up of bond issuance.

Status Quo:

Georgia is highly vulnerable to the adverse effects of climate change. An increase in extreme weather events, more frequent heat waves, forest fires and droughts, heavier precipitation and flooding are among the consequences of climate change likely to enlarge the magnitude of disasters and lead to significant economic losses, public health problems and deaths.

Georgia is currently in the process of preparing NAPs to identify medium and long-term adaptation needs and developing implementation strategies and actions to address those needs. NAPs should include the objective of developing regional and local adaptation strategies/plans. At the same time, Georgia supports climate and sustainable energy-related activities at the municipal level within the EU *Covenant of Mayors (CoM) East* initiative.

Signatories of the CoM East have been preparing and implementing *Sustainable Energy and Climate Action Plans* (SECAPs) for the implementation of sustainable energy and climate adaptation policies. While the SECAPs mitigation activities are progressing, including adaptation actions into the SECAPs is challenging for cities and municipalities.

The NAP poses a further challenge for the local actors, as the need to align local/regional level adaptation action with the national adaptation framework arises. There is little technical expertise in climate adaptation in municipalities, therefore streamlined capacity building is required. Capacity development and knowledge transfer is as well required on climate resilient development, nature-based solutions, sustainable approaches for different stakeholders at the local levels.

2. Tasks to be performed by the contractor

The overall objective of this assignment is to conduct a comprehensive capacity needs assessment and design and implement capacity-building activities that enhance understanding, knowledge, and skills of local communities, local climate adaptation and energy managers, other relevant stakeholders in climate resilience, climate change adaptation, nature-based solutions, and sustainable approaches.

The primary objectives of this assignment are:

1. Conduct a comprehensive capacity needs assessment to identify knowledge gaps and training requirements.
2. Design and develop capacity-building activities and materials tailored to identified needs.
3. Identify target groups for capacity-building interventions with focus on Municipalities that are part of Covenant of Mayors and have developed SECAPs.
4. Engage international coaches or experts to deliver high-quality training.
5. Implement capacity-building campaigns focusing on climate change adaptation, nature-based solutions, and sustainable practices.

The contractor is responsible for providing the following services:

Task 1: Inception Phase

- Conduct an inception meeting with EU4ClimateResilience project team to understand the project's context, objectives, and expectations
- Develop a detailed work plan, methodology, and timeline for the assignment

Task 2: Conduct Capacity Needs Assessment

- Conduct a desk research, review relevant documents, policies, and reports to understand existing capacities and gaps.
- Conduct stakeholder consultations (interviews, focus group discussions, and surveys) to assess capacity needs at institutional and individual levels
- Analyze data to identify key gaps, challenges, and opportunities related to climate resilience, adaptation, and sustainable approaches.

- Prepare a detailed report outlining capacity gaps and priority areas for intervention

Task 3: Design Capacity-Building Activities

- Develop a capacity-building strategy based on the assessment findings.
- Propose specific capacity-building activities (e.g., workshops, training sessions, webinars, knowledge-sharing platforms).
- Develop training modules and materials tailored to the identified needs (in national language).
- Ensure materials are user-friendly, gender responsive, contextually relevant, and accessible to diverse audiences.

Task 4: Identify Target Groups

- Identify individuals, organizations, and community groups that will benefit from the capacity-building initiatives.
- Develop criteria for prioritizing participants, focusing on inclusivity and diversity.
- Ensure gender balance in the process with participation at least 30% of women

Task 5: Engage International Coache(s)/Expert(s)

- Identify and recruit qualified external coaches or experts in climate change adaptation, nature-based solutions, and sustainable practices.
- Collaborate with experts to finalize training content and delivery methods.
- Ensure the engagement of the international expert in the implementation of the capacity building activities (trainings/workshops/sessions/events)

Task 6: Conduct Capacity-Building Activities

- Organize and facilitate training sessions, workshops, and other capacity-building events (number of events – 5).
- Engage participants through interactive and participatory methodologies (number of participants – 50 with 30% female inclusion).
- Provide follow-up support to ensure the application of skills and knowledge gained

Task 7: Monitoring, Evaluation, and Reporting

- Develop tools to monitor and evaluate the effectiveness of capacity-building activities.
- Conduct pre- and post-training evaluations to measure knowledge and skills improvement.
- Suggest/develop concise knowledge-sharing materials (e.g., case studies, best practice briefs, or summary reports) to facilitate the exchange of best practices, lessons learned, and key resources among stakeholders and municipalities.
- Prepare a final report summarizing the assessment, activities implemented, outcomes, lessons learned, and recommendations for future actions.

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

Milestones/process steps/partial services	Deadline/place/person responsible
A: Inception Phase	
Conduct an inception meeting with EU4ClimateResilience project team to understand the project's context, objectives, and expectations	15 June 2025 (1 working day)
Develop a detailed work plan, methodology, and timeline for the assignment	15 June 2025 (1 working day)
B: Conduct Capacity Needs Assessment	
Conduct a desk research, review relevant documents, policies, and reports to understand existing capacities and gaps.	15 July 2025 (2 working days)
Conduct stakeholder consultations (interviews, focus group discussions, and surveys) to assess capacity needs at institutional and individual levels	15 July 2025 (4 working days)
Analyze data to identify key gaps, challenges, and opportunities related to climate resilience, adaptation, and sustainable approaches.	15 August 2025 (2 working days)
Prepare a detailed report outlining capacity gaps and priority areas for intervention	15 September 2025 (2 working days)
C: Design Capacity-Building Activities	
Develop a capacity-building strategy based on the assessment findings	15 October 2025 (2 working days)
Propose specific capacity-building activities (e.g., workshops, training sessions, webinars, knowledge-sharing platforms)	15 October 2025 (2 working days)
Develop training modules and materials tailored to the identified needs (in Georgian Language)	30 November 2025 (10 working days)
D. Identify Target Groups	
Identify individuals, organizations, and community groups that will benefit from the capacity-building initiatives, taking gender mainstreaming into consideration	15 September 2025 (2 working days)
Develop criteria for prioritizing participants, focusing on inclusivity and diversity	30 September 2025 (2 working days)
Develop and provide the list of target groups/stakeholder map for the capacity building campaign, ensuring 30% of female inclusion	30 October 2025 (2 working days)
E: Engage International Coach/Expert	
Identify and recruit qualified external coach(es) or experts in climate change adaptation, nature-based solutions, and sustainable practices	30 July 2025 (2 working days)
Collaborate with international expert(s) to finalize training content and delivery methods	30 November (3 working days)
Ensure the engagement of the international expert in the implementation of the capacity	During the project lifetime (20 working days for the international expert, in total)

building activities (trainings/workshops/sessions/events)	
F: Conduct Capacity-Building Activities	
Organize and facilitate training sessions, workshops, and other capacity-building events, ensuring the engagement of the identified participants through interactive and participatory methodologies (total - 5 cap. building activities; 50 participants, 30% of female engagement)	December 2025 – December 2026 (15 working days)
Develop and provide the summery/reports of the workshop with necessary materials	Within 15 days after conducting of each event, during the project lifetime (5 working days)
Provide follow-up support to: (a) ensure the application of gained skills and knowledge; (b) ensure the exchange of best practices, lessons learned, and key resources among stakeholders and municipalities	15 December 2026 (13 working days)
Prepare a final report summarizing the assessment, activities implemented, outcomes, lessons learned, and recommendations for future actions	15 December 2026 (5 working days)

Expected Working Days of the Assignment: 95 WD

Period of assignment: from 15.05.2025 until 30.12.2026.

All reports and documentations should contain a short Executive summary. Templates for the reports will be provided by the EU4ClimateResilience team. The work of the contractor will include desk research and analysis, online calls and interviews with the project team, interviews with stakeholders, facilitation, field trips, etc.

Reporting and language: The interviews and workshops will be conducted in Georgian Language. An interpretation in English-Georgian Languages will be ensured as necessary (during interviews/workshops/sessions/events) by the project. All documents should be delivered in English.

Deliverables

The following deliverables shall be elaborated:

- **Capacity Needs Assessment Report:** A comprehensive document detailing capacity gaps and recommendations.
- **Training Plan:** A structured plan outlining proposed activities, timelines, and methodologies.
- **Training Materials:** Manuals, toolkits, and other resources tailored to target groups (in English and Georgian Languages).
- **Participant List:** A record of identified target groups with selection criteria.

- **Interim Reports:** on capacity-building activities conducted (including participant feedback and evaluation results).
- **Expert Engagement Report:** Documentation of experts/coaches engaged and their roles.
- **Campaign Report:** A summary of capacity-building campaigns, including outcomes and lessons, challenges, and recommendations.

3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (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 2 Tasks to be performed) (1.1.2).

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2)** with them.

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1) and its contribution to the **results monitoring** and the associated challenges (1.3.2).

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 2 (Tasks to be performed by the contractor) are to be provided.

Project management of the contractor (1.6): The tenderer describes an approach and procedure for coordination with/in GIZ project (1.6.1) and is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the tender (1.6.2); the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

4. Personnel Concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University degree in Environmental Policy, Environmental Science, Natural Resource Management, Social Science, Economics or related fields
- Language (2.1.2): C1-level language proficiency English
- General professional experience (2.1.3): 10 years of professional experience in the climate change mitigation and adaptation, resilience planning, sustainable development sector, nature-based solutions or related fields
- Specific professional experience (2.1.4): 5 years of experience in designing and implementing capacity-building programs or public awareness campaigns
- Leadership/management experience (2.1.5): 10 years of management/leadership experience as project team leader or manager in a company

Key Expert

Tasks of the Key Expert

Key Expert is guiding the expert pool and is responsible for:

- Conduct the Capacity Need Assessment
- Development of Capacity Building Strategy
- Development of training modules and materials
- Implementation of Capacity Building Campaign
- Coordination of activities within the team of experts and communication with EU4ClimateResilience, partners and others involved in the project
- Quality assurance of tasks within the advisory packages
- Preparing reports, including written reports, in accordance with deadlines
- Technical and strategic inputs for Capacity Building Campaign

Qualifications of the Key Expert

- Education/training (2.1.1): University degree in Environmental Policy, Environmental Science, Natural Resource Management, Ecology, or related fields
- Language (2.1.2): C1-level language proficiency English
- General professional experience (2.1.3): 10 years of professional experience in the climate change, nature-based solutions, ecosystem services and biodiversity conservation or similar sectors

- Specific professional experience (2.1.4): 8 years of experience in designing and implementing training programs/awareness-raising/capacity building campaigns for diverse stakeholders

Short-term expert pool with minimum 2, maximum 3 members

Tasks of the short-term expert pool

- Conduct the Capacity Need Assessment
- Development of Capacity Building Strategy
- Development of training modules and materials
- Organizing and facilitating capacity building events
- Coordinating activities with the Key Expert
- Preparing written reports in accordance with deadlines
- Technical and strategic inputs for Capacity Building Campaign

Qualifications of the short-term expert pool

- Education/training (2.1.1): University degree in Environmental Policy, Environmental Science, Natural Resource Management, Ecology, or related fields
- Language (2.1.2): C1-level language proficiency English
- General professional experience (2.1.3): 8 years of professional experience in the climate change, nature-based solutions, ecosystem services and biodiversity conservation or similar sectors
- Specific professional experience (2.1.4): 5 years of experience in designing and implementing training programs/awareness-raising/capacity building campaigns for diverse stakeholders

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.

5. Costing requirements

Assignment of personnel and travel expenses

Per diem 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 from the [German Federal Ministry of Finance – tax treatment of travel expenses and allowances for international business travel as of 1 January 2024/2025 \(GERMAN ONLY\)](#)).

Accommodation allowances are reimbursed as detailed in the specification of inputs below.

NOTE: GIZ is released from VAT payment in Georgia when purchasing different types of services/goods, therefore, budget should be submitted without VAT. However, potential service providers should consider that they will not be released from VAT payment when purchasing goods/services within the frames of the given assignment.

** indicated fees shall include income tax and pension fund costs.

NOTE 1: Please, note that while invoicing, the contractor should provide timesheets along with the invoice, it will be later stated in “General Terms and Conditions of Contract”.

Sustainability aspects for travel

GIZ has undertaken an obligation 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.

CO₂ emissions caused by air travel must 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

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of Team Leader	1	10	10	
Designation of Key Expert	1	25	25	
Designation of Expert Pool	3	20	60	
Travel expenses	Quantity	Price in GEL	Total in GEL	Comments
Per-diem allowance in country of assignment	up to 30			Up to 3 experts
Overnight allowance in country of assignment	up to 30			Up to 3 experts
Transport	Quantity	Price in GEL	Total in GEL	Comments
International flights	up to 5			Up to 5 round trip flights to Georgia for International Expert
CO ₂ compensation for air travel				

Travel expenses (train, car)	up to 20			Up to 20 round trip transportation between the regions in Georgia. For up to 3 experts
<ul style="list-style-type: none"> Transfer to and from the airport Taxi ride in the country of assignment 				
Other costs	Number	Price in GEL	Total in GEL	Comments
Flexible remuneration	1	18000	18000	A budget of 18000 GEL is foreseen for flexible remuneration. Please incorporate this budget into the price schedule. Use of the flexible remuneration item requires prior written approval from GIZ.

Where a **flexible remuneration** item is contractually agreed, the contractor shall be permitted to exceed the contractually agreed quantities up to the amount of the flexible remuneration item, taking into account the contractually agreed individual rates and bases for invoicing. The flexible remuneration item covers costs only for items listed where these are contractually agreed. Use of the flexible remuneration item must be approved by GIZ in writing before the costs in question are incurred.

6. Inputs of GIZ or other actors

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

- Logistics for workshops: GIZ will select and provide the workshop venues, for Capacity Building events and for internal project meetings
- Interpretation: GIZ will provide interpretation during workshops, when needed
- Transportation of participants on site, when necessary.

7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. 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 4 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).

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips,

workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.