

Terms of reference (ToR) for the procurement of services



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

Project/Activity Number: 20.2275.4-007.00/C3A1

Title of the assignment: Guidelines and maps for managing municipal green spaces

1. Brief information on the project

Climate change impacts and the demand for fuelwood from 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 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 June 2028.

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 addition to ECO.Georgia's Component 1 ("Sustainable Forest Management") and Component 2 ("Market Development for Energy Efficiency and Alternative Fuels"), the third component funded by Swiss Agency for Development and Cooperation (SDC) aims to ensure a socially balanced transition to the new forest management approach, taking into account the needs of rural households (the "SDC project" hereafter). The overall goal of the SDC project entitled "Strengthening Livelihoods and Social Inclusion in Georgia's Forest Sector Reform" is to diversify the livelihood opportunities and strengthen local self-governance in forest management to increase incomes and reduce socio-economic disparities.

To ensure that municipal authorities and citizens have the relevant technical and human capacities to participate in the sustainable management of forests, the SDC project helps to develop and introduce municipal-level tools, practices, plans and necessary capacities for participatory sustainable forest management and conservation. Additionally, mechanisms at the local level to better protect the interests of adversely affected stakeholders will be developed, promoted and tested.

To address the current unsustainable forest management and harvest practices, the Government of Georgia (GoG) has initiated an extensive forest sector reform in 2013, followed by the National Forest Concept, the official forest policy approved by the Parliament of Georgia in 2014. A new Forest Code was approved in 2020, while policy-level Criteria and Indicators for sustainable forest management (SFM) were adopted in 2022. Based on the current legislation all wood-related commercial activities in state forests fall under the exclusive responsibility of public forest management bodies. Additionally, the New Forest Code introduced the principle of participatory forest management and the possibility for municipalities to manage forests of local importance themselves.

Despite the renewed forest legislation, there are green areas in the country that are not yet regulated by the relevant legislation. In particular, "green areas" in the territory of municipalities, which is not managed by the forest management body and is not covered by forest legislation, regardless of whether it meets the definition of forest or not. There is currently no clear methodology and guidelines on how municipalities should manage such areas. Their proper management is also relevant to the rest of the forest as it can be a reason of spreading fires or pests and diseases.

In 2013-14, with the support of GIZ SMBP, a tree-care document was developed for the city of Tbilisi, based on which the document was sent by the Ministry to all municipalities as a type of recommendation. The company that won the tender should use this document and reflect on its important aspects (Annex 1).

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

The objectives of the assignment are to develop guidelines for managing municipal green spaces with a focus on ecological friendly phytosanitary measures, as well as providing maps and training for ECO.Georgia's eight target municipalities, which are:

- In Kakheti: Akhmeta, Kvareli, Telavi and Dedoplistskaro
- In Mtskheta-Mtianeti: Tianeti
- In Guria: Lanchkhuti, Ozurgeti, Chokhatauri

While the maps and trainings will only cover these eight municipalities, the scope of the guidelines cover all municipalities of Georgia (based on ecological principles).

In particular, the consultants shall fulfil the following tasks:

I. Stakeholder consultation and revision of the relevant documents:

Conducting consultation workshops with BFD (under MEPA), NFA and relevant local governance (from 8 municipalities) and other local stakeholders to identify needs, problems and scope and agree on definitions.

Review international best practices with a particular focus on ecological aspects, such as Ecosystem-based Sustainable Forest Management and biological pest control, as well as guidelines for tree tending developed with support of GIZ in the years 2013-2014 (Annex 1)

II. Development of the guidelines document

Developing the content of the document and agreeing with MEPA

Developing first draft of the guidelines and to be submitted to the National Forest Programme platform (i.e. to suitable working groups under the NFP)

Developing final draft of the guidelines with close involvement of MEPA, local governance and MRDI

The guidelines shall cover the following aspects:

Phytosanitary aspects

Criteria for assessing the phytosanitary condition and the procedures / rules for their further maintenance/management based on environmentally friendly approaches

Methods and procedures how to use biological methods against pests and – only in exceptional cases with strong technical justification – procedures of spraying chemical insecticide to damaged plants (while minimizing negative impacts on the environment and human health)

Criteria for evaluation and selection of trees to be cut and cutting methods

Further maintenance procedures for cut trees and logs, to avoid damaging other places

Ecological aspects

During restoration or transformation (from artificial to natural) of green areas priority should be given to support of natural regeneration (e.g. support of native/local tree and bush species and provenances)

While planting of new trees (afforestation), the priority approach must be selection of local, site-adaptive species/provenances

While cutting of damaged trees, damages to the soil and the condition of the remaining stands/trees and their regeneration have to be minimized

Preference/priority shall be given to the use of biological methods while fighting against pests (such as use of pheromones, support of predator populations etc.)

Plant zoning aspects

Development of methods and standards for restoration, replacement, and planting of damaged green areas (inc. parks and squares), including support of natural regeneration

Development of the plant zoning scheme for the selection of appropriate plants in the process of restoration of damaged areas and planting of new trees (inc. parks and squares)

Development of an appropriate standard for green areas (planting) considering the norms of construction, including methods for identifying the areas to be restored

Development of the criteria and conditions for the municipalities, considering green areas, planting and their maintenance while issuing construction permits

General aspects

The guidelines shall lay out ways to involve the local population in the decision-making process

Social and gender dimensions such as inclusion of women in the consultation workshops, as well as planning, document development and decision-making processes need to be considered in a gender-sensitive manner; during consultations with local communities at least 30% of the participants shall be women

Training materials are gender-sensitive in terms of language and content. Participation of women is encouraged.

III. Mapping (8 target municipalities)

Study of the existing materials including maps, aerial and ortho photos

Visiting all 8 target municipalities (Ozurgeti, Chokhatauri, Lanchkhuti, Tianeti, Akhmeta, Telavi, Kvareli and Dedoflitskaro) for the identification of green areas (in case of uncertain areas)

Maps must consist with following information: type of areas – covered by woody species, parks or squares

In addition, maps must have information on dominant species at least for the green areas

Mapping and creating Shape files for use with open-source GIS software

IV. Capacity development (8 target municipalities)

Develop and agree on training modules, materials and schedules

Conducting 2 trainings of up-to 4 days for 8 target municipalities to increase knowledge and understanding on Municipal Forest Management (MFM) and management of green areas. The audience shall include:

- Municipal authorities - Responsible body for management of green areas and as well as potential MFM
- Local NGOs - which potentially ensure the participation in the decision-making process and in general - public participations
- Local working groups, including members of relevant NFP working group dealing with MFM

To ensure proper understanding on MFM and management of green areas the training materials should include:

Importance of the SFM, requirements on the MFM etc.

Application of construction permit standards and consideration of green areas in the building/construction process (starting with construction planning)

Management of green areas in general (both parks and squares)

Importance of the public participation in forest and green areas management

Social and gender dimensions during planning and implementation

The 2 trainings each of up-to 4 days shall be organised in two groups; suitable locations for the trainings to be selected in consultation with the project team:

Group 1: Guria (Chokhatauri, Ozurgeti and Lanchkhuti)

Group 2: Kakheti (Akhmeta, Kvareli, Telavi and Dedoplistsdkaro) and Mtskheta-Mtianeti (Tianeti)

2.3. Outputs/deliverables

Expected outputs are:

1. Identified list of participants, Agenda and minutes of meetings of consultation workshops
2. Comprehensive report summarizing the analysis of existing documents (incl. strategic local documents) and the experience with current practices (including experience from Tbilisi municipality), as well as the proposed method and content of the guidelines
3. Maps and shape files of the 8 municipalities green areas
4. First draft of the guidelines
5. Final draft of the guidelines
6. Training modules, materials and schedules
7. Trainings conducted for 8 municipalities (up to 4 trainings)
8. Final report with description of the methods and maps

2.4. Schedule and timeframe¹

Outputs and experts	Deadline	Number of days per expert (including travel days/working outside of Tbilisi)	Number of travel days* (training, meetings, field visits/mapping)
Output 1-2	15.12.2022		
Output 3	31.03.2023		
Output 4	31.05.2023		
Output 5	31.07.2023		
Output 6-7	30.09.2023		
Output 8	15.10.2023		
Team leader with experience in ecology, social and gender dimensions and capacity development		29	17
Expert on forest entomology		27	17
Expert on forestry/botany/ecology		14	6
GIS specialist		15	10

**Experts are to travel by (own or rental) car; for reimbursement of the cost, lump sum rate per day can be agreed, but this applies only for one car. It is expected that the experts travel together in one car.*

3. Company and Experts' profiles

Company - Required competences

- At least 5 years of experience in nature conservation and/or environmental projects

Title of expert - Required competences and experience

Expert/Field of expertise:

Team leader

- At least a master's degree in forestry, ecology, environmental or natural resources management
- Minimum 7 years working experience
- Minimum 5 years working experience in forestry or environmental management sector particular with state and international organisations
- Teaching experience or working experience as a trainer
- Language skills: Excellent level of written and oral English is required

Forest entomology

¹ The schedule is seen as the maximum number of days required for the delivery of the expected results. Thus, to be applied in the financial proposals of the tenderers.

- At least a master's degree in forestry, ecology, environmental or natural resources management
- Minimum 10 years working experience in forestry or environmental management sector, particular with State and international organisations
- Minimum 7 years working experience in forest entomology
- Teaching experience or working experience as a trainer
- Language skills: good level of written and oral English is required

Sustainable Forest Management

- At least a master's degree in forestry, ecology, environmental or natural resources management
- Minimum 5 years working experience in forestry, botany or nature conservation, ideally with state and international organisations
- Language skills: good level of written and oral English is required

GIS/Creation of thematic maps

- At least Master's degree in geography, forestry, ecology, environmental or natural resources management
- Minimum 3 years working experience in forestry or environmental protection sector
- Minimum 3 years of working experience in GIS program and creating thematic maps
- Language skills: sufficient level of written and oral English is required

The required expertise can be covered by different experts, however at least 3 experts are required

4. Timing and duration

From 17.10.2022 to 14.10.2023

5. Place of assignment

Georgia

6. Reporting

- The consultant shall report to Lasha Dzadzamia, Advisor - ECO.Georgia
- The consultant is expected to work very closely with MEPA, BFD and local government
- The consultant is expected to coordinate very closely with relevant staff members of the ECO.Georgia
- Reports must be developed in Georgian and/or in English, based on demand and agreement

7. Other provisions

- The technical proposal² of the contractor meeting the requirements outlined in the above sections, 1-6, may require certain minor adjustments at the request of the project team or in due course.
- Upon consultation with the contractor, the scheduled trainings can be organised logistically by the project. Training cost will be borne by GIZ with contributions from the partner institutions if capacities are available.
- Payments will be affected after provision of timesheets for accomplished outputs respective to number of working days indicated in the TOR.

Annex:

- GIZ publications and advisory reports on tree tending developed (GIZ 2013-2014)³

² The technical proposal shall meet the minimum requirements outlined in this TOR. Furthermore, it shall include a work-plan per output ensuring the expected outputs are delivered in a timely manner and the CVs of the proposed experts.

³ To be shared upon conclusion of the contract