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## I. General information

### Brief information on the project

The global programme Shaping Development-Oriented Migration (MEG), commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and executed by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, is a pivotal initiative in the realm of migration and development. Its primary aim is to empower partner countries to harness the benefits of regular migration while actively engaging diaspora communities to drive sustainable development.

The core objective of the project is to provide support to key actors in partner countries, enabling them to make gender-responsive contributions toward the effective implementation of the Global Compact for Safe, Orderly, and Regular Migration (GCM). This commitment underscores dedication to creating migration policies that align with international standards, emphasizing human rights and gender equality.

### Programme approaches

The Programme employs a multifaceted approach to achieve its objectives:

**Shaping Migration Policy:** We collaborate closely with partner countries as they formulate migration policies that align with the principles of the GCM, ensuring the safe and orderly movement of people and the protection of migrant rights.

**-Gender Equality and Policy Coherence:** We promote policy coherence, emphasizing gender equality through an intersectional lens, and actively collaborate with civil society actors. These aspects are pivotal in achieving a harmonious and inclusive approach to migration and development.

**-Diaspora Engagement:** Project seeks to encourage investment, knowledge exchange, and innovation in partner countries by engaging with the diaspora residing in Germany. This dynamic connection offers a unique avenue for supporting sustainable development in countries of origin.

### Fields of Action:

The Programme operates within four core fields of action, each essential to the success of our mission:

#### 1.Regular Migration:

**Guidance to Political Partners:** Offering guidance to political partners on regular migration, ensuring alignment with international standards.

**Training for Labour Inspectors:** Conducting training programs for labour inspectors to raise awareness of precarious working conditions.

**Ethical Recruitment:** Implementing measures to ensure ethical and fair recruitment standards in partner countries.

## **2. Diaspora Cooperation:**

Diaspora Experts: Supporting migrants from selected partner countries residing in Germany to contribute voluntarily to development in their countries of origin. This includes advice on engagement, training in knowledge exchange methods, networking events, expense coverage and on-site support.

-Diaspora Organizations: Providing support for projects initiated by diaspora organizations aimed at promoting development in their countries of origin. This support includes subsidies, application guidance, planning assistance, networking events and training.

-Business Ideas for Development: Supporting business founders in leveraging their expertise gained in Germany to benefit their countries of origin. This support includes individual coaching on creating and implementing business plans, financing for start-up preparations, and networking opportunities with potential partners, business networks, and start-up centres.

## **3. Mitigating Precarious Working Conditions - Enhancing the Protection of**

### **Migrants:**

Strengthening the Capacities of State Actors: Supporting partners in strengthening the capacities of state actors to protect the rights of migrant workers, particularly in the context of global care chains, such as women in precarious working conditions and children affected by care gaps.

Supporting CSOs: Offering financial and technical support to Civil Society Organizations (CSOs) that work to protect the rights of migrant workers and their families.

Regional Exchange: Organizing regional exchanges to promote peer learning and enhance the protection and agency of migrants in vulnerable situations.

Multilateral Cooperation: Strengthening International Cooperation for Safe, Orderly, and Regular Migration:

Supporting International Organizations: Collaborating with international organizations, such as the IOM (International Organization for Migration), to set up the Global Data Institute.

Funding Support: Contributing to the Migration Multi-Partner Trust Fund to aid in international migration efforts.

Good Practice Documentation: Assisting partner countries in documenting and sharing good practices to promote safe, orderly, and regular migration at the international level.

The Programme MEG is committed to achieving sustainable migration and diaspora engagement and invites stakeholders to participate in this collective effort. Together, we aim to inspire a brighter and more inclusive future, where migration serves as a force for good, contributing to the sustainable development and well-being of all involved parties. A path toward a world where migration serves as a force for good, contributing to the sustainable development and well-being of all.

## 2. Context:

The Georgian diaspora holds a significant and indispensable role in Georgia's journey toward sustainable development. With its global presence, this community contributes profoundly to various sectors, cultural preservation and social well-being.

It is worth mentioning, the implementation of the MEG programme in Georgia commenced in June 2023, with one of its crucial components being the advancement of deepening the role and engagement of Georgian diaspora organizations in the country's social and economic development.

There are more than 1.2 million Georgian citizens living abroad. Remittances from the Georgian diaspora account for approximately 10% of Georgia's GDP. It is essential that the diaspora maintains a strong connection with their roots and continues to contribute to Georgia's socio-economic development by investing their skills and experience in projects aligned with their interests.

Engagement with the diaspora and their mobilization for national development remains one of the core strategic directions of the program implemented by GIZ since 2007. While this engagement has been ongoing for over a decade, the financial support for diaspora-led initiatives officially commenced in 2012 and continues to the present day.

Based on our experience and over 10 years of close collaboration, it has become clear that Georgian diaspora organizations often require more information to effectively identify areas where they can contribute to Georgia's development. In particular, there is a lack of knowledge about fundraising opportunities (including funds provided by international donors, as well as local state budget based sources) in Georgia, the application process, and how to draft competitive project proposals. Additionally, diaspora organizations rarely have the opportunity to engage with local CSOs to explore potential areas for collaboration and joint initiatives.

Since 2009, GIZ has co-financed 10 projects in Georgia, which were implemented by German-based diaspora organizations. All of them were in the socio-economic field. As part of the funding mechanism, diaspora organizations are encouraged to identify socio-economic development-related challenges and partner with local civil society organizations (CSOs) to jointly implement projects supported by GIZ. In addition, diaspora actors are eligible to submit project concepts to the Diaspora Department of the Ministry of Foreign Affairs or other donor organizations.

Over time, three main challenges have been observed:

- Limited access to contextual information: Due to their physical distance from Georgia, many diaspora organizations find it difficult to accurately assess local needs and identify development gaps where their expertise and resources could be most effectively applied.
- Insufficient proposal quality: A considerable number of submitted project proposals lack the necessary structure, coherence, and strategic alignment, reducing their competitiveness in funding processes.
- Limited access to information on funding opportunities: Diaspora organizations often have inadequate knowledge of available foundations, resources, and open calls for applications related to diaspora cooperation in Georgia.

In response to these challenges, the program has identified three priority interventions:

- Facilitating structured dialogue and collaboration between diaspora organizations abroad and local CSOs to jointly identify needs, exchange experiences, and design practical solutions.
- Presenting the donor landscape in Georgia and exploring various funding opportunities and application procedures with state and international organizations.
- Building the capacity of diaspora actors in project design and proposal development to enhance the quality, feasibility, and impact of their future submissions.

To achieve these objectives, a local NGO will be contracted to lead the organization and facilitation of this initiative, including the design and implementation of hybrid workshops, networking and matchmaking activities, and targeted technical assistance.

### 3. Contract term

GIZ shall hire the contractor for the anticipated contract term, from **08.12.2025 to 29.01.2026**.

The contractor shall provide the following work/service:

- Preparing Concept Note, Materials and Agenda for the hybrid event “Diaspora in Dialogue: Identifying Needs – Strengthening Engagement”.
- Select and invite both local Georgian CSO’s active in the field of diaspora affairs and diaspora organizations based abroad. Successful implementation of a half-day hybrid Dialogue & Needs Assessment session and a full-day Training Workshop.
- Comprehensive event report, including key findings, training outcomes, social media content and recommendations.

The full proposal will consist of specific contributions by the contractor due to the pre-defined timeline. The exact tasks of the contractor within respective contribution under this assignment will be:

Tasks and deliverables
<p><b><u>3.1 Concept Development &amp; Training Design</u></b> <b>(Deadline: 18 December 2025)</b></p> <ul style="list-style-type: none"> <li>• Develop a detailed concept note and implementation plan for the hybrid event “Diaspora in Dialogue: Identifying Needs – Strengthening Engagement”.</li> <li>• Define objectives, target audience, and expected outcomes.</li> <li>• Develop training materials.</li> <li>• Identify Georgian CSO’s active in the field of diaspora, that are willing to cooperate with the Georgian diaspora abroad and are able to present their experience to diaspora members.</li> <li>• Coordinate with local Georgian NGOs and diaspora organizations to ensure relevance and inclusivity.</li> <li>• Design a clear agenda for both parts of the event (Dialogue &amp; Needs Assessment; Training Workshop).</li> <li>• Submit draft concept and agenda for review and incorporate partner feedback.</li> </ul>

### 3.2 Event Implementation (Deadline: 16 Januar 2026)

- Organize and implement the Dialogue & Needs Assessment session (½ day, hybrid format).
- Facilitate presentations by 2–3 local NGOs on pressing socio-economic challenges and support needs.
- Enable diaspora organizations to present their resources, experiences, and areas of potential cooperation.
- Moderate discussions and jointly identify priority needs and cooperation opportunities.
- Organize and implement the Training Workshop (1 day, hybrid format).
- To present the donor landscape in Georgia (including funding possibilities provided by international donors, as well as local state budget-based sources) and discuss various ways to apply to these organizations for fundraising purposes .
- Discuss and present application processes prescribed by both, state and international funding sources.
- Focus on “Successful Grant Writing & Fundraising Strategies for Diaspora Organizations”.
- Provide practical tools, examples, and interactive exercises to strengthen participants’ skills.

### 3.3 Documentation & Follow-up (Deadline: 29 January 2026)

- Produce a concise event report summarizing:
  - Identified socio-economic needs and priority areas for diaspora engagement.
  - Key discussion points and recommendations, outcomes of the training workshop.
  - Share report and supporting materials (e.g., presentations, templates) with all participants and stakeholders.
  - Establish a follow-up mechanism to support future joint initiatives.
  - Publish key outcomes and highlights on agreed platforms (e.g., websites, social media channels of diaspora and local NGOs) audiences.

## II. Tender requirements

### 1. Qualifications of proposed staff:

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs. The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

#### 1.1. Team leader:

- **Education/Training** (2.1.1): University degree (master’s level or equivalent) in social sciences or a related field.
- **General professional experience** (2.1.3): 7 years of professional experience in the field of development cooperation, diaspora and migration related topics or a related field.

- **Specific professional experience** (2.1.4): 5 years of experience in the conceptualization and implementation of the projects in a social field or similar.

Specific tasks to be performed by the team leader:

- Overall coordination, quality assurance, and communication with GIZ.
- Lead development of the concept note and implementation plan.
- Approve and finalize the agenda and logistical arrangements.
- Supervise event implementation and ensure timely delivery of outputs.
- Oversee preparation and submission of the final report and follow-up activities.

## 1.2 Key Expert:

- **Education/Training** (2.2.1): University degree (master's level or equivalent) in social sciences, education or a related field.
- **General professional experience** (2.2.3): 5 years of professional experience in social development, education, project proposal writing and implementation.
- **Specific professional experience** (2.2.4): 4 years of proven experience in the Implementation of development-oriented projects.

Specific tasks to be performed by the key expert:

- Provide technical input for the concept and agenda design.
- Identify and liaise with Georgian CSOs and diaspora organizations.
- Facilitate the Dialogue & Needs Assessment and lead the Training Workshop.
- Deliver sessions on donor landscape, grant writing, and fundraising strategies.
- Draft the event report and compile supporting materials.

## 1. Quantitative requirements

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL/Team Leader	1	15	10	
Designation of TL/key expert	1	10	10	

**Calculate your financial bid exactly in line with the quantitative requirements of the specification of inputs above.** There is no contractual right to use up the full days/travel or workshops or budgets. The number of days/travel/workshops and the budgets will be contractually agreed as **maximum amounts**. The regulations on pricing are contained in the price schedule.

## Workshops and events, initial and further training

The contractor will conduct the following workshops:

- **Half-day hybrid Dialogue & Needs Assessment session**

- **One-day Training Workshop.**

The contractor will be responsible for developing the overall concept and methodology of the workshops, including defining objectives, designing the agenda, preparing training materials. The contractor will also be responsible for the selection and invitation of participants, based on agreed criteria and in close coordination with GIZ.

The number of participants will be determined after the completion of the concept paper and in consultation with GIZ. Accordingly, GIZ will find and select a suitable location for each event, ensuring accessibility and alignment with the workshop objectives.

For the workshops, training-related costs such as accommodation, transport, catering, venue rental, and technical equipment will be covered by GIZ. Participants' travel expenses from Tbilisi to the event location and back will also be covered by GIZ.

## 2. Proposal Structure and Assessment Criteria

The bidder shall provide the proposal in response to the subject ToR to include the following components provided below:

1. Short narrative on the bidder and its relevant work;
2. Technical proposal of the bidder, explaining in detail (in form of a work-plan / milestone schedule) how the contractor will ensure timely provision of deliverables (with suggestion of quantitative and qualitative indicators), which are listed in the ToR. **Technical proposal of successful bidder will become integral part of the contract as an addition of this ToR – Corresponding to assessment criterion 1.4.1 and various other criteria from Section One (Assessment of Technical-Methodological Design), namely subsections 1.1, 1.5, and 1.6.**
3. Diaspora engagement–related experience of the bidder (organisation and involved experts) during the last 2 years, including implementation of dialogue events, hybrid workshops, capacity development measures for diaspora and CSOs, cooperation initiatives between local NGOs and diaspora organizations – **corresponding to the assessment criteria 3.1 and subsections from the Section two, namely subsections 2.1., 2.2.**
4. Demonstrated experience of cooperation with relevant actors (International organisations, donors, other Diaspora organisations or other CSOs, etc.) - **corresponding to the assessment criteria 1.2.1., 1.2.2.**
5. Proven experience within the last five years in implementing projects in cooperation with, or within, the civil society or NGO sector, particularly in the field of diaspora-related initiatives - **corresponding to the assessment criteria 3.2.;**

## III. Requirements on the format of the tender

The CV submitted for each expert can have a maximum of four pages. The concept should not exceed five pages. 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).



#### **IV. Payment schedule:**

- **50%** of the contract value will be transferred to the contractor after accomplishment of deliverables listed under chapter 3, specifically subchapters: 3.1 Concept Development & Training Design of this ToR, with marked due date – **Januar 16, 2026**.
- Final payment of the remaining **50%** after accomplishment of all remaining deliverables listed in chapter 3, specifically 3.2. Event Implementation and 3.3 Documentation & Follow-up, of this ToR and after provision of the final invoice anticipated by **29.01.2026**.

#### **V. Data Protection**

The performance of the contract may be associated with the processing of personal data by the contractor, such as (but not limited to) names and contact information and who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including those stemming from regional and local laws. The contractor shall process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

Whenever the contractor executes the instructions of a partner to the GIZ with regard to such processing, the partner shall be the data controller, and the data processing shall be carried out in accordance with the partner's instructions as well as laws and standards to which it is subject.

If the contractor is not subject to the GDPR and the applicable laws do not contain any explanation on the data protection principles and rights mentioned here, the definitions and meanings provided by the GDPR (Regulation (EU) 2016/679) should be considered.

#### **VI. Additional information**

##### **Workshop Expenses**

GIZ MEG Programme will cover part of the costs related to the logistics of the events in frames of this assignment (for example: conferences, trainings, working meetings, presentations etc.). Accordingly, these costs should not be included in the calculation and financial offer of the contractor.

##### **Final report**

Final report to be submitted until – January 20, 2026



Contractor shall provide final written report in English language, summarizing implementation process and final status quo related to the deliverables foreseen by this ToR. The reports shall on the one hand document the results achieved and on the other hand present challenges encountered. It should include recommendations on further steps and actions.

### **Special provisions**

In the **technical offer/implementation plan**, the bidder shall present in a detailed and descriptive manner the approach which will be used for reaching deliverables described under tasks and deliverables 3.1-3.3. Clear timeline and deadline for each result shall be determined and described.

The technical offer/implementation plan of the project, coupled with prior experience of the organisation and involved experts, will be the major assessment criteria for identifying successful bidder.

### **Coordination format among GIZ MEG Programme and contractor**

Under this assignment, contractor is obliged to closely coordinate and agree in advance all the activities and measures related to the achievement of under point 3 listed deliverables.