

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

PUBLIC

Consultancy Services for Green Uran Labs	Project number/ cost centre: G-011829-001 Tender number 7000008080
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0.	List of abbreviations	2
1.	Context.....	3
2.	Tasks to be performed by the contractor	5
3.	Concept.....	6
	Technical-methodological concept	7
4.	Personnel concept.....	8
	Team leader	8
	Short-term expert pool 1	8
5.	Costing requirements	9
	Assignment of personnel and travel expenses	9
	Sustainability aspects for travel	10
6.	Inputs of GIZ or other actors.....	11
7.	Requirements on the format of the tender	11

0. List of abbreviations

BMZ	German Federal Ministry for Economic Cooperation and Development
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
MRD	Ministry of Regional Development
NC	Neighborhood Concept
PCI	Participatory – Climate-oriented - Integrated
RA	Regional Advisor
SUD	Sustainable Urban Development
UL	Urban Laboratories

1. Context

- a) The “Sustainable Urban Development in Georgia” project (SUD) is funded by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ in cooperation with the Ministry of Regional Development (MRD). The project team is based in Tbilisi and through regional advisors in selected Georgian cities: Batumi, Oni, Zugdidi, Samtredia and Gori.

The project promotes urban integration, citizen participation, climate orientation and strengthening investment planning and budgeting in the work of local governments. The primary objective of SUD is to develop participatory, climate and urban-integrated (PCI) investment projects that are ready for financing. It also supports the development of neighborhood development concepts (NCs) in partner cities as a step towards identifying specific investment projects in the topic areas of energy efficiency, mobility, waste management, public spaces and sustainable tourism. These projects should be above average quality in terms of climate orientation, public participation, urban integration, and gender sensitivity.

The intended objective of this ToR is as follows: 1) development of project concepts with local stakeholders for nature-based solutions through the Urban Laboratory approach, as well as 2) detailed design of small-scale demonstrations based on the project concepts and 3) implementation of small-scale demonstration projects. The thematic focus is enhancement of urban resilience and environmental quality through nature-based solutions: e.g. rain gardens, green zones, stormwater management, etc. that will support improvement of ecological health, public spaces and climate adaptation in the municipalities of **Oni and Samtredia**.

Bidders are encouraged to submit proposals jointly with non-commercial organizations that have extensive experience working with local communities and residents.

b) Nature-Based Solution Urban Laboratory Approaches

The SUD project employs an “Urban Laboratories” (“Urban Lab” or “UL”) approach that emphasizes real-world, user-centered experimentation and co-creation. Key characteristics of the SUD-ULs in the targeted municipalities are:

- **Real-World Context:** Urban Labs are situated in real-life settings, in urban areas. This allows for the testing and development of solutions in the actual environment where they will be implemented (e.g., small-scale interventions, demonstration projects), providing a realistic assessment of their effectiveness and impact for future upscale.
- **User-centered Design:** Urban Labs place end-users at the heart of the innovation process. They involve users not only as subjects of study but as active participants in co-creating solutions. This participatory approach ensures that innovations are closely aligned with citizens' needs and contexts, leading to more relevant and sustainable outcomes.
- **Iterative Process:** The Urban Lab approach is inherently iterative, involving cycles of design, testing, evaluation, and refinement. Within the given timeframe for project development this iterative process allows for learning and adaptation, ensuring that solutions evolve in response to user feedback and changing conditions.

- **Multi-Stakeholder Collaboration:** The Labs bring together a diverse range of stakeholders, including local government, citizens and civil society, and businesses to collaborate on the planning process.
- **Empirical Research and Learning:** The Labs are also research environments where empirical data is collected and analyzed to generate new knowledge. The emphasis is on learning from practice, with insights gained from the Labs shall contribute to policy development at the local and national levels, as well as professional discussions among the urban practitioners.

In the context of the SUD project, the observation (empirical research and learning) is performed by an external research team (ACT Consultants) that regularly provides observation results and recommendations towards strengthening participatory, climate-oriented, urban-integrated projects in Georgia.

c) Urban Lab Areas

Actual areas of the UL should be defined and recommended by the contractor based on the assessment of existing and/or proposed initiatives outlined through stakeholder engagement. Important factors to consider are: a) the Urban Lab area chosen should not be in a rural zone or natural landscape and rather concentrated on the urbanized cores of the municipalities, b) the Urban Lab area should have the potential for public benefit, and c) nature-based solutions and/or climate adaption solutions should be feasible within the Urban Lab area.

d) Stakeholder engagement in Oni & Samtredia

To coordinate the Urban Lab operations, the contractor is requested to consult in a participatory manner with a wide range of stakeholders, including representatives of civil society, city hall and private sector. In total a minimum of 50 different persons should be consulted per municipality.

The division of tasks for the participatory activities is envisioned as follows:

SUD and RA contributions:

- The GIZ Regional Advisor (RA), will be responsible for facilitating communication and cooperation at local level.
- RA supports organizing regular meetings with local stakeholders to enhance everyone's involvement and contribution in the process.
- RA supports organizing community engagement meetings and workshops with stakeholders.
- Meeting places for workshops or meetings on ground will be provided by SUD.

Contractors contributions:

- Outlining & designing participatory activities, including with an appropriate timeline
- Involving stakeholders in the different stages of deliverables (e.g. outline, draft, final version)
- Regular update meetings to RA when needed (weekly or bi-weekly meetings)
- The work plan and deliverables in different stage of development will also be presented to the SUD team, and to the Urban Labs observer (ACT) as deemed necessary by the RA or the SUD team.

- The contractor will facilitate the observation process of ACT through focused discussions, structured interviews provided by the observation team and the systematic sharing of relevant documentation.

2. Tasks to be performed by the contractor

The main objective of the consultancy is to develop and implement nature-based solutions in the urban labs in Oni and Samtredia municipalities that align with community needs, integrated urban planning principles, and climate considerations.

By means of this call for proposal, SUD invites interested parties to present a detailed conceptual and methodological framework to fulfill the following measures:

1. Urban area analysis:

- a) Review relevant and available urban plans & environmental assessments
- b) Together with SUD RA conduct site visits and map priority areas.
- c) Conduct brief climate-risk analysis based on available data and empirical research for maximum three identified priority areas: flooding, heat island, landslide risks, etc.

2. Community & Stakeholders Engagement:

- a) Conduct consultancy and workshops with local stakeholders.
- b) Integration of local input into nature-based solution designs, assurance of community ownership.
- c) Communication campaign to raise awareness and engage the community to accompany the implementation of the nature-based solution designs

3. Feasibility & Design:

- a) Identify suitable nature-based solutions: green corridors, renewable energy potential, permeable surfaces, urban wetlands, gardens, etc. Special consideration should be given to feasibility, which includes technical, financial and administrative (for approvals) aspects.
- b) Prepare a preliminary list (max. ten) of potential nature-based solutions concepts (Portfolio of Solutions). Each solution should be maximum 1 page, and the cost for implementing each solution should be between 15000 GEL and 45.000 GEL.
- c) After consultation with stakeholders and joint decision with GIZ, selecting two of the ten solutions and developing these further. The result should be two detailed designs with layouts, materials specifications, cost estimates, maintenance plans and Bill of Quantities.
- d) Ensure the three core thematic areas of the SUD project are included: participatory, climate-oriented and urban-integrated.

4. Implementation of selected small-scale nature-based solutions

- a) Under the guidance of the SUD project, implement up to two selected solutions per municipality within the timeframe of this assignment.
- b) The selected solutions should be implemented by subcontractors. The type of subcontractors will be selected based upon the type of small-scale nature-based solutions selected. For example, in the case water harvesting & green retention solutions, subcontractors could be hired to procure permeable geogrids/geocells to stabilize gravel/soil and install bio-retention filters.

The selection process for the subcontractors will be as follows:

- Type of subcontracting firms proposed by contractor and agreed upon with SUD project
- ToR for subcontractors prepared by contractor, and content agreed upon with SUD project
- Subcontractor implements the selected solutions jointly with the contractor; final payment to the subcontractor is only possible after the approval from SUD project.

Milestones and timeline for:

Milestones/process steps/partial services	Deadline
Workplan	1 week after signing of contract
Urban area analysis	Oni: First draft 3 weeks after signing contract, final version 4 weeks after signing contract. Samtredia: First draft 4 weeks after signing contract, final version 5 weeks after.
Stakeholders Engagement	Oni: Stakeholder mapping first draft 2 weeks after signing of contract. Communication campaign draft 4 weeks after signing contract; outreach campaign to start shortly after. Samtredia: Stakeholder mapping first draft 3 weeks after signing of contract. Communication campaign draft 5 weeks after signing contract; outreach campaign to start shortly after.
Portfolio of Solutions	Oni: First draft 7 weeks after signing of contract, final version 9 weeks after signing of contract. Samtredia: First draft 8 weeks after signing of contract, final version 10 weeks after signing of contract.
Detailed designs of two solutions	Oni: First draft 12 weeks after signing of the contract, final version 14 weeks after signing of the contract Samtredia: First version 13 weeks after signing of the contract, final version – 15 weeks after signing of the contract
Implementation of selected small-scale nature-based solutions	Oni: Implementation completed 24 weeks after signing of contract Samtredia: Implementation completed 25 weeks after signing of contract

The deadlines represent the maximum allowable time for delivery. If the final deliverables can be completed earlier, SUD will proceed with remuneration based on the submitted deliverables. All deliverables should be submitted in digital format, including GIS where applicable, in English and Georgian languages. Key deliverables may need to be provided in both English and Georgian, as agreed upon by both parties. It is currently envisaged that the Urban Analysis and Portfolio of Solutions will be in English (and translated into Georgian after), whilst the detailed projects will be in Georgian first.

Period of assignment: From June 1, 2026 to December 31, 2026.

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). The tenderer is encouraged to state on alternative (or better) ways to implement the work packages deviating from the initial steps as lined out in the ToR.(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. This includes mapping of the actors (1.2.1) and strategy for establishing cooperation and then cooperation with them (1.2.2.).

The tenderer is required to present and explain its approach to steering the measures with the project partners (1.3.1) and provide results-based monitoring system – description of contractor's contribution to results monitoring and the associated challenges - related to participation and engagement (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.

As the Urban Lab approach in the targeted municipalities is novel and municipal specifications differ geographically, natural landscape, climate and urban structure-wise, the contractor should support SUD in creating a unified understanding of the overall planning approach on the ground towards PCI projects. The tenderer is required to describe its contribution to knowledge management GIZ (1.5.1).

The tenderer is required to explain its approach for coordination with the GIZ project (1.6.1). 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 (1.6.2) 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 bidder must provide explanation how - participation (with highlight on gender inclusion), climate orientation and integration will be reached through the project (1.7).

3. 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.

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, including communicating and presenting key outputs to the decision-makers
- Provides strategic and creative direction to the team of experts and co-leads elaboration of the deliverables
- Ensures the deliverables respond to the needs of the stakeholders and SUD project objectives
- Provides strategic and creative guidance on elaboration of the outline for communication with the stakeholders and engagement activities.
- Regular reporting in accordance with deadlines

Qualifications of the team leader

1. Education/training (2.1.1): university degree (Master or comparable) in urban planning, architecture, engineering or related fields.
- Language (2.1.2): C1-level language proficiency in English and Georgian.
- General professional experience (2.1.3): 10 years of professional experience in the urban planning/architecture, nature-based solutions, climate-adaptation or related sector.
- Specific professional experience (2.1.4): 3 years' experience in climate-related projects
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in Georgia
- Development cooperation (DC) experience (2.1.7): 1 year of experience in DC projects
- Other (2.1.8): Evidence of leading community engagement activities and cooperation with civil society sector

Short-term expert pool 1

Tasks of the short-term expert pool with minimum 4 maximum 6

- Develops and executes participation and engagement activities, including communication outline to guide the team throughout the project
- Evaluates existing available data and elaborates urban & environmental analyses, including by using Geographic Information Systems (GIS) and other tools to map and visualize data to inform planning decisions.

- Elaborates specific technical deliverables for the urban analysis, portfolio of solutions and final designs (incl. detailed design and cost estimates documents)
- Presents the implementation roadmap, planning outputs to SUD and its partners
- Supports the implementation of the small-scale nature-based solutions

Qualifications of the short-term expert pool

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications.

- Education/training (2.6.1): **2** experts with university qualification (Master or comparable) in urban planning, design or architecture, (4/10 points); **1** expert with university qualification (Master or comparable) in environmental or related fields (4/10 points); **1** expert with university qualification in communication, marketing, behavioral science, public administration or related fields (2/10 points)
- Language (2.6.2): **4** experts with C1 level language proficiency in English (7/10 points), 3 experts with C2 level language proficiency in Georgian (3/10 points)
- General professional experience (2.6.3): **1** experts with 5 years of professional experience in the architecture, urban design urban planning (3/10 points); 2 experts with 5 years of professional experience in the environmental planning, ecology sector, sustainability and/or nature-based solutions (5/10 points); **1** expert with 5 years in community engagement or related field (2/10 points),
- Specific professional experience (2.6.4): Not applicable
- Regional experience (2.6.5): Not applicable
- Development cooperation (DC) experience (2.6.6): Not applicable
- Other (2.6.7): 1 expert with evidence of advanced knowledge of visualization computer programs such as GIS, CAD, Adobe Suite, 1 with evidence of leading community engagement activities and cooperation with civil society sector

The tenderer must provide a clear overview of all proposed short-term experts and their individual qualifications. These are the minimum requirements, based on the project area and the bidder's vision, the bidder could provide additional expertise by adding short-term experts (in summary, up to 6 short-term experts can be proposed)

4. 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 2026 \(GERMAN ONLY\)](#)).

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 (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
Team leader	1		80	The team leader is responsible for overall coordination of this assignment. Further details can be found under Personnel Concept
Expert pool 1	1		230	The expert pool consists of 4 to 6 experts. It is up to the bidder to provide a breakdown of the days per expert.
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	Up to 80 days			It is up to the bidder to provide a breakdown of the per-diem allowances per expert.
Overnight allowance in country of assignment	Up to 80 days			It is up to the bidder to provide a breakdown of the overnight allowances per expert. GIZ limit for overnight allowance (hotel) is 240 GEL per night
Transport	Quantity	Number per expert	Total	Comments

Travel expenses (car)	20	300 GEL	Up to 6000 GEL	Round-trip travel to/from Oni & Samtredia by car.
Other costs	Number	Price	Total	Comments
Flexible remuneration	1		18000 GEL	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.
Subcontracts (For implementation of small-scale demonstration projects)	1		Up to 60.000 GEL	The budget contains the following costs: up to 60.000 GEL. Note: Subcontractors for implementation of subcontracts should be contracted based on GIZ rules and regulations. SUD may request at its own discretion, proof that GIZ rules and regulations have been applied.
Procurement of materials and equipment (Procurement of materials and equipment (i.e. seating, shading, temporary installations) for the small-scale demonstration projects)	1		Up to 60.000 GEL	The budget contains the following costs: up to 60.000 GEL Note: Procurement of materials and equipment should be contracted based on GIZ rules and regulations. SUD may request at its own discretion, proof that GIZ rules and regulations have been applied.

5. Inputs of GIZ or other actors

None

6. 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.