

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

## INTERNAL

<b>Integration Assistance of Climate Finance Concept Notes for Adaptation Measures in Georgia</b>	<b>Project number/ cost centre: 12.9230.9-001.00</b>
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## List of abbreviations

AG	Commissioning party
AN	Contractor
AVB	General Terms and Conditions of Contract for supplying services and work
BMUKN	German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety
CRED	Climate Resilient Economic Development
DIAPOL-CE	Policy Dialogue and Knowledge Management on Climate Protection Strategies
FK	Expert
FKT	Expert days
KZFK	Short-term expert
PIN	Project Idea Notes
ToRs	Terms of reference
NDC	Nationally Determined Contributions
NAP	National Adaptation Plans
PIN	Project Idea Note

## 1. Context

Climate change is one of the greatest threats facing humanity, with far-reaching and devastating impacts on people, the environment, and the economy. Accelerating climate change adaptation is a human, social, environmental, and economic imperative. Planning and investing in systematic adaptation measures, and in the innovations that come with it, can unlock new opportunities and provide a triple dividend: avoiding economic losses, supporting economic growth, and delivering additional social and environmental benefits.

On behalf of the German Federal Ministry for the Environment, Climate Action, Nature Conservation and Nuclear Safety (BMUKN) under the umbrella of the International Climate Initiative (IKI), the Policy Dialogue and Knowledge Management on Climate Protection Strategies (DIAPOL-CE) programme supports its partner countries in developing human and technical capacities in economic and planning ministries, subordinate sectoral authorities, and institutes in charge of economic modelling. The programme develops and disseminates methods and tools for Climate Economic Modelling, enabling partners to independently model the economic impacts of climate change and translate results into policy advice. Evidence-based adaptation measures can be incorporated into long-term economic and adaptation planning, thereby unlocking climate-resilient economic development in partner countries. Climate data and results from sector models are fed into macroeconomic models to map the impacts of climate change on social and economic aspects such as income or employment and to identify appropriate sectoral adaptation measures. The cornerstones of the activities are three jointly developed country-specific macroeconomic models: the Dynamic Input-Output Models e3.kz in Kazakhstan and e3.ge in Georgia, e3.mn in Mongolia, and in Nigeria uses an enhanced Computable General Equilibrium model. These models enable our partners to model the economic impacts of climate risks effectively.

The modelling results are used to create country-specific policy recommendations on implementation options for sectoral adaptation measures. The programme supports its political partners in integrating adaptation policies into macroeconomic strategies and policies, such as development, poverty reduction, or green economy strategies, as well as strategies for major economic sectors. By doing so, the programme aims to align nationally determined contributions (NDCs) goals and national adaptation plans (NAPs). In addition to assessing adaptation measures and integrating them into policies, the programme has developed Project Idea Notes (PINs) for selected adaptation measures. The PINs describe the proposed activities for the measures and provide an investment plan.

The project advises ministries on applying findings from the modelling in political decision-making processes and planning. Furthermore, private, public, and international financing options for adaptation measures are identified and proposed, making financing the critical link to implementing effective adaptation measures. The aim is to implement the proposed measures by securing the funding. The five gaps identified in the article “Climate adaption finance: From paper commitments to climate risk reduction” shall be addressed by this, namely the use of climate data, the operationalisation of NAPs through sectoral programs, involvement of public finances, the use of cost-benefit analysis for evidence and a better Monitoring and Evaluation (yet to be improved).<sup>1</sup>

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<sup>1</sup> [Climate adaptation finance: From paper commitments to climate risk reduction | Science](#)

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GIZ seeks to contract a local consultancy with extensive knowledge in adaptation finance to support advancement and implementation of the PINs into full concept notes for international finance institutions, climate finance providers, and/or MDBs in Georgia.

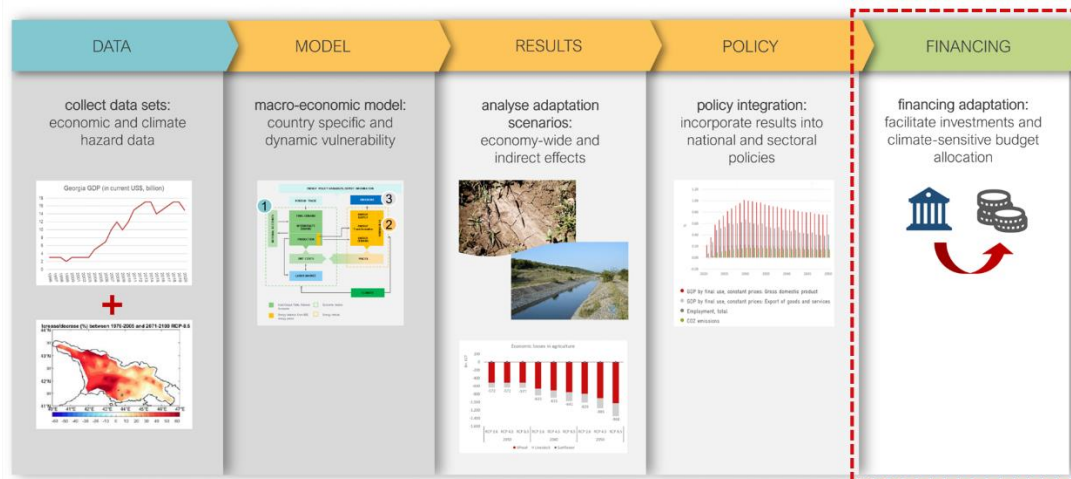


Figure 1. Climate resilient systematic assessment steps

## 2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services depending on the needs and availability of political processes and demand in Georgia. The structure of policy support and integration assistance components pursues two interlinked objectives as follows:

### Objective 1:

- Conduct current policy baseline surveillance and stakeholder analysis with regards to support further development of existing Project Idea Notes (PIN) into Concept Notes for relevant climate finance providers (Green Climate Fund, Adaptation Fund, Global Environment Facility...):
- Policy analysis and policy support in facilitating the integration of modelling results and implement enhancement of Project Idea Notes (PIN) into the decision-making processes with a pilot case, to illustrate the relevance of using modelling results as part of the evidence base for policy processes.

### Objective 2:

- Support DIAPOL-CE international contractor under the task of further developing of existing Project Idea Notes (PIN) into Concept Notes for relevant climate finance providers.
- Establish a more sustainable framework in which local institutions use the macroeconomic modelling results (evidence-based PINs), i.e. a sustainable communication link between line ministries and institutions in charge of modelling (and as appropriate intermediaries, e.g. NGOs or think tanks providing evidence-based policy advice).
- Support DIAPOL-CE international contractor for providing climate finance trainings. This would involve strengthening capabilities to use macroeconomic models

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GIZ will share the Project Idea Notes when the contract starts.

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
Review and analysis of existing “Financing Options for Rehabilitation of Windbreaks” and “Financing Options for Enhanced Flood Protection” Project Idea Notes (PINs)	1 September 2025
Conduct relevant stakeholder interview and meetings (MEPA, MoESD, ADB, UNDP, etc.)	1 September – 15 September 2025
Drafting stakeholder analysis and policy integration concept for PINs implementation	30 September 2025
Support DIAPOL-CE international contractor under the task of further developing of existing Project Idea Notes (PIN) into Concept Notes for relevant climate finance providers	1 September – 31 October 2025
Support DIAPOL-CE international contractor for providing climate finance trainings	15 October – 31 October 2025
Final report	31 October 2025

The work takes place in Georgia with up to a total of 35 workdays. Period of assignment: from 01.09.2025 until 31.10.2025.

## 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 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. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of the milestones and **contributions** of other actors (partner contributions) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

## **Project management of the contractor (1.6)**

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; 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.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Securing the administrative conclusion of the project.

## **Further requirements (1.7)**

GIZ has the goal to tackle and address current challenges in fostering equality of opportunity and rights for all individuals, regardless of their gender or sexual orientation.

## **4. Personnel concept**

The tenderer 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.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

## ***Qualifications of proposed staff***

### *Team Leader:*

#### Tasks of the Team Leader

- Develop and manage a detailed project timeline and workflow.
- Coordinate interactions between the key expert, short-term experts, and stakeholders.
- Review and approve drafts and final reports.
- Act as the primary point of contact for stakeholders, providing project updates.
- Organize and lead meetings to discuss project progress and integrate feedback.
- Quality assurance of data collected and submissions.

### **Team Leader:**

**2.1.1 Qualifications:** University qualification (Diploma/Master) in development, environment, economics, or a related field

#### **2.1.2 Language**

Georgian, fluency in English

**2.1.3 General Professional experience:** 6 years' experience in environmental and economic research with focus on science-based policy advisory/development in the climate change adaptation context

#### **2.1.6 Regional experience**

2 years of experience in projects in Georgia

### *Expert 1:*

#### Tasks of key Expert 1

- Gather and manage necessary data for accurate analysis.
- Collection and consolidation of data and additional information related to selected climate change adaptation measures including integrated solutions, policies across sectors and geographical areas.
- Coordinate with DIAPOL-CE international contractor under the task of further developing of existing Project Idea Notes (PIN) into Concept Notes for relevant climate finance providers.
- Arrange and conduct relevant stakeholder meetings.
- Assemble the findings into structured reports, drafting sections on methodology, results, and recommendations.
- Provide sector-specific knowledge and expertise on proposed adaptation measures.

## **General qualifications**

**2.2.1 Qualifications** University qualification (Diploma/Master) in development, environment, economics, or a related field

#### **2.2.2 Language skills**

Georgian, fluency in English

**2.2.3 General professional experience:** 4 years' experience in environmental and economic research with focus data collection, systematization and analysis

**2.2.6 Regional experience**

2 years of experience in projects in Georgia

## 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.

With special justification, additional Accommodation costs up to a reasonable amount can be reimbursed against evidence.

All business travel must be agreed in advance by the officer responsible for the project

### Sustainability aspects for travel

GIZ has undertaken an obligation to reduce greenhouse gas emissions (CO<sub>2</sub> 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 CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

CO<sub>2</sub> 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



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Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL	1	15	15	
Designation of Expert 1	1	20	20	
Other costs	Number	Price	Total	Comments
Flexible remuneration	0	0	0	No budget 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.

### 6. Inputs of GIZ or other actors

Logistics for workshops for the climate finance trainings  
Project Idea Notes for Georgia  
Other relevant studies and reports

### 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 20 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.

## **8. Annexes:**

Overview of GIZ climate protection strategies: Making climate protection strategies work:  
GOOD PRACTICE EXAMPLES [Factsheets](#)